



On amendments to the order of the Minister of Education and Science of the Republic of Kazakhstan dated February 21, 2012 No. 57 "On approval of the Rules for the competitive replacement of heads of state organizations of secondary, technical and vocational, post-secondary education and competitive appointment to the position of heads of state educational organizations implementing general education curricula of preschool , secondary education and educational programs of additional education"

Joint order of the Minister of Education and Science of the Republic of Kazakhstan dated November 19, 2021 No. 568 and the Minister of Labor and Social Protection of the Population of the Republic of Kazakhstan dated November 22, 2021 No. 432. Registered with the Ministry of Justice of the Republic of Kazakhstan on November 24, 2021 No. 25349

WE ORDER:

1. Include in the order of the Minister of Education and Science of the Republic of Kazakhstan dated February 21, 2012 No. 57 "On approval of the Rules for the competitive replacement of heads of state organizations of secondary, technical and vocational, post-secondary education and competitive appointment to the position of heads of state educational organizations implementing general education curricula of preschool , secondary education and educational programs of additional education" (registered in the Register of State Registration of Normative Legal Acts under No. 7495) the following changes:

the heading of the order shall be stated in the following wording:

"On approval of the rules for appointment to positions, dismissal of the first leaders and teachers of state educational organizations";

the preamble of the order shall be stated in the following wording:

"In accordance with subparagraph 35) of Article 5 of the Law of the Republic of Kazakhstan "On Education" **WE ORDER :**"

Paragraph 1 of the order shall be amended as follows:

"1. Approve the attached Rules for the appointment to positions, dismissal of the first leaders and teachers of state educational organizations .";

The rules for appointment to positions, dismissal from positions of the first leaders and teachers of state educational organizations shall be set out in a new edition in accordance with the annex to this joint order.

2. The Committee for Preschool and Secondary Education of the Ministry of Education and Science of the Republic of Kazakhstan, in accordance with the procedure established by the legislation of the Republic of Kazakhstan, shall ensure:

1) state registration of this joint order with the Ministry of Justice of the Republic of Kazakhstan;

2) placement of this joint order on the Internet resource of the Ministry of Education and Science of the Republic of Kazakhstan after its official publication;

3) within ten working days after the state registration of this joint order, submission to the Legal Department of the Ministry of Education and Science of the Republic of Kazakhstan of information on the implementation of the measures provided for in subparagraphs 1) and 2) of this paragraph.

3. To impose control over the execution of this joint order on Supervising Vice Minister of Education and Science of the Republic of Kazakhstan.

4. This joint order shall enter into force ten calendar days after the day of their first official publication.

Minister of Education and Science

_____ *A. Aimagambetov*

Republic of Kazakhstan

Minister of Labor

and social protection of the population

_____ *S. Shapkenov*

Republic Kazakhstan

"AGREED"

Ministry digital development ,
innovation and aerospace industry
Republic Kazakhstan

Appendix to the order of the
Minister of Labor
and Social Protection of the Population of the
Republic of Kazakhstan
dated November 22, 2021 No. 432
and the Minister of Education and Science of
the Republic of Kazakhstan
dated November 19, 2021 No. 568

Rules for the appointment to positions, dismissal from positions of the first leaders and teachers of state educational organizations

Chapter 1. General Provisions

1. These rules for the appointment, dismissal of the first leaders and teachers of state educational organizations (hereinafter referred to as the Rules) are developed in accordance with subparagraph 35) of Article 5 of the Law of the Republic of Kazakhstan "On Education", subparagraph 1) of Article 10 of the Law of the Republic of Kazakhstan "On public services", determine the procedure for appointment, dismissal of the first leaders and teachers of state educational organizations, as well as the procedure for the provision of public services.

Chapter 2

2. The department of education of the district (city of regional significance), within five working days from the date of the appearance of a vacant or temporarily vacant position of the first head of the state educational organization (hereinafter - the first head), sends a request to the Department of Education of the region, city of republican significance and the capital to hold a competition.

3. The fulfillment of the duties of a temporarily vacant or vacant position of the first head is assigned to the deputy head of this educational organization and (or) to the teacher of this educational organization until the completion of competitive procedures for a period not exceeding three months.

4. The education management body makes a decision to assign the performance of duties to a temporarily vacant or vacant position of the first head no more than once, except in cases of refusal or inability to continue to hold the position of the acting first head.

Paragraph 1. The procedure for holding a competition for the position of the first head

5. The competition for the appointment of the first head is announced by a separate structural subdivision of the Ministry of Education and Science of the Republic of Kazakhstan (hereinafter - the Ministry) and (or) the local executive body of the region, city of republican significance and the capital, depending on departmental subordination.

6. The competition includes a number of successive stages:

1) publication of the announcement of the competition on the official Internet resource, official social network accounts of the state body that announced the competition, no later than fifteen working days from the date of the appearance of a vacant or temporarily vacant position of the first head;

2) acceptance of documents from persons who have expressed a desire to take part in the competition;

3) consideration of documents of candidates for compliance with the qualification requirements approved by the order of the Minister of Education and Science of the Republic of Kazakhstan dated July 13, 2009 No. 338 "On approval of typical qualification characteristics of positions of teachers" (registered in the Register of

State Registration of Normative Legal Acts under No. 5750) (hereinafter - Standard qualification characteristics of teachers);

4) qualification testing for knowledge of legislation, managerial competencies, basics of pedagogy and psychology (hereinafter referred to as testing);

5) coordination of candidates with the board of trustees of the state educational organization (hereinafter referred to as the board of trustees).

Coordination with the Board of Trustees is not carried out in relation to a candidate applying for the position of the first head of an organization of a preschool, special (psychological, medical and pedagogical consultation (hereinafter - PMPK), an office for psychological and pedagogical correction (hereinafter - KPPK), a rehabilitation center (hereinafter - RC)), additional education, organization of education under the Committee of the Penitentiary System of the Ministry of Internal Affairs of the Republic of Kazakhstan;

6) an interview with candidates conducted by the competition commission of the state body that announced the competition (hereinafter - the interview).

7. Persons included in the Presidential Personnel Reserve, graduates of foreign organizations of higher and postgraduate education included in the list recommended for study under the international scholarship of the President of the Republic of Kazakhstan "Bolashak" are exempt from testing, as well as coordination of candidates with the board of trustees and are allowed to interview in the presence of higher (postgraduate) pedagogical or other professional education in the relevant profile, or a document confirming pedagogical retraining, as well as the documents specified in subparagraphs 6), 7), 8) of paragraph 8 of Appendix 1 of these Rules, if the candidate meets the qualification requirements, approved Model Qualification Characteristics of Teachers.

8. The text of the announcement contains the following information:

1) the name of the state body in whose department and subordination is the state organization of education;

2) the name of the position for which the competition is announced;

3) the full name of the state educational organization, indicating the location, a brief description of its activities;

4) qualification requirements for a candidate for the position of the first head, approved by the Standard Qualification Characteristics of Teachers;

5) official duties of the first head;

6) the size of the official salary;

7) the date and place of the competition;

8) deadlines for submission and place of acceptance of applications for participation in the competition;

9) a list of documents required for participation in the tender in accordance with paragraph 8 of Appendix 1 of these Rules;

10) information regarding the presence of observers at the meeting of the tender committee;

11) contact phones, e-mail addresses for clarification of information;

12) the term of the temporarily vacant position of the first head, during a competition for a temporarily vacant position.

9. The state body that announced the competition forms a competition commission to select candidates for a vacant position.

10. The composition of the competition commission of the local executive body of the region, the city of republican significance and the capital consists of at least seven people, including the chairman, elected from among the members of the commission. The composition of the competition commission includes representatives of the education department of regional, cities of republican significance and the capital, district / city departments of education, teachers of methodological rooms with the highest or first qualification category of a teacher and (or) a qualification category of an expert teacher or a teacher-researcher, or a teacher- masters, representative of civil society in the field of education, mass media (media), one independent expert.

11. The composition of the competitive commission of the Ministry consists of at least five people, including the chairman, elected from among the members of the commission. The composition of the competition commission includes representatives of the supervising structural divisions of the authorized body, department, subordinate organizations, a representative of civil society in the field of education, one independent expert.

12. Persons who are not employees of a state body, departments, civil servants of other state bodies, deputies of maslikhats act as independent experts.

13. In order to ensure transparency and objectivity of the work of the competition commission, observers no younger than eighteen years of age are invited to its meeting.

14. During the interview, observers do not ask candidates questions. It is not allowed for observers to take actions that impede the work of the competition commission, to disclose information relating to the personal data of candidates, competition procedures in which candidates participate, or to use technical means of recording.

15. To be present at the meeting of the competition commission as an observer, a person notifies the personnel management service (personnel department) no later than two hours before the start of the interview.

16. Notification is carried out by phone or by e-mail specified in the announcement of the competition.

17. Prior to the start of the interview, the secretary of the competition commission introduces the observers to the memo for the observer in the form, in accordance with Appendix 2 to these Rules.

18. Observers submit their opinion on the work of the competition commission in writing to the leadership of the state body that announced the competition.

19. The secretary of the competition commission organizes meetings of the competition commission, is not a member of it.

20. Replacement of absent members of the tender commission is not allowed.

21. In the event of a conflict of interest in the activities of the competition commission, the composition of the competition commission is reviewed.

22. Each meeting of the commission is drawn up in a protocol signed by the chairman, members of the commission who were present at the meeting, and the secretary.

23. The meeting of the commission is considered to be held, and its decision is valid, if it was attended by at least two thirds of the members of the total composition of the commission.

24. The decision of the competition commission is made by a simple majority of votes by open voting. In case of equality of votes, the vote of the chairman is decisive.

25. Meetings of the competition commission are accompanied by an audio-video recording. Audio-video recordings are stored in educational organizations for one year from the date of the first meeting.

26. Consideration of documents of candidates for compliance with the qualification requirements approved by the Standard Qualification Characteristics of Teachers is carried out by the personnel management service (personnel department) of the state body that announced the competition, within three working days from the date of the deadline for accepting documents.

27. In order to prevent the employment of persons who have or had a criminal record, are subject to or have been subjected to criminal prosecution (with the exception of persons whose criminal prosecution has been terminated on the basis of subparagraphs 1) and 2) of the first part of Article 35 of the Criminal Procedure Code of the Republic of Kazakhstan) who have previously committed corruption crimes and / or criminal offenses: murder, intentional infliction of harm to health, against public

health and morality, sexual integrity, extremist or terrorist crimes, human trafficking, the personnel service of the education authority, the authorized body in the relevant field, within three working days after the acceptance of the candidate's documents, an additional request is sent about the presence or absence of information about the commission of a corruption crime and / or a criminal offense to the authorized body for legal statistics and special records or its territorial divisions, as well as violation of pedagogical ethics to the Committee for Quality Assurance in Education and Science of the Ministry of Education and Science of the Republic of Kazakhstan.

28. Based on the results of consideration of the documents of candidates for compliance with the qualification requirements approved by the Standard Qualification Characteristics of the Positions of Teachers, the personnel management service (personnel department) of the state body, department of the authorized body that announced the competition, sends candidates for testing, with the exception of candidates who have certificates of passing testing.

Paragraph 2. The procedure for the provision of public services

29. The public service "Acceptance of documents for participation in the competition for the appointment of the first heads of state educational organizations" is provided by the Ministry of Education and Science of the Republic of Kazakhstan and (or) education departments of regions, cities of Nur-Sultan, Almaty, Shymkent, education departments of districts (cities of regional significance) (hereinafter - service providers) in accordance with the standard for the provision of public services, in accordance with Appendix 1 to these Rules.

30. The service provider accepts documents for participation in the competition within seven working days from the date of publication of the announcement.

31. Individuals applying for the position of top managers (hereinafter referred to as candidates) within the deadlines for receiving the documents specified in the announcement, send an application and documents in electronic or paper form in accordance with paragraph 8 of Appendix 1 to these Rules to the State Corporation and (or) the office service provider and (or) to the "electronic government" web portal (hereinafter referred to as the portal).

32. A reasoned response to the refusal to provide public services is provided within one working day from the date of receipt of the application.

33. When applying through the portal to the "personal account" of the service recipient, within one working day, a notification is received of the acceptance of documents in the form of an electronic document signed with an electronic digital signature (hereinafter referred to as the EDS) of an authorized person of the service provider or a reasoned refusal to further consider the application.

34. When accepting documents for receiving a public service, the service provider issues a receipt on acceptance of the application and relevant documents in the form in accordance with Appendix 3 to these Rules or a reasoned refusal to provide the public service.

35. When applying through the State Corporation, the service recipient is issued a receipt for the acceptance of documents.

36. Formed applications (with a package of documents) are sent by the State Corporation to the service provider within one working day from the date of receipt of documents from the service recipients.

37. When a candidate provides an incomplete package of documents stipulated by the public service standard and (or) expired documents, an employee of the State Corporation issues a receipt refusing to accept documents in the form in accordance with Appendix 4 to these Rules .

38. When applying to the State Corporation, the day of receipt of documents is not included in the term for the provision of public services. At the same time , the service provider submits the result of the provision of the public service to the State Corporation one day before the end of the term for the provision of the public service.

39. The service provider ensures that information about the stage of provision of public services is entered into the information system for monitoring the provision of public services in the manner prescribed by subparagraph 11) of paragraph 2 of Article 5 of the Law of the Republic of Kazakhstan "On Public Services" (hereinafter referred to as the Law).

40. Consideration of a complaint on the provision of public services is carried out by a higher administrative body, an official, an authorized body for assessing and monitoring the quality of the provision of public services (hereinafter referred to as the body considering the complaint).

41. A complaint is filed with a service provider and (or) an official, whose decision, action (inaction) is being appealed.

42. The service provider, the official whose decision, action (inaction) is being appealed, no later than three working days from the date of receipt of the complaint, sends it and the administrative file to the body considering the complaint.

43. At the same time, the service provider, the official whose decision, action (inaction) is being appealed, does not send a complaint to the body considering the complaint if he makes a decision or other administrative action within three working days that fully meets the requirements specified in the complaint.

44. The complaint of the service recipient received by the service provider, in accordance with paragraph 2 of Article 25 of the Law, is subject to consideration within 5 (five) business days from the date of its registration.

45. The complaint of the service recipient received by the authorized body for assessing and monitoring the quality of the provision of public services is subject to consideration within 15 (fifteen) working days from the date of its registration.

46. Unless otherwise provided by the laws of the Republic of Kazakhstan, an appeal in court is allowed after an appeal in the administrative (pre-trial) procedure in accordance with paragraph 5 of Article 91 of the Administrative Procedure and Procedure Code of the Republic of Kazakhstan.

Paragraph 3. Procedure for passing the test

47. Testing of candidates is organized by the Republican State State Enterprise "National Testing Center" of the Ministry of Education and Science of the Republic of Kazakhstan (hereinafter - NTC) without access to representatives of the state body that announced the competition and other involved persons.

48. A candidate for testing writes an application to the NTC in the form in accordance with Appendix 5 to these Rules.

49. Interference in the testing procedure of candidates by representatives of the state body, as well as third parties not related to the testing process, is not allowed.

50. When conducting testing, an independent observer is involved from among representatives of public organizations, the territorial department for quality assurance in the field of education of the authorized body in the field of education.

51. Testing is carried out in electronic format.

52. The personnel management service (HR department) generates a list of persons participating in testing according to the form in accordance with Appendix 6 to these Rules and sends it to the NTC for testing.

53. In order to ensure transparency and confidentiality, the testing site is equipped with video and audio recording cameras.

54. When a candidate enters the building of the testing point, his identity is identified on the basis of an identity document.

55. Prior to testing, the responsible person explains to candidates the rules of conduct for candidates during testing.

56. Candidates are tested for knowledge of the Constitution of the Republic of Kazakhstan, the Labor Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Education", the Law of the Republic of Kazakhstan "On Combating Corruption", the Law of the Republic of Kazakhstan "On the Status of a Teacher", testing in the areas of "Managerial competencies", fundamentals of pedagogy and psychology.

57. Testing consists of 100 questions:

on knowledge of the legislation - 75 questions;

in the direction of "Managerial competencies" - 15 questions;

on the basics of pedagogy and psychology - 10 questions.

58. The threshold level for passing the test is 70% for each direction.

59. 180 minutes are allotted for testing. At the end of the time allotted for testing, the software automatically closes.

60. The result of testing - a certificate of passing the test in the form in accordance with Appendix 7 of these Rules is sent by the NTC to the state body that announced the competition and to the personal account of the candidate.

61. The certificate of passing the test is valid for one year from the date of passing the test.

62. Candidates who have not reached the threshold level, by decision of the competition commission, are not allowed to the next stages of the competition.

63. Candidates applying for the position of head of an educational organization, but who have not reached the threshold level, are re-tested after one month from the date of passing the test.

64. Candidates applying for the vacant position of the first head of specialized educational organizations go through an additional stage of approval in the form of an interview with the Republican Scientific and Practical Center "Daryn" within three working days after passing the test.

65. Candidates applying for the vacant position of the first head of the lyceum "Bilim-Innovation" are exempt from testing, as well as the approval of candidates with the Board of Trustees and are approved in the form of an interview with the International Public Foundation "Bilim-Innovation" within three working days after consideration of documents for compliance with the Standard Qualification Characteristics of Teachers, as well as an interview at a meeting of the competition commission of the state body that announced the competition.

66. Candidates applying for the vacant position of the first head of a special education organization go through an additional approval stage in the form of an interview with the National Scientific and Practical Center for the Development of Special and Inclusive Education of the Ministry within three working days after passing the test.

67. Candidates applying for the vacant position of the first head of the organization of education for children - orphans and children left without parental care, go through an additional stage of approval in the form of an interview with the Committee for the

Protection of Children's Rights of the Ministry within three working days after passing the test.

68. Based on the results of testing, within two working days, the personnel management service (personnel department) of the state body that announced the competition sends lists of candidates, copies of their resumes to the Board of Trustees.

69. The Board of Trustees, within three working days from the date of receipt of the documents, notifies candidates of the date, time and place of the meeting of the Board of Trustees.

70. The Board of Trustees, within three working days after notifying the candidates, hears a promising Development Plan for the state educational organization of each candidate for a vacant or temporarily vacant position and makes recommendations. All meetings of the Board of Trustees are accompanied by an audio-video recording. Audio-video recordings are stored in the educational organization for one year from the date of the first hearing.

71. The accepted recommendations of the board of trustees are submitted to the competition commission on the next business day after the hearing.

Paragraph 4. The procedure for passing the interview

72. During the interview, the members of the competition committee formulate questions on thematic areas in accordance with Appendix 8 to these Rules. For each candidate, an "Evaluation sheet of a candidate for the position of the first head of a state educational organization" is filled in in accordance with the form in accordance with Appendix 9 to these Rules.

73. The procedure for conducting an interview is determined by the competition commission independently.

74. Candidates who have not passed the competition shall be notified in writing by the state body that announced the competition within three working days of the results of the competition.

75. The candidate who participated in the interview and showed a high result after the winner of the competition is recommended by the competition commission for enrollment in the personnel reserve for one year from the date of enrollment.

76. Candidates enrolled in the personnel reserve, when a competition is announced for the appointment of vacant or temporarily vacant positions of first managers, go through the stage of coordination with the board of trustees.

77. To participate in the competition for vacant or temporarily vacant positions of the first heads of preschool, special educational organizations (PMPC, KPPK, RC), additional education organizations, educational organizations under the Committee of the Penitentiary System of the Ministry of Internal Affairs of the Republic of Kazakhstan, persons enrolled in the personnel reserve, pass the stage of an interview

with the competition commission with the presentation of a long-term Development Plan for the state educational organization.

78. Based on the results of the competition, the Ministry, education departments of regions, cities of republican significance and the capital, education departments of districts (cities) conclude an employment contract with a candidate who has received a positive decision from the competition commission, and an appointment order is issued.

79. Based on the results of the competition, the first head is appointed to the position for a period of five years.

80. After the expiration of the five-year period, labor relations with the first head of the state educational organization are regulated in accordance with the norms of the labor legislation of the Republic of Kazakhstan.

81. Candidates, in the part that concerns them, get acquainted with the tender documents and the decision of the commission within three working days.

82. Documents of candidates who have not passed the competition are stored for one year in the personnel management service (personnel department) of the state body that announced the competition.

83. If a candidate for the vacant position of the first head is not identified, the competition is declared invalid by the decision of the competition commission.

84. The results of the competition are appealed by the participants of the competition to the Committee for Quality Assurance in Education and Science of the Ministry of Education and Science of the Republic of Kazakhstan or its territorial divisions or in court within three months from the date of familiarization with the competition documents and the decision of the commission.

85. Every quarter, the personnel service of local executive bodies of regions, cities of republican significance and the capital sends a report on the results of the competition to the Ministry.

86. The dismissal of the first head of office is carried out on the grounds provided for in Article 49 of the Labor Code of the Republic of Kazakhstan.

87. The dismissal of the first head of office is carried out in agreement with the regional education authority.

Chapter 3

Paragraph 1. The procedure for holding a competition for the position of a teacher of a state educational organization

88. Competition for a vacant and (or) temporarily vacant position of a teacher of the republican state organization of secondary education is organized by the republican state organization of secondary education, respectively.

89. A competition for a vacant and (or) temporarily vacant position of a teacher in a state educational organization is organized by a state educational organization administered by local executive bodies of regions, cities of republican significance and the capital.

90. For all available vacant and (or) temporarily vacant positions, the state educational organization **conducts a competition**, with the exception of small schools.

91. Teachers who meet the Standard Qualification Characteristics of Teachers and who have submitted documents according to the list specified in paragraph 107 of these Rules participate in the competition.

92. The competition is held for a vacant and (or) temporarily vacant position of a teacher with a **teaching load of 16** or more hours per week.

93. The number of hours for each teacher in vacant positions cannot be more than one and a half teacher rates.

94. The procedure for organizing the competition includes the following steps:

1) publication of an announcement of a competition on the Internet resource and (or) official social network accounts of an educational organization and (or) an education authority of the appropriate level;

2) determining the date and place of the competition and the formation of the competition commission;

3) acceptance of documents from candidates wishing to take part in the competition;

4) consideration of documents of candidates for compliance with the qualification requirements approved by the Standard Qualification Characteristics of Teachers;

5) the final meeting of the competition commission .

95. The announcement of the competition includes the following information:

1) the name of the educational organization that has a vacant and (or) temporarily vacant position (hours), indicating the location, postal address, phone numbers, e-mail address;

2) the name of the vacant and (or) temporarily vacant position with the designation of the main functional duties, the amount and conditions of remuneration;

3) qualification requirements for the candidate, approved by the Standard Qualification Characteristics of Teachers;

4) the deadline for receiving documents , which is calculated from the next working day after the last publication of the announcement of the competition;

5) list of documents ;

6) **the term of a temporarily vacant** position of a teacher, during a competition for a temporarily vacant position;

96. The timing of the competition and the composition of the competition commission is determined by the order of the state educational organization.

97. **The competitive commission** is a collegiate body consisting of at least **five members of the commission** , including the chairman, elected from among the members of the competitive commission. The composition of the competition commission includes representatives of **the administration of the** educational organization, methodologists of methodological rooms (centers) of the appropriate level or organization of education, civil society in the field of education, specialists from the district (city) department of education, and teachers.

98. It is allowed to include representatives of other educational organizations in the composition of the competition commission in agreement with them.

99. **The secretary of the competition** commission organizes meetings of the competition commission, **is not a member of it** .

100. Replacement of absent members of the competition commission is not allowed.

101. In the event of a conflict of interest in the activities of the competition commission, the composition of the competition commission is reviewed.

102. A change in the composition of the competition commission is carried out by decision of the head of the educational organization.

103. **Meetings of the competition commission are drawn up by a protocol** signed by the chairman, members of the commission who were present at the meeting, and the secretary.

104. The meeting of the competition commission is considered to be held, and its decision is valid, if at least two thirds of the members of the total composition of the commission were present at it.

105. **Meetings of the competition commission are accompanied by an audio-video recording.** Audio-video recordings are stored in educational organizations that have announced the competition for one year from the date of the first meeting.

106. **Acceptance of documents for participation in the competition is carried out within seven working days from the date of the last date of publication** of the announcement of the competition.

107. A person who has expressed a desire to take part in the competition, within the deadlines for receiving the documents specified in the announcement, sends **the following documents** in electronic or paper form:

- 1) **an application for participation** in the competition indicating the list of attached documents in the form in accordance with Appendix 10 to these Rules;
- 2) **an identity document** or an electronic document from a digital document service (for identification);
- 3) **a completed personal sheet for personnel records** (indicating the address of the actual place of residence and contact numbers - if available);
- 4) **copies of documents on education** in accordance with the qualification requirements for the position, approved by the Standard Qualification Characteristics of Teachers;
- 5) **a copy of the document confirming labor activity** (if any);
- 6) **a health certificate in the form** approved by the order of the Acting Minister of Health of the Republic of Kazakhstan dated October 30, 2020 No. Қ R DSM-175/2020 "On approval of forms of accounting documentation in the field of healthcare" (registered in the Register of State Registration of Regulatory Legal Acts under No. 21579);
- 7) **a certificate from a psycho -neurological** organization;
- 8) **a certificate from a narcological** organization;
- 9) **a certificate of the National Qualification Testing** (hereinafter referred to as the NCT) or **a certificate of the qualification** category of a teacher-moderator, teacher-expert, teacher-researcher, teacher-master (if any);
- 10) **a completed Evaluation sheet of a** candidate for a vacant or temporarily vacant position of a teacher in the form in accordance with Appendix 11.

108. **The candidate, if available** , provides additional information regarding his education, work experience, professional level (copies of documents on advanced training, awarding scientific / academic degrees and titles, scientific or methodological publications, qualification categories, recommendations from the management of the previous place of work).

109. The absence of one of the documents specified in paragraph 107 of these Rules is the basis for returning the documents to the candidate.

110. The state organization, **within three working** days after the acceptance of the candidate's documents, sends **a request** about the presence or absence of information about the commission of a corruption offense and / or a criminal offense to the authorized body for legal statistics and special records or its territorial divisions, as well as about the violation of pedagogical ethics in Committee for Quality Assurance in Education and Science of the Ministry of Education and Science of the Republic of Kazakhstan.

111. If information is revealed about the commission of a corruption crime and / or a criminal offense and / or violation of the norms of pedagogical ethics that prohibit employment in accordance with the current legislation of the Republic of Kazakhstan, the teacher is removed from the competition at any stage.

112. **The Commission**, within **five working** days after the deadline for accepting documents, reviews the documents of candidates for compliance with the qualification requirements approved by the Model Qualification Requirements for Teachers.

113. Based on the results of consideration of the documents of candidates for compliance with the qualification requirements, the competition commission calculates the points indicated by the candidate in the Evaluation Sheet in accordance with **Appendix 11** to these Rules.

114. The decision on the results of the competition is made by the competition commission based on the points scored.

115. **The candidate who received the most points** is considered to have passed the competition and is **recommended to the first** head of the state educational organization **for appointment**.

116. If the candidates have **an equal number of points**, the competition committee decides to **conduct an interview**, based on the results of which a candidate for appointment is determined.

117. In case of disagreement with the decision of the competition commission, any member of the commission expresses his opinion, which is attached to the protocol of the meeting of the commission.

118. The decision **of the competition commission is drawn up in a protocol**, which is signed by the chairman and members of the commission, as well as the secretary who takes the minutes.

119. The candidate who participated in the interview, but was not recommended for appointment, is recommended by the competition commission to be admitted to the personnel reserve.

120. The term of being in the **personnel reserve is one year** from the date of enrollment in the personnel reserve.

121. Candidates enrolled in the personnel reserve, when a competition is announced, go through an interview stage with the competition commission.

122. **The results of the competition are announced** on the Internet resource of the state educational organization, the official social network accounts of the organization on the day of the final meeting of the competition commission.

123. **With a candidate who meets the qualification requirements, approved by the Standard Qualification Characteristics of Teachers and who has received a positive**

conclusion from the competition commission, the head of the educational organization concludes an employment contract and issues an order for employment.

124. If a candidate who has received a positive conclusion from the competition commission refuses to conclude an employment contract, the head of the educational organization concludes an employment contract with a candidate recommended by the competition commission for enrollment in the personnel reserve.

125. If, as a result of the competition, the commission did not identify candidates for a vacant position, the competition is declared invalid.

126. Candidates, in the part that concerns them, get acquainted with the tender documents and the decision of the commission.

127 . Part-time teachers for less than 8 hours a week in one subject are hired without competition .

128. The vacant position of a subject teacher, with the exception of an ungraded school, is not distributed among teachers.

129. If a candidate for a vacant position is not identified by the beginning of the academic year, during the academic year, vacant hours are distributed among the teachers of the educational organization and (or) a temporary teacher and (or) part-time teacher is hired.

130. If the candidate disagrees with the decision of the competition commission, the results of the competition are appealed in accordance with the norms of the Administrative Procedural and Procedural Code of the Republic of Kazakhstan.

131. The decision of the competition commission is appealed by the participants of the competition in the appeal commission of a higher body or in court.

132. The dismissal of a teacher is carried out on the grounds provided for in Article 49 of the Labor Code of the Republic of Kazakhstan.

133. The release of teachers from state educational organizations is carried out by the educational organization in agreement with the education department of the district (city of regional significance).

Appendix 1 to the Rules
for the appointment to positions,
dismissal of the
first leaders
and teachers of state
educational organizations

State service standard "Acceptance of documents for participation in the competition for the appointment of the first heads of state educational organizations"

one	Name service provider	The public service is provided by the Ministry of Education and Science of the Republic of Kazakhstan and (or) education departments of regions, cities of Nur-Sultan, Almaty, Shymkent, education departments of districts (cities of regional significance) (hereinafter referred to as service providers)
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2	Ways providing state services	Acceptance of documents and issuance of the result for the provision of public services is carried out through: 1) the office of the service provider; 2) non-commercial joint-stock company "State Corporation" Government for Citizens "(hereinafter referred to as the State Corporation); 3) web portal of "electronic government" (hereinafter referred to as the portal).
3	Term rendering state services	Terms of rendering the public service: 1) when applying through the service provider - 20 minutes; 2) to the State Corporation at the location of the service provider - 2 (two) working days; 3) to the State Corporation not at the location of the service provider - 7 (seven) business days. When applying to the State Corporation, the day of admission is not included in the term for the provision of public services; 4) when applying through the portal - one business day. The day of admission is not included in the period for the provision of public services; 1) the maximum allowable waiting time for submitting a package of documents to the State Corporation is 20 (twenty) minutes; 2) the maximum allowable service time for a service recipient in the State Corporation is 20 (twenty) minutes.
four	The rendering form state services	Electronic (partly automated) / paper
5	Result rendering state services	When providing a public service on paper - issuance of a receipt for the acceptance of documents for participation in the competition in the form in accordance with Appendix 3 to these Rules, or a reasoned refusal to provide a public service. When applying electronically to the "personal account" of the service recipient, a notification is received about the acceptance of documents for participation in the competition in the form of an electronic document signed by the EDS of an authorized person of the service provider or a reasoned refusal
6	The amount of payment charged from the service recipient in the provision of public services, and methods of its collection in cases provided for by the legislation of the Republic of Kazakhstan	is free
7	Schedule work	1) service provider - from Monday to Friday from 9.00 to 18.30, lunch break from 13.00 to 14.30, except weekends and holidays, in accordance with the labor legislation of the Republic of Kazakhstan. Acceptance of documents and issuance of the result of the provision of public services from the service provider is carried out from 9.00 to 17.30 with a lunch break from 13.00 to 14.30. Public service is provided on a first-come, first-served basis, without prior appointment and expedited service. 2) State corporation - from Monday to Saturday inclusive, in accordance with the established work schedule from 9.00 am to 20.00 pm without a lunch break, except for Sundays and public holidays, in accordance with the labor legislation of the Republic of Kazakhstan. Reception is carried out in the order of "electronic" queue, at the choice of the service recipient without accelerated service, it is possible to book an electronic queue through the

		<p>portal.</p> <p>3) portal - around the clock, with the exception of technical breaks due to repair work (when the service recipient contacts after the end of working hours, on weekends and holidays in accordance with the Labor Code, applications are accepted and the results of the provision of public services are issued the next business day).</p> <p>Addresses of places for the provision of public services are located on :</p> <p>1) Internet resource of the service provider, official accounts of social networks;</p> <p>2) www.egov.kz portal .</p>
eight	The list of documents required for the provision of public services	<p>The service recipient submits the following documents to the office of the service provider or to the State Corporation or to the portal:</p> <p>1) an application in the form in accordance with Appendix 5 to these Rules;</p> <p>2) an identity document or an electronic document from a digital document service (for identification);</p> <p>3) personal sheet for personnel records and photos;</p> <p>4) a copy of a state standard document on education;</p> <p>5) a copy of the document confirming labor activity;</p> <p>6) a health certificate in the form approved by the order of the Acting Minister of Health of the Republic of Kazakhstan dated October 30, 2020 No. K R DSM-175/2020 "On approval of forms of accounting documentation in the field of healthcare" (registered in the Register of State Registration of Regulatory Legal Acts under No. 21579);</p> <p>7) a certificate from a psycho-neurological organization;</p> <p>8) a certificate from a narcological organization;</p> <p>9) certificate of qualification testing;</p> <p>10) a long-term plan for the development of an educational organization;</p> <p>11) summary</p> <p>To participate in the competition, the candidate additionally provides for consideration to the state body that announced the competition, materials on his professional achievements, advanced training, scientific research, generalization of his own pedagogical experience, awards, information on the achievement of performance indicators (if any). Submission of the documents specified in subparagraphs 4), 5), 6) 7), 8) 9) is not required if the service provider has the ability to obtain them from the relevant information systems. The documents specified in subparagraphs 4), 5) are certified by the personnel management service (personnel department) from the place of work or a responsible employee of the educational organization and certified by a seal.</p> <p>The service provider and employee of the State Corporation receives the consent of the service recipient to use information constituting a legally protected secret contained in information systems in the provision of public services, unless otherwise provided by the laws of the Republic of Kazakhstan.</p>
9	Grounds for refusal to provide public services, established by the legislation of the Republic of Kazakhstan	<p>1) establishing the unreliability of the documents submitted by the service recipient for the receipt of the public service, and (or) the data (information) contained in them;</p> <p>2) non-compliance of the service recipient and (or) the submitted materials, objects, data and information necessary for the provision of the public service with the requirements established by the regulatory legal acts of the Republic of Kazakhstan.</p>
110	Other requirements, taking into account the specifics of the	<p>For service recipients who have a health disorder with a persistent disorder of body functions that restricts their vital activity, the acceptance of documents for the provision of public services is carried out by an employee of the State Corporation with a visit to the place of residence by contacting the Unified Contact Center 1414, 8 800 080 7777.</p> <p>The service recipient has the opportunity to receive information on the procedure and status of</p>

provision of public services, including those provided in electronic form and through the State Corporation	the provision of public services in remote access mode through the "personal account" of the portal, subject to the availability of an EDS, as well as the Unified Contact Center : 1414, 8 800 080 7777. Addresses of places for the provision of public services are located on : 1) Internet resource of the Ministry: www . edu . gov . kz ; 2) Internet resource of the State Corporation: www . gov 4 c . kz Contact numbers of the service provider's inquiry services on the provision of public services are posted on the Internet resource of the Ministry: www . edu . gov . kz The digital document service is available for users authorized in the mobile application. To use a digital document, you must be authorized in the mobile application using a digital signature or a one-time password, then go to the "Digital Documents" section and select the required document.
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Annex 2 to the Rules
for the appointment to positions,
dismissal of the
first leaders
and teachers of state
educational organizations

Observer's memo

Dear Observer, You were invited to ensure the transparency and objectivity of the work of the competition committee.

In this regard, for the most complete work of the observer, we ask you to familiarize yourself with this memo.

The memo is provided in Kazakh and Russian.

You, as an observer, have the opportunity to:

get acquainted with the documents of the participants of the competition;

be present at the interview with the contestants;

evaluate the course of the interview;

present their opinion on the work of the competition commission in writing to the leadership of the state body that announced the competition.

In this case , the observer cannot:

ask candidates questions;

disclose the personal data of the participants of the competition;

intervene in the process of conducting an interview, impede the course of a meeting of the competition commission;

provide any assistance to the participants of the competition;

to influence the members of the competition commission when they make decisions;

publicly express an opinion about specific participants in the competition, their personal qualities;

use recording technology.

During the interview, pay attention to the compliance by the competition commission with the Rules for the appointment, dismissal of the first leaders and teachers of state educational organizations.

Familiarized:

(signature) (full name (if any))

" ____ " _____ 20__

Appendix 3 to the Rules
for the appointment to positions,
dismissal of the
first leaders
and teachers of state
educational organizations
The form

Receipt of acceptance of documents (when submitting on paper)

/specify the full name (if any) of the service recipient

/specify the name of the service provider/

List of documents accepted for participation in the competition for appointment heads of state educational organizations

Underline whatever applicable

one. _____

2. _____

3. _____

Accepted:

_____ " ____ " _____ 20__

(Full name of the performer (if any) (signature, contact phone number))

Appendix 4 to the Rules
for the appointment to positions,
dismissal of the
first leaders
and teachers of state
educational organizations

/ Full name (if any)
of the service recipient /
The form

Receipt on refusal to accept documents (when submitted on paper)

Guided by the Rules for appointment to positions, dismissal from positions

first leaders and teachers of state educational organizations

/indicate the name of the service provider or the State Corporation, address/
refuses to accept documents for participation in the competition for the appointment of
managers
state educational organizations

/ indicate the full name (if any) of the service recipient/

/indicate the name of the educational organization/ in connection with

_____,
namely /indicate the name of the missing or inappropriate documents/:

one) _____;

2) _____;

3) _____.

This receipt is made in 2 copies, one for each party.

" ____ " _____ 20 ____

(Full name (if any) of the employee of the State Corporation)

(signature, contact phone number)

Received: _____

/FULL NAME. (if any) of the service recipient /

" ____ " _____ 20 ____ / signature

Annex 5 to the Rules
for the appointment to positions,
dismissal of the
first leaders
and teachers of state
educational organizations
The form

(state body that
announced competition)

FULL NAME. candidate (if any)

IIN _____

(position, place of work)

Actual place of residence, registration address, contact phone number

Statement

Please allow me to compete for a vacant / temporarily vacant
positions (underline as appropriate) _____

name of educational organizations, address (region, district, city/village)

I am currently working _____

position, name of organization, address (region, district, city/village)

Testing language: Kazakh / Russian underline as necessary

I provide the following information about myself:

Education: higher or postgraduate, technical and professional

Name educational establishments	Period learning	Speciality on diploma

Availability of a qualification category (date of assignment (confirmation) if any):

Experience work :

General	Pedagogical	Experience state services	By specialty (for specialists of business entities)	In this organization of education, including in the position held

I have the following results of work:

Awards, titles, degree, academic degree, academic title, as well as additional
information (if any) _____

I agree to the processing of my personal data, without time limit,
by any legal means consistent with the purposes of processing personal
data (for the use of photos, videos, including in information systems
personal data using automation tools or

without the use of such funds).

I am aware of the responsibility for attempting to use one from prohibited items in the building where testing will take place, on removal with the drawing up of an appropriate act.

Notified (s) that if a prohibited item is found, I lose the right testing for one year.

Notified (s) that when establishing the facts of violation of the rules during the testing, as well as those detected while watching the video, regardless from the date of delivery, an act is drawn up and the results are annulled.

Prohibited items:

mobile communications (pager, cell phones, tablets, iPad (iPad), iPod (iPod), iPhone (iPhone), SmartPhone (Smartphone), Smart watch);

laptops, players, modems (mobile routers);

any kind of radio-electronic communication (Wi - Fi (Wi-Fi), Bluetooth (Bluetooth), Dect (Dekt), 3 G (3 G), 4 G (4 G), 5 G (5 G);

wired and wireless headphones, etc.;

cheat sheets and educational and methodical literature;

calculators and correction fluids.

I agree (- a) _____

(Full name (if any)) (signature)

familiar with the Testing and Contest Rules (a)

" ____ " _____ 20____ / signature /

Appendix 6 to the Rules
for the appointment to positions,
dismissal of the
first leaders
and teachers of state
educational organizations
the form

List of candidates participating in testing for appointment to the position of head of a state educational organization

No.	Full name (if available) (in full)*	IIN*	Language surrender testing

* Note: Last name, first name, patronymic (if any) is filled in according to the identity document.

Place printing

Appendix 7 to the Rules
for the appointment to positions,
dismissal of the
first leaders
and teachers of state
educational organizations
The form

Certificate of passing the test for appointment to the position of the first head of the state educational organization

certifies that _____

FULL NAME. (if any) participated l (a) in testing in the city _____ for the position of head of a state organization

Date of testing " ____ " _____ day, month, year and showed (a) the following result:

Content testing	Quantity assignments	test Quantity threshold points 70%	Quantity recruited points
Constitution of the Republic of Kazakhstan; Labor Code of the Republic of Kazakhstan; Law of the Republic of Kazakhstan "On Education"; Law of the Republic of Kazakhstan "On Combating Corruption"; Law of the Republic of Kazakhstan "On the status of a teacher"	75 questions	53 points	
2. Basics pedagogy and psychology	10 questions	7 points	
3. Managerial competencies	15 questions	10 points	
Total	100 questions		

Head (representative) of the NTC:

_____ (full name (if any), signature)

Place printing

Appendix 8 to the Rules
for the appointment to positions,
dismissal of the
first leaders
and teachers of state
educational organizations

Thematic areas for an interview with a candidate for the vacant position of the head of a state educational organization

1. The main regulatory legal documents of the authorized body in the field of education, regulatory legal documents of state bodies regulating the education sector of the Republic of Kazakhstan.

2. Modern approaches to management in education.

3. Documents of the system of state planning in the field of education.
4. Innovations in the management of the organization of education.
5. Criteria for a successful organization of education, a successful leader, a successful student/pupil, a successful teacher.
6. The role of international studies in the education of Kazakhstan.
7. The system of organization of scientific and methodological work in the organization of education.
8. Features of the State obligatory standard of education of the Republic of Kazakhstan by levels.
9. The system of interaction between the administration and the Board of Trustees.
10. The role of social partnership and international cooperation in personnel training.
11. The tasks of providing qualified personnel to the organization of education.
12. Possibility and results of financial self-sufficiency of the educational organization.
13. New approaches to training personnel for sectors of the economy.

Appendix 9 to the Rules
for the appointment to positions,
dismissal of the
first leaders
and teachers of state
educational organizations
The form

Evaluation sheet of the candidate for the position of the first head of the state educational organization

(full name (if any))

No.	Criteria	Number of points (from 1 to 10)
one.	Knowledge of the legislation of the Republic of Kazakhstan (based on test results)	from 52 to 59 = 8 points from 60 to 69 = 9 points 70 to 75 = 10 points
2.	Managerial competencies (based on test results)	10 correct answers = 5 points 11 correct answers = 6 points 12 correct answers = 7 points 13 correct answers = 8 points 14 correct answers = 9 points 15 correct answers = 10 points
3.	Knowledge of the basics of pedagogy and psychology (based on test results)	7 correct answers = 7 points 8 correct answers = 8 points 9 correct answers = 9 points 10 correct answers = 10 points
four.	Personal and professional quality candidate	1 to 10 points _

5.	Practical vision of the successful development of an educational organization	1 to 10 points _
6.	Ability to be mobile and flexible in problem solving	1 to 10 points _
7.	Ability to create an active, positive teaching environment	1 to 10 points _
eight.	The use of creativity in the management of the organization of education	1 to 10 points _
9.	Pedagogical ethics and culture of speech	1 to 10 points _
Total :		

Note :

The criteria for a candidate for the position of head of a state educational organization are evaluated on a 10-point scale by members of the commission.

Questions from the fourth to the ninth are evaluated by members of the competition committee. When deriving the total score, the arithmetic mean score of the total number of points given by the members of the commission is taken into account

1 - 51 - insufficient level;

52 - 75 - a sufficient level.

A candidate who has shown an insufficient level is not recommended by the commission for the replacement and appointment of the head of the educational organization.

A candidate who has shown a high result after the winner of the competition (with a result of 60 to 75 points) is recommended by the commission for enrollment in the personnel reserve.

Annex 10 to the Rules
for the appointment,
dismissal of the
first leaders
and teachers of state
educational organizations
The form

(state body that
announced competition)

FULL NAME. candidate (if any), IIN

(position, place of work)

Actual place of residence, registration address, contact phone number

Statement

Please allow me to compete for a vacant / temporarily vacant positions (underline as appropriate)

name of educational organizations, address (region, district, city/village)

I am currently working

position, name of organization, address (region, district, city/village)

I provide the following information about myself:

Education : higher or postgraduate

Name educational establishments	Period learning	Speciality on diploma

Availability of a qualification category (date of assignment (confirmation)):

Pedagogical experience: _____

I have the following results of work: _____

Awards, titles, degree, academic degree, academic title,
and additional information (if any)

Appendix 11 to the Rules
for the appointment to positions,
dismissal of the
first leaders
and teachers of state
educational organizations
The form

Evaluation sheet of a candidate for a vacant or temporarily vacant position of a teacher

(last name, first name, patronymic
(if any))

No.	Criteria	Confirming document	Number of points (from 1 to 20)
one.	Level education	Diploma about education	Technical and professional = 1 point Higher full-time = 5 points higher correspondence / remote = 2 points diploma of higher education with honors = 7 points
2.	Scientific / academic degree	Diploma about education	Master or specialist with higher education = 5 points; PHD -doctor = 10 points PhD = 10 points Candidate Sciences = 10 points
3.	National qualifying testing	Certificate	With the qualification category "teacher" By content: 50 to 60 points = 0 points 60 to 70 points = 2 points 70 to 80 points = 5 points 80 to 90 points = 6 points According to the methodology and pedagogy: 30 to 40 points = 0 points 40 to 50 points = 1 point 50 to 60 points = 2 points 60 to 70 points = 3 points With the qualification category "teacher-moderator" By content: 50 to 60 points = 0 points 60 to 70 points = 3 points 70 to 80 points = 6 points 80 to 90 points = 7 points According to the methodology and pedagogy: 30 to 40 points = 0 points 40 to 50 points = 2 points from 50 to 60 points = 3 points 60 to 70 points = 4 points With the qualification category "teacher-expert" By content: 50 to 60 points = 0 points 60 to 70 points = 4 points

			<p>from 70 to 80 points = 7 points 80 to 90 points = 8 points According to the methodology and pedagogy: 30 to 40 points = 0 points 40 to 50 points = 3 points 50 to 60 points = 4 points 60 to 70 points = 5 points With the qualification category "teacher-researcher" By content: 50 to 60 points = 0 points 60 to 70 points = 5 points 70 to 80 points = 8 points 80 to 90 points = 9 points According to the methodology and pedagogy: 30 to 40 points = 0 points 40 to 50 points = 4 points 50 to 60 points = 5 points 60 to 70 points = 6 points With the qualification category "teacher-master" = 10 points</p>
four.	Qualification / Category .	Certificate , other document	<p>2nd category = 1 point 1 category = 2 points Highest category = 3 points Teacher-moderator = 3 points Expert teacher = 5 points Educator-researcher = 7 points Teacher-master = 10 points</p>
5.	Experience pedagogical activities	work book / document replacing work activity	<p>from 1 to 3 years old = 1 point 3 to 5 years = 1.5 points from 5 to 10 years old = 2 points 10 or more = 3 points</p>
6.	Experience in administrative and methodological activities	work book / document replacing work activity	<p>methodologist = 1 point Deputy Director = 3 points director = 5 points</p>
7.	For first-time educators	Supplement to the diploma of education	<p>Results of pedagogical/professional practice "excellent" = 1 point " good " = 0.5 points</p>
eight.	Letter of recommendation from the previous place of work (when the letter		<p>Having a positive letter of recommendation = 3 points No letter of recommendation = minus 3 points Negative letter of recommendation</p>

	working)		= minus 5 points
9.	Indicators professional achievements	<ul style="list-style-type: none"> - diplomas, certificates of winners of olympiads and competitions, scientific projects of students; - Diplomas, certificates of winners of Olympiads and teacher competitions; - state reward 	<p>winner of olympiads and competitions = 0.5 points</p> <p>scientific projects = 1 point</p> <p>winner of olympiads and competitions = 3 points</p> <p>participant of the competition "Best teacher" = 1 point</p> <p>winner of the competition "Best teacher" = 5 points</p> <p>winner of the medal "Kazakhstan enbek sinirgen ustazy" = 10 points</p>
ten.	methodical activity	- copyright works and publications	<p>author or co-author of textbooks and (or) teaching materials included in the list of MES RK = 5 points</p> <p>author or co-author of textbooks and (or) teaching materials included in the list of RUMS = 2 points</p> <p>the presence of a publication on research activities, included in the list of COXON, Scopus = 3 points</p>
eleven.	Socio-pedagogical activity	<ul style="list-style-type: none"> - leadership - implementation multilingualism 	<p>mentor = 0.5 points</p> <p>MO leadership = 1 point</p> <p>leader of the professional pedagogical community = 1 point</p> <p>teaching in 2 languages, Russian/Kazakh = 2 points</p> <p>foreign/Russian, foreign/Kazakh) = 3 points,</p> <p>teaching in 3 languages (Kazakh, Russian, foreign) = 5 points</p>
12.	coursework preparation	<ul style="list-style-type: none"> - certificates of subject training; - digital literacy certificate <p>KAZTEST, IELTS ; TOEFL ; DELTA ; Goethe Zertifikat , training in the programs "Fundamentals of programming in Python ", "Learning to work with Microsoft "</p>	<p>courses CPM NIS, "Orleu" = 0.5 points</p> <p>courses = 0.5 points (each separately)</p>
Total :		Maximum score - 83	

