"Al-Farabi University Kazakh National" Non-profit joint stock company



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| Document Title:    | Regulations on the sys<br>University's publication                         |  |                             |
| Approved:          | By the decision of the Acad<br>Kazakh National University"                 | demic Council of the NP<br>No. <u>//</u> dated " <u>//</u> " | J SC "Al-Farabi<br>06 2024. |
|                    | Job title  | Full name  | Signature                   |
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# 1. GENERAL PROVISIONS

- 1.1. NP JSC "Al-Farabi Kazakh National University" (hereinafter referred to as Al-Farabi KazNU, the University) sets as its main goal to join the ranks of a world-class research university, to increase the popularity of the University in the scientific community, to improve the quality and quantity of applied and fundamental research projects, as well as the publication activity and citation rate of the University's articles.
- 1.2. The purpose of this Regulation is the internationalization and integration of the teaching staff, employees, students and leading foreign scientists of Al-Farabi Kazakh National University into the global scientific space, as well as stimulation of publication in highly rated international publications with a high reputation.
- 1.3. Incentives in the form of material remuneration are provided for the results of publication activity in international rating publications that meet the requirements and in the manner specified in these Regulations.
- 1.4. These Regulations define the requirements for the organization of measures of material incentives for the University's publication activity in publications indexed in analytical citation systems. Web of Science and/or Scopus, requirements for publications accepted for consideration for financial incentives and documents confirming the author's contribution, requirements for calculating and making payments.
- 1.5. The following concepts and definitions shall be used in these Regulations:

**Publication activity** – the most important criterion for the effectiveness of scientific organizations, authors and scientific journals. Publication activity is the result of scientific research activities of the author, the team, embodied in the form of a scientific publication and measured using scientometric indicators.

**Affiliation** – the organization that the author of the publication indicated as his/her place of work and/or the place of implementation of the scientific and/or scientific and technical project. One author may have one or more affiliations in the Scopus database andWeb of Science.

**Scopus** is a bibliographic and abstract database that provides information on scientific publications, citations, the Hirsch index of the author, organization, country, as well as bibliometric indicators of the publications included in this database.

Web of Science(WoS) – is a multidisciplinary platform that helps quickly find, analyze and provide shared access to information in the fields of natural sciences, social sciences, humanities and the arts.

Publications – a collection of document types Article, Review, Conference

Paper, Book and Chapter in the Scopus database.

Journal articles (or articles) – publications by document type Article and Review in the Scopus database.

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**Conference Proceedings** – publications by type of document Conference Paper in the Scopus database.

Monographs – publications of the Book document type in the Scopus database.

CiteScore Percentile – a metric used in the Scopus database to rank publications presented in a certain scientific field depending on the citation level of their publications from 0 to 99. A publication may belong to several different scientific fields, with different percentile indicators in each. In this case, the highest percentile indicator is selected.

**Quartile** – a metric used in the Scopus database to rank publications presented in a certain scientific field into 4 categories, depending on the publication's percentile indicator, according to the scientific field under consideration. Quartile 1 (or Q1) is the range of the percentile indicator from 75 to 99, quartile 2 (Q2) is the percentile from 50 to 74, quartile 3 (Q3) is the percentile from 25 to 49, quartile 4 (Q4) is the percentile from 1 to 24.

SJR (SCImago Journal Ranking) – is a bibliometric indicator used in the Scopus database to assess the scientific impact of scientific journals, which takes into account both the number of citations a journal receives and the importance or prestige of the journals from which the references (citations) come. SJR is calculated annually.

Journal Impact Factor – the ratio of the number of citations received by a journal in the current year to articles published in that journal in the previous two years to the number of articles published in that journal in the same two previous years. The impact factor is calculated in the Web of Science databases (analytical module of Journal Citation Reports).

Publication in a journal whose indexing has ceased in the Scopus database – publication in a journal that was included in the Scopus database, but for various reasons was excluded from the database.

Predatory and/or Fake Magazines – entities that use a business model that involves charging fees for the publication of scientific articleswithout providing adequate editorial and publishing services.

PPS - faculty staff.

# 2. STIMULATION MEASURES RESEARCH ACTIVITIES

2.1.Incentive measures are provided in the direction of incentives for the faculty, employees and students of the University, as well as foreign and freelance authors who have indicated affiliation with Al Farabi Kazakh National University in the ranking articles of international publications indexed in the Web of Science (Clarivate Analytics) and/or Scopus (Elsevier) databases.

2.2. It is prohibited to declare the same article that meets the requirements



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specified in paragraph 3.1 of this Regulation for incentives and for taking it into account as a reduction in teaching load.

# 3. REQUIREMENTS TO RESULTS RESEARCH ACTIVITIES

- 3.1. Conditions for incentives for authors who have indicated affiliation with the University for publication in international ranking publications indexed in the Web of Science and/or Scopus databases:
- The journal must not be of dubious reputation, "predatory" and/or fake (according to the criteria of expert Jeffrey Beill);
- At the time of compiling the list for incentives, the journal must be indexed and have a non-zero impact factor according to the Web of Science database or SJR≥0.1 according to the Scopus database;
- Only articles published in regular issues of the journal and/or a Special Issue, and not in a Supplement, are taken into account;
- Only full-length research articles (Article and Review) are considered.
   Conference proceedings and abstracts, abstracts to published monographs and books, letters to the editor and short abstracts of articles are not taken into account;
- Only articles published in Q1-Q2 journals and visible in SciVal/Scopus and InCites/Web of Science at the time of compiling the list for reward are taken into account;
- The list includes only those articles whose author indicated in the affiliation the universal spelling of the name of the Al-Farabi Kazakh National University in English – Al-Farabi Kazakh National University;
- The affiliation of Al-Farabi Kazakh National University should have priority and be indicated first when publishing articles by full-time faculty and staff of Al-Farabi Kazakh National University.
- Articles covering the obligations of a scientific project, published within the framework of grant or program-targeted funding, and containing an individual project registration number (IRN), are not taken into account when considering a reward. However, articles published outside the calendar plan containing an individual project registration number (IRN) are recommended for consideration for receiving a reward.
- Articles by students or those who have already completed their studies in PhD programs are also taken into account, provided that the author has indicated in the affiliation the universal spelling of the name of Al-Farabi Kazakh National University in English.

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## 4. PROCEDURE FOR FORMING A LIST OF AUTHORS FOR INCENTIVES

- 4.1. Based on monitoring of the websites <a href="http://scopus.com">http://scopus.com</a> and/or scival.com, employees of the Department of Science and Innovation University (hereinafter referred to as DSI) compile a list of articles that meet the requirements specified in paragraph 3.1 of this Regulation and indicate the full name of one author who has indicated the affiliation of the Al-Farabi Kazakh National University for each article for incentives.
- 4.2. The list of articles compiled by the DSI staff is approved by the Member of the Board Vice-Rector for Scientific and Innovative Activities. Controversial issues arising during the compilation of the list are resolved in the manner prescribed by the "Regulations on the establishment of a commission for the analysis of the quality of scientific publications of authors of the Al-Farabi Kazakh National University in the Scopus and Web of Science databases."
- 4.3. The Member of the Board Vice-Rector for Research and Innovation Activities prepares a submission to the Chairman of the Board Rector with an attached list of authors for incentives.
- 4.4. The basis for rewarding authors is the order of the Chairman of the Board Rector or Member of the Board Vice-Rector for Scientific and Innovative Activities, which specifies the amount of remuneration for each author in accordance with paragraph 5.of this Regulation.
- 4.5. In case the same article appears simultaneously in the Web of Science and Scopus databases, the reward is paid only once in the amount corresponding to the quartile rank and SJR of the journal in the SCImago Journal Rank database.

# 5. TERMS OF PAYMENT AND AMOUNT OF INCENTIVES

5.1. Annually, the Member of the Management Board – Vice-Rector for Scientific and Innovative Activities, in agreement with the Member of the Management Board – Vice-Rector for financial activitie splans the total amount of remuneration taking into account taxes, pension and other deductions.

5.2. DSI and DEF (Department of Economics and Finance) approve the grading of scientific articles in accordance with monthly calculation indicators

(Appendix 1).

5.3. The staff of the Scientific Research Institute compiles a ranking of the size of the article prize in accordance with the approved gradation of scientific articles according to the SJR of the journal according to the database SCImago Journal Rank, as well as a premium based on the journal's percentile rank in the Scopus database and Web of Science for the 1st and 2nd quartiles.

5.4. The amount of payment to each author is determined in accordance with approved gradation, and the amount of the additional payment does not depend on the position, academic degrees, titles and other characteristics of the scientist.

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- 5.5. The amount of remuneration for full-time faculty and employees of Al-Farabi Kazakh National University for scientific articles is determined on the basis of the classification presented in Table 1 of Appendix 1. These articles must first indicate the affiliation of Al-Farabi Kazakh National University. In addition, the amount of remuneration for articles by foreign scientists and freelance authors is calculated separately (see Table 2 of Appendix 1).
- 5.6. Persons whose articles comply with the requirements of paragraph 3.1. of this Regulation and whose full name is indicated as the author for incentive purposes, but who are not currently employed/studying at the University, are required to conclude a contract for the provision of paid services, in accordance with the current legislation of the Republic of Kazakhstan, and also provide a certificate of completion of work (rendered services), a copy of the article published in the Scopus database, a copy of their identity card and a 20-digit bank account number (Appendices 3, 4).
- 5.7. The total amount of payment for rated articles is approved by the order of the Chairman of the Board Rector or the Member of the Board Vice-Rector for Scientific and Innovative Activities, which specifies the amount of remuneration for each author.
- 5.8. Prizes, by means of a one-time transfer to a personal bank account, are issued only to one author for encouragement, indicated in the list approved by the Member of the Board Vice-Rector for Scientific and Innovative Activities.
- 5.9. Payment of remuneration to authors is made once a year at the end of the academic year.
- 5.10. The University has no obligations and does not consider claims regarding the organization of the distribution of the prize among the co-authors of the publication.

# 6. FINAL PROVISIONS

- 6.1. Control over the implementation of this Regulation is assigned to the Member of the Management Board Vice-Rector for Research and Innovation Activities and the Member of the Management Board Vice-Rectorfor financial activities University.
- 6.2. This regulation shall enter into legal force from the date of approval by the Academic Council of the University.

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Appendix 1

# Table 1. Grading of scientific articles according to with MCI (monthly calculation index) for full-time faculty and staff of AI-Farabi Kazakh National University

| No. | SJR         | MCI | Percentile     | Quartile | MCI         |
|-----|-------------|-----|----------------|----------|-------------|
| 1   | 10,000+     | 300 | 99 – 90        | Q1       | 50          |
| 2   | 9.999 - 9.0 | 270 | 89 – 86        |          | 35          |
| 3   | 8.999 - 8.0 | 240 | 85 – 75        |          | 30          |
| 4   | 7.999 – 7.0 | 225 | 74 – 61        | Q2       | 15          |
| 5   | 6.999 - 6.0 | 210 | 60 - 50        |          | 8           |
| 6   | 5.999 - 5.0 | 195 | % <del>=</del> | _        | -           |
| 7   | 4.999 - 4.0 | 150 | ·              | -        | -           |
| 8   | 3.999 - 3.0 | 135 | -              | -        | -           |
| 9   | 2.999 - 2.0 | 120 |                | -        | -           |
| 10  | 1.999 - 1.5 | 105 | -              |          | -           |
| 11  | 1.499 - 1.0 | 90  | -              |          | -           |
| 12  | 0.999 - 0.7 | 75  |                | -        | =           |
| 13  | 0.699 - 0.6 | 75  | -              | -        | 8)          |
| 14  | 0.599 - 0.5 | 60  | -              | -        | =           |
| 15  | 0.499 - 0.4 | 60  | -              | -        | <b>2</b> 00 |
| 16  | 0.399 - 0.3 | 45  | =              | -        | ==          |
| 17  | 0.299 - 0.2 | 45  | <u> </u>       | -        | =           |
| 18  | 0.199 - 0.1 | 30  | <del>-</del> " | -        | ≅ 8         |



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| publications  |                   |                |

# Table 2. Grading of scientific articles according to with MCI (monthly calculation index) for foreign and part-time scientists of the Al-Farabi Kazakh National University

| No. | SJR         | MCI | Percentile | Quartile | MCI |
|-----|-------------|-----|------------|----------|-----|
| 1.  | 10,000+     | 200 | 99 – 90    | Q1       | 35  |
| 2.  | 9.999 - 9.0 | 180 | 89 – 86    |          | 25  |
| 3.  | 8.999 - 8.0 | 160 | 85 – 75    |          | 20  |
| 4.  | 7.999 - 7.0 | 150 | 74 – 61    | Q2       | 10  |
| 5.  | 6.999 - 6.0 | 140 | 60 - 50    |          | 5   |
| 6.  | 5.999 - 5.0 | 130 |            |          |     |
| 7.  | 4.999 - 4.0 | 100 |            |          |     |
| 8.  | 3.999 - 3.0 | 90  |            |          |     |
| 9.  | 2.999 - 2.0 | 80  |            |          |     |
| 10. | 1.999 - 1.5 | 70  |            |          |     |
| 11. | 1.499 - 1.0 | 60  |            |          |     |
| 12. | 0.999 - 0.7 | 50  |            |          |     |
| 13. | 0.699 - 0.6 | 45  | V.         |          |     |
| 14. | 0.599 - 0.5 | 40  |            |          |     |
| 15. | 0.499 - 0.4 | 40  |            |          |     |
| 16. | 0.399 - 0.3 | 30  |            |          |     |
| 17. | 0.299 - 0.2 | 30  |            |          |     |
| 18. | 0.199 - 0.1 | 20  |            |          |     |



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Appendix 2

# Application form submitted to the Quality Review Committee scientific publications of authors of the Al-Farabi Kazakh National University in the Scopus and/or Web of Science database

| No<br>· | Name of the indicator   | Intelligence |
|---------|---|--------------|
| 1.      | Title of publication in Scopus and/or Web of Science database   |              |
| 2.      | Link to the publication in full-text or partial access (contents of conference proceedings, monographs) in digital format (PDF, XML, txt, doc, docx, etc.) on the website of the publication and/or publisher |              |
| 3.      | Scientific publication identifier in Scopus (EID) and Web of Science (WOS:) databases   |              |
| 4.      | Link to publication on the Scopus and Web of Science database website   |              |
| 5.      | Title of the publication in the Scopus and Web of Science databases   |              |
| 6.      | Subject area of the publication in the Scopus and Web of Science databases  |              |
| 7.      | Electronic and printed ISSN of the journal and a link to the ISSN of the journal on the website issn.org  |              |
| 8.      | ISBN of the monograph   |              |
| 9.      | Scientific publication identifier in the Scopus database (Source ID) and Web of Science (https://journalprofile.clarivate.com/jif/home/?journal=)   |              |
| 10.     | Links to the publication profile in Scopus and Web of Science databases   |              |
| 11.     | Links to the publication profile in the DOAJ database and specialized databases   |              |
| 12.     | Link to manuscript review policy on the publication's website   |              |
| 13.     | Link to the policy on potential and actual conflicts of interest of editors, authors and reviewers on the publication's website   |              |
| 14.     | Link to copyright and licensing information on the publication's website  |              |
| 15.     | Link to ethical requirements for authors and published works on the publication's website   |              |
| 16.     | SJR of the journal/conference proceedings current at the time of submission   |              |
| 17.     | Journal/conference proceedings CiteScore percentile rank (0-100%), current at time of submission  |              |
| 18.     | Journal/conference proceedings quartile (Q1-Q2) based on the journal/conference proceedings SJR current at the time of submission (scimagojr.com)   |              |



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| 19. | Journal/conference proceedings quartile (Q1-Q2) based on the journal/conference proceedings CiteScore current at the time of submission  |  |
|-----|--|--|
| 20. | Journal Impact Factor according to Journal Citation<br>Report Web of Science (SCIE, SSCI)  |  |
| 21. | Journal indexing in AHCI   |  |
| 22. | DOI index of the publication   |  |
| 23. | Login and password for the author's account for correspondence in the online manuscript upload system on the website of the publication, where electronic versions of reviews of the publication are available |  |

| Head of Department              |                       |
|---------------------------------|-----------------------|
| name of the structural division | Full name             |
|                                 | (signature with seal) |

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Appendix 3

# Договор № на оказание возмездных услуг

исправления

выявленных

2.1.4. давать рекомендации Исполнителю в

допущенных Исполнителем при оказании Услуг;

отношении методов и способов оказания Услуг;

недостатков,

# Agreement № for the provision of reimbursable services

correction of the identified shortcomings committed by

2.1.4. give the Contractor recommendations on

the Contractor in the provision of Services;

| г. Алматы «»  | Almaty «»   |
|---|---|
| Некоммерческое акционерное общество «Казахский национальный университет имени аль-Фараби» (050040, г. Алматы, пр. Аль-Фараби, 71), именуемый в дальнейшем «Заказчик», в лице Член Правления – проректора по научно-инновационной деятельности, действующего на основании Доверенности № от г., с одной стороны, и ученый  | Non-profit Joint Stock Company "Al-Farabi Kazakh National University" (050040, 71 Al-Farabi avenue, Almaty), hereinafter referred to as "Customer", represented by Board member – Rector for Research and Innovation, acting on the basis of a power of attorney No dated, on the one hand, and a foreign expert:   |
| Номер паспорта № от года, именуемый в дальнейшем «Исполнитель», с другой стороны, а вместе именуемые «Стороны», в соответствии с пунктом 178 раздела 28 Устава НАО «КазНУ имени аль-Фараби» заключили настоящий договор (далее — Договор) о нижеследующем.  | Passport No issued on hereinafter referred to as "Contractor", on the other hand, collectively referred to as "Parties", in accordance with paragraph 178 of section 28 of the Charter of the NP JSC "Al-Farabi Kazakh National University" have concluded this agreement (hereinafter - Agreement) on the following.   |
| 1.ПРЕДМЕТ ДОГОВОРА  1.1. Исполнитель обязуется оказывать услуги «Опубликованию статей в журналах, входящих в БД Scopus», (далее — Услуги) в соответствии со своей квалификацией и специальных знаний, а Заказчик обязуется принять оказанные Услуги, при их надлежащем выполнении, и произвести их оплату в соответствии с условиями Договора.  1.2. Заказчик предоставляет Исполнителю задание на оказание Услуг. Исполнитель оказывает Услуги в установленный срок и передает их результаты Заказчику.  1.3. Публикация статей в рейтинговых журналах, входящих в базу данных Scopus, с «» по «» по | 1. SUBJECT OF THE AGREEMENT  1.1. The Contractor undertakes to provide services for the "Publication of articles in journals included in the Scopus database" (hereinafter referred to as Services) in accordance with the Contractor's qualifications and special knowledge, and the Customer undertakes to accept the Services provided, if properly performed, and make a payment in accordance with the terms of the Agreement.  1.2. The Customer provides the Contractor with a task for the provision of Services. The Contractor provides Services on time and transmits their results to the Customer.  1.3. Publication of articles in rating journals included in the Scopus database from to, 202 |
| 2. ПРАВА И ОБЯЗАННОСТИ СТОРОН 2.1. Заказчик имеет право: 2.1.1. требовать своевременного и надлежащего исполнения Исполнителем обязательств по Договору; 2.1.2. осуществлять контроль за деятельностью Исполнителя по оказанию Услуг по Договору, а также за соблюдением сроков их оказания; 2.1.3. требовать от Исполнителя безвозмездного   | 2.RIGHTS AND OBLIGATIONS OF THE PARTIES  2.1. The Customer is entitled to:  2.1.1. request the Contractor to timely and properly fulfill obligations set out in the Agreement;  2.1.2. monitor the activities as well as verify compliance with the deadlines by the Contractor for the provision of Services set out in the Agreement;  2.1.3. to demand from the Contractor uncompensated   |

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2.1.5. по своему усмотрению приостановить оказание Услуг в случае наличия объективных причин, создающих препятствие своевременному оказанию Услуг, о чем уведомляется Исполнитель. В этом случае изменяются сроки оказания Услуг соразмерно времени, на которое Услуги были приостановлены и приостанавливаются все денежные расчеты по Договору;

2.1.6. отказаться в одностороннем порядке от исполнения настоящего Договора, письменно уведомив об этом Исполнителя не позднее, чем за 3 (три) рабочих дня.

### 2.2. Заказчик обязуется:

- 2.2.1. принять по Акту выполненных работ (оказанных услуг) (Форма P-1) и оплатить надлежащим образом оказанные Исполнителем Услуги;
- 2.2.2. в случае необходимости ознакомить Исполнителя с внутренними документами Заказчика, которых Исполнитель должен придерживаться при оказании Услуг.

## 2.3. Исполнитель имеет право:

- 2.3.1. требовать надлежащего исполнения Заказчиком обязательств по Договору;
- 2.3.2. получить от Заказчика исходную исполнительную и техническую документацию, иные сведения, необходимые для оказания Услуг по настоящему Договору
- 2.3.3. выполнить Услуги досрочно в полном объеме и качественно;
- 2.3.4. на оплату, оказанных Услуг в соответствии с условиями и сроками, предусмотренными в настоящем Договоре;

#### 2.4. Исполнитель обязуется:

- 2.4.1. обеспечить качественное оказание Услуг;
- 2.4.2. оказывать Услуги лично в сроки и на условиях, установленных Заказчиком;
- 2.4.3. в случае наличия недостатков исправить в указанные Заказчиком сроки;
- 2.4.4. немедленно предупреждать Заказчика о любых обстоятельствах, способных повлиять на качество и сроки оказания Услуг;
- 2.4.5. по требованию Заказчика подписать соглашение о конфиденциальности/ обязательство о неразглашении конфиденциальной информации; 2.4.6. выполнять поручения Заказчика, поступающие как в письменном, так и устном виде, касающиеся предмета Договора;
- 2.4.7. при оказании Услуг соблюдать требования внутренних документов Заказчика, обозначенных последним в качестве обязательных к соблюдению; 2.4.8. безвозмездно исправлять по требованию Заказчика выявленные недостатки, недочеты, возникшие вследствие некачественного,

methods and means of rendering Services;

- 2.1.5. at their discretion, suspend the provision of Services if any objective reason exists that creates an obstacle to the timely provision of Services, notifying the Contractor. In this case, the terms of Service are changed in proportion to the time for which the Services have been suspended, and all monetary settlements under the Agreement suspend as well;
- 2.1.6. to unilaterally withdraw from the execution of this Agreement by notifying the Contractor in writing no later than 3 (three) business days in advance.

### 2.2. Customer agrees to:

- 2.2.1. accept the Services properly rendered by the Contractor with accordance to the Act of services rendered (Form P-1) and pay for them duly;
- 2.2.2. if necessary, familiarize the Contractor with the internal documents of the Customer, which the Contractor must adhere to when providing Services;

#### 2.3. The Contractor is entitled to:

- 2.3.1. demand from the Customer proper fulfillment of obligations set out in the Agreement;
- 2.3.2. to receive from the Customer the initial executive and technical documentation, other information necessary for the provision of Services under this Agreement;
- 2.3.3. to perform the Services ahead of schedule in full and with high quality;
- 2.3.4. To pay for the Services rendered in accordance with the terms and conditions provided for in this Agreement;

#### 2.4. The Contractor agrees to:

- 2.4.1. provide high-quality Services;
- 2.4.2. render Services personally within the terms and conditions set by the Customer;
- 2.4.3. in case of deficiencies, correct them within the time specified by the Customer;
- 2.4.4. immediately notify the Customer of any circumstances that may affect the quality and timing of the provision of Services;
- 2.4.5. at the request of the Customer, sign a confidentiality agreement/ obligation not to disclose confidential information;
- 2.4.6. carry out the orders of the Customer, received both in written and oral form, concerning the subject of the Agreement;
- 2.4.7. comply with the requirements of the Customer's internal documents designated by the latter as mandatory;
- 2.4.8 at the request of the Customer, provide uncompensated correction of the identified shortcomings, resulting from defective, unscrupulous and/or untimely provision of Services;



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недобросовестного, а также несвоевременного оказания Услуг;

- 2.4.9. по завершению оказания Услуг передать Заказчику все имеющиеся по исполнению документы, в том числе черновики, электронные документы и данные;
- 2.4.10. в течение срока действия Договора и в течение 3 (трёх) лет по его окончанию соблюдать условия конфиденциальности в отношении условий Договора и документов/информации, содержание которых стало известно в ходе исполнения Договора;
- 2.4.11. исполнять иные обязанности, возложенные на него настоящим Договором и/или законодательством Республики Казахстан.

## 3. ПОРЯДОК ОКАЗАНИЯ И СДАЧИ-ПРИЕМКИ УСЛУГ

- 3.1. Исполнитель оказывает Услуги в полном объеме, качественно и в сроки, указанные настоящем Договоре;
- 3.2. Сдача-приемка оказанных Услуг оформляется Актом выполненных работ (оказанных услуг) (Форма P-1), подписанным обеими Сторонами (далее Акт);
- 3.3. При отсутствии замечаний по качеству и содержанию оказанных Услуг, Стороны подписывают Акт.
- 3.4. Заказчик может по своему усмотрению приостановить оказание Услуг в случае наличия объективных причин, создающих препятствие своевременному оказанию Услуг, о чем уведомляется Исполнитель. В этом случае изменяются сроки оказания Услуг соразмерно времени, на которое Услуги были приостановлены и приостанавливаются все денежные расчеты по Договору.

## 4. ЦЕНА ДОГОВОРА И ПОРЯДОК РАСЧЕТОВ

- 4.1. Общая сумма Договора складывается из объема оказанных Услуг Исполнителем, согласно акту выполненных работ (оказанных услуг) по Форме Р-1. В оплату включены все налоги, сборы, платежи и отчисления, предусмотренные действующим законодательством Республики Казахстан.
- 4.2. Перевод денежных средств будет произведен в казахстанских тенге.
- 4.3. Заказчик производит оплату оказанных Исполнителей Услуг в размере, указанном в акте выполненных работ (оказанных услуг) по Форме Р-1 в течение 10 (десяти) рабочих дней с даты подписания Сторонами данного акта.

- 2.4.9. upon completion of the Services, transfer to the Customer all the documents related to the execution of the Services, including drafts, electronic documents and data;
- 2.4.10. during the term of the Agreement and for 3 (three) years after its termination, observe the confidentiality conditions with respect to the terms of the Agreement and documents/information, the contents of which became known during the execution of the Agreement:
- 2.4.11. perform other duties assigned to the Contractor by the Agreement and/or the legislation of the Republic of Kazakhstan.

# 3. PROCEDURE FOR RENDERING AND DELIVERY-ACCEPTANCE OF SERVICES

- 3.1. The Contractor provides Services in full, efficiently and within the time limits specified in this Agreement;
- 3.2. Delivery and acceptance of the rendered Services is formalized by the Act of services rendered signed by both Parties (Form P-1) (hereinafter the Act).
- 3.3. In the absence of comments on the quality and content of the Services rendered, the Parties sign the Act.
- 3.4. The Customer may at their discretion, suspend the provision of Services if any objective reason exists that creates an obstacle to the timely provision of Services, notifying the Contractor. In this case, the terms of Service are changed in proportion to the time for which the Services have been suspended, and all monetary settlements under the Agreement suspend as well;

# 4. AGREEMENT PRICE AND SETTLEMENT PROCEDURE

- 4.1. The total amount of the Agreement consists of the volume of Services rendered by the Contractor, according to the act of completed works (services rendered) in the Form P-1. The payment includes all taxes, fees, payments and deductions provided for by the current legislation of the Republic of Kazakhstan.
- 4.2. The transfer of funds will be made in Kazakhstani tenge.
- 4.3. The Customer pays for the Services rendered by the Contractor in the amount specified in the act of completed works (services rendered) in the Form P-1 within 10 (ten) working days from the date of signing by the Parties of this act.
- 4.4. Payment for the Services rendered is made in



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4.4. Оплата за оказанные Услуги производится в non-cash form according to the details specified in безналичной форме согласно реквизитам, указанным в разделе 9 Договора.

section 9 of the Agreement.

#### ОТВЕТСТВЕННОСТЬ СТОРОН

- 5.1 За неисполнение и ненадлежащее исполнение обязательств, предусмотренных настоящим договором, стороны несут ответственность в соответствии с законодательством РК.
- 5.2 В случае нарушения сроков оказания Услуг Исполнитель уплачивает Заказчику пеню в размере 0,1 (ноль один) процента от общей стоимости Договора за каждый календарный день просрочки, но не более 5 (пяти) процентов от общей стоимости настоящего Договора.
- 5.3 За нарушение срока оплаты Исполнитель имеет право начислить Заказчику пеню в размере 0,1 (ноль один) процента от суммы задолженности за каждый день просрочки, но не более 5 процентов от общей суммы задолженности.

#### 6. ФОРС МАЖОР

6.1. Задержка при исправлении или неисполнении любой части данного Договора любой из сторон в форс-мажорных обятоятельств результате (включая, помимо прочего, военного Действия, забастовки, пожары, наводнения, гражданские стихийные бедствия, беспорядки, невозможность получить необходимые материалы и т.п.), которые препятствуют выполнению им своих обязательств по настоящему Договору, не настоящего считаться нарушением будут Договора.

### ПОРЯДОК РАЗРЕШЕНИЯ СПОРОВ

- разногласия, которые могут 7.1. Споры И возникнуть при исполнении настоящего договора, по возможности разрешаться путем переговоров между сторонами.
- 7.2. В случае не разрешения споров путем переговоров стороны передают их на рассмотрение соответствии судебные органы В законодательством Республики Казахстан.

#### 8. ЗАКЛЮЧИТЕЛЬНЫЕ ПОЛОЖЕНИЯ

- 8.1. Настоящий Договор вступает в силу с момента его подписания обеими Сторонами и действует до года включительно. 202
- 8.2. Стороны вправе по взаимному согласию изменить или дополнить Договор. Все изменения и Договору являются дополнения К

#### 5. RESPONSIBILITY OF THE PARTIES

- 5.1. For non-fulfillment or improper fulfillment of liabilities under this Agreement, the Parties (Contractor and Customer) shall be liable under the legislation of the Republic of Kazakhstan;
- 5.2. In case of violation of the deadlines for the provision of Services, the Contractor pays the Customer a penalty in the amount of 0.1 (zero one) percent of the total cost of the Agreement for each calendar day of delay, but not more than 5 (five) percent of the total cost of this Agreement;
- 5.3. For violation of the payment deadline, the Contractor has the right to charge the Customer a penalty in the amount of 0.1 (zero one) percent of the amount owed for each day of delay, but not more than 5 percent of the total amount owed.

#### 6. FORCE MAJEURE

6.1. Neither party's delay or failure to perform any provision of this Agreement as a result of circumstances beyond its control (including, but not limited to, war, strikes, fires, floods, civil unrest, natural disasters, explosion, inability to obtain necessary materials, and the like) that prevents it from fulfilling its obligations under this Agreement, will be deemed a breach of this Agreement.

# 7. DISPUTE RESOLUTION PROCEDURE

- Disputes and disagreements that may arise during the execution of this Agreement will, if possible, be resolved through negotiations between the Parties.
- 7.2. If disputes are not resolved through negotiations, the Parties submit them for consideration to the judicial authorities in accordance with the legislation of the Republic of Kazakhstan.

# FINAL PROVISIONS

- 8.1. The Agreement comes into force from the moment it is signed by the Parties and is valid until 202 inclusive.
- 8.2. The Parties may, by mutual agreement, amend or supplement the Agreement. All amendments and additions to the Agreement are an integral part of it and



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неотъемлемой частью и действительны только при их письменном оформлении и подписании обеими Сторонами.

- 8.3. Все уведомления, корреспонденция и другие сообщения Договору по предоставляются Сторонами в письменном виде и должны передаваться: средствами почтовой связи, нарочно условии факсу (при наличия подтверждения об отправке, которое служит достаточным, но не исключительным такой доставки), При этом, свидетельством Стороны обязуются предоставить подлинник документа не позднее 3 (трех) рабочих дней с даты отправки факсового сообщения.
- 8.4. В случае изменения в платежных и почтовых реквизитах Стороны обязаны письменно извещать друг друга в течение 5 (пяти) рабочих дней с даты их изменений. Сторона, не известившая о данном факте, не вправе ссылаться на факт неполучения денег и/или корреспонденции.
- 8.5. Во всем, что не урегулировано Договором, Стороны руководствуются законодательством Республики Казахстан.
- 8.6. Настоящий договор составлен в двух экземплярах по одному для каждой из сторон. Оба экземпляра идентичны и имеют одинаковую силу.

# 9. РЕКВИЗИТЫ И ПОДПИСИ СТОРОН

#### «ЗАКАЗЧИК»:

НАО «Казахский Национальный университет имени аль-Фараби»

Индекс 050040

Адрес: г. Алматы, Бостандыкский район, пр. аль-

Фараби, 71

Телефон: 8 (727) 377-33-33

БИН/ИИН: 990140001154 АО «Народный банк Казахстана» ИИК KZ156010131000194743 БИК HSBKKZKX

КБе 16

\_\_\_\_\_ФИО

(Подпись)

## «ИСПОЛНИТЕЛЬ» ФИО

Гражданин Паспорт № Адрес: Тел: are valid only if executed in writing and signed by both Parties.

- 8.3. All notifications, correspondence and other messages under the Agreement are provided by the Parties in writing and must be transmitted: by mail, on purpose or by fax (provided there is a confirmation of dispatch, which serves as sufficient, but not exclusive evidence of such delivery), In doing so the Parties undertake to provide the original document no later than 3 (three) working days from the date of sending the fax message.
- 8.4. In case of changes in payment and postal details, the Parties are obliged immediately within 5 (five) working days to notify in writing each other of such changes. The Party that has not given notice of alterations has no right to refer to the fact of non-receipt of money and/or correspondence.
- 8.5. In everything that is not regulated by the Agreement, the Parties are guided by the legislation of the Republic of Kazakhstan.
- 8.6. This agreement is drawn-up in two copies, one for each of the parties. Both copies are identical and equally valid.

# 9. DETAILS AND SIGNATURES OF THE PARTIES

"CUSTOMER"

NP JSC "Al-Farabi Kazakh National University"

Index 050040

Address: 71, Al-Farabi Avenue, Bostandyk district,

Ful name

Almaty

Phone: 8 (727) 377-33-33 BIN / IIN: 990140001154 JSC "Halyk Bank of Kazakhstan" IIC KZ156010131000194743 BIC HSBKKZKX KBe 16

(Signed)

"CONTRACTOR"

Ful name Citizen Passport No.



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|--------------------|---|-------------|---------------------------|---------------|
| E-mail:            |   | Adress:     |                           |               |
| -                  |   | Phone:      |                           |               |
| Банковские ј       |   | E-mail:     |                           |               |
| Получатель:        | аемого перевода:  | Bank requ   | isites:                   |               |
| Номер счёта:       |   | The current | cy of the transfer receiv | ed:           |
| Банк получате      | еля:  | Recipient:  |                           |               |
| БИК:               |   | Account No  | umber:                    |               |
| Корр. счёт:        |   | Recipient's | Bank:                     |               |
| ИНН:               |   | BIC:        |                           |               |
| КПП:<br>SWIFT-код: |   | Correspond  | lent account:             |               |
| ~ тод.             |   | TIM.        |                           |               |

TIN:

(Signed)

CHECKPOINT: SWIFT code:

Date:

2024

Ful name

Edition: third

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Appendix 4

Form R-1

IIN/BIN

| Customer                |  | full name, addr                                  | full name, address, communication details   |             |          |                     |                                    |  |
|-------------------------|--|--|---|-------------|----------|---------------------|------------------------------------|--|
| Executor                |  |  |   |             |          |                     |                                    |  |
|                         |  | full name, addr                                  | full name, address, communication details   |             |          |                     |                                    |  |
| Agreement<br>(contract) | ŧ.   |  |   |             | Document | Date of compilation |                                    |  |
|                         | ACT OF COMPLETED WORKS (SERVICES RENDERED)   | WORKS (SER                                       | VICES RENDERED)   |             |          |                     |                                    |  |
|                         | Name of works (services) (in terms of their  | Date of  | Details of the report on scientific   | 200         |          | Work performed (    | Work performed (services rendered) |  |
| Number<br>in order      | subtypes in accordance with the technical specification, assignment, schedule of works (services), if any) | completion of<br>work (provision<br>of services) | research, marketing, consulting and other services (date, number, number of pages) (if any) | measurement | quantity | price per unit      | price                              |  |
| -                       | 2  | 3  | 4   | 2           | 9        | 7                   | 8                                  |  |
| -                       | Services for publishing articles in journals included in the Scopus database                               | ×  | Title of the article, journal, issue and year of publication, information about co-authors  | Sod         | 4        |                     |                                    |  |
|                         |  | _  |   | Total       |          | ×                   |                                    |  |
| Informati               | Information on the use of stocks received from the customer  |  |   | 1           |          |                     |                                    |  |

name, quantity, cost

Accepted (Customer) full name signature job title Passed (Performer)

Date of signing (acceptance) of works (services)

full name

signature

job title