

**APPROVED BY**  
**First Vice-Rector**  
**Daubayev K.**  
**on march 24, 2025**

**A PLAN**  
**for the creation and implementation of a system of effective internal communication and incentives**  
**for teachers and staff for 2025-2026.**

<b>№</b>	<b>Event</b>	<b>Responsible department (person)</b>	<b>Deadlines</b>	<b>Remark</b>
<b>Section 1. System implementation planning</b>				
1.1	Assessment of the current state of the notification system and communication of strategic goals to the team	Department of Academic Affairs, Head of the Quality Assurance Center	till 15.04.2025	1. A report reflecting the analysis of the strengths and weaknesses of existing educational technologies, methods and approaches reviewed at a meeting of academic committees
1.2	Defining the objectives of the implementation of the communication system and incentives	Department of Academic Affairs, Head of the Quality Assurance Center	till 20.04.2025	1. Formulation of clear and achievable goals, such as improving the quality of education, increasing student engagement, optimizing processes, or introducing new technologies. 2. Analysis of existing educational technologies, methods and tools that can be implemented in the educational process.
1.3	Development of regulations for effective internal communication and incentives for teachers and staff	Department of Science and Innovation, Department of Academic Affairs	till 01.05.2025	1. Internal Communications Regulations 2. The scientific activity promotion card 3. Professional development plan for teachers and staff

1.4	Assessment of the availability and effectiveness of technical means supporting communication systems	Department of Digital Transformation	till 10.05.2025	1. Assessment of the availability and effectiveness of technical equipment supporting the communication system (online platforms, special software products), reflecting the Assessment Map
1.5	Documenting the results	Department of Academic Affairs, Head of the Quality Assurance Center	on permanent basis	1. Preparation of reports, regulations and other materials for the experience exchange with colleagues.
<b>Section 2. Implementation of the internal communication system implementation</b>				
2.1	Review and posting on the website of the regulations on effective internal communication of teachers and staff	Head of the Quality Assurance Center, Deans	till 10.05.2025	1. Training seminar
2.2	The choice of communication channels for internal communication of e-mail, messengers, platforms for collaboration (for example, documentologist, Telegram, Zoom).	Department of Digital Transformation	till 20.05.2025	1. Conducting a master class 2. Recommendations on the use of certain tools for transmitting information (for example, for notifications, messages and regular reports).
	Creation of channels for active discussion of ideas and projects on online platforms and forums for the exchange of experience and ideas between teachers, students and businessmen.	Department of Academic Affairs, Department of Digital Transformation	on permanent basis	1. List of channels with access
2.3	Conducting internal meetings and discussions on educational and organizational issues.	Administrative and management staff	at least once every six months	1. Protocols of internal meetings
2.4	The possibility of receiving grants for participation in scientific and educational projects is included in the plan of independent educational activities of teachers.	Department chairs	till 10.09.2025	1. Individual teacher's plan
2.5	Organization of open lectures, meetings with entrepreneurs and graduates, successful startups who can inspire and motivate students and teachers to innovative projects.	Director of the Entrepreneurship Center, Department of Business Administration	according to individual plans	1. Inclusion of open lectures and meetings in the plan 2. Holding mini-conferences, seminars for teachers to discuss the results of scientific work and (or) new innovative approaches and entrepreneurship in various fields

2.6	Further development of the mentoring system, where more experienced teachers can share their knowledge and experience with young teachers or newly accepted teachers	Director of the Entrepreneurship Center, Deans, Department chairs	till 10.09.2025	1. The Department's work plan 2. Individual teacher's plan
2.7	Active support for scientific research in the field of entrepreneurship through the creation of incentive measures for innovative business models and educational programs	Department of Academic Affairs, Department of Science and Innovation	on permanent basis	1. Providing teachers with time and resources to conduct research that can be used in the educational process (laboratories, grants, resources for publications). 2. Conducting contests, hackathons, and acceleration programs; 3. Stimulating scientific research and publication activity; 4. Support participation in international projects and grant programs or other programs.
2.8	The introduction of awards system and recognition for students, teachers and staff actively working on entrepreneurial projects, with the creation of appropriate career paths for people who are engaged in business at the university.	Department of Academic Affairs, Department of Science and Innovation	till 15.05.2025	1. Making changes to the current system of motivation for teaching staff to evaluate and recognize achievements
2.9	Creating psychological support for teaching staff through regular consultations or trainings on stress, burnout, and time management.	Head of the psychological service	till 15.05.2025	1. Making changes to the current psychological service system
2.10	Evaluation of results	Department of Academic Affairs, Head of the Quality Assurance Center	according to the regulations	1. Results analysis: Applying the results of an internal communication system to adjust business processes, programs, and approaches.
<b>Section 3. Monitoring the implementation of the internal system</b>				
3.1	Constant monitoring of the effectiveness of communication during the academic year on issues of a clear presentation of the Mission	Department of Academic Affairs,	on permanent basis	1. Conducting interviews with teachers and students, questionnaires, discussions. 2. Comparison of the level of team involvement in the implementation of the University's Mission

	and vision of the university in the focus of providing educational services	Head of the Quality Assurance Center, Department chairs		
3.2	Questioning and working with focus groups to assess internal communication and awareness of strategic programs within the framework of the implementation of the Mission and vision of the teaching staff	Department chairs, Working groups	at least once a half-year	1. Questionnaire as it is implemented 2. Results of work with focus groups with discussion at the department meeting
3.3	Open discussions and adjustments of the plan and regulations, if necessary	Department chairs, Working groups, Председатели АК	at least once a half-year	1. Periodic meetings to discuss the results of innovation and collaboration between teachers and students in research projects.
3.4	Discussing the results of the internal communication system, i.e. receiving feedback on the assessment of the internal communication system's compliance with established requirements.	Department of Academic Affairs, Head of the Quality Assurance Center, Deans		1. Once a semester at a meeting of the Quality Assurance Council
3.5	Summarizing the results of the systematic work on the progress of implementation, according to the plan	Department of Academic Affairs, Department of Science and Innovation,	at least once an academic year till 01.12.2029	1. at least once an academic year at a meeting of the Quality Assurance Council 2. Report by departments for 4 years