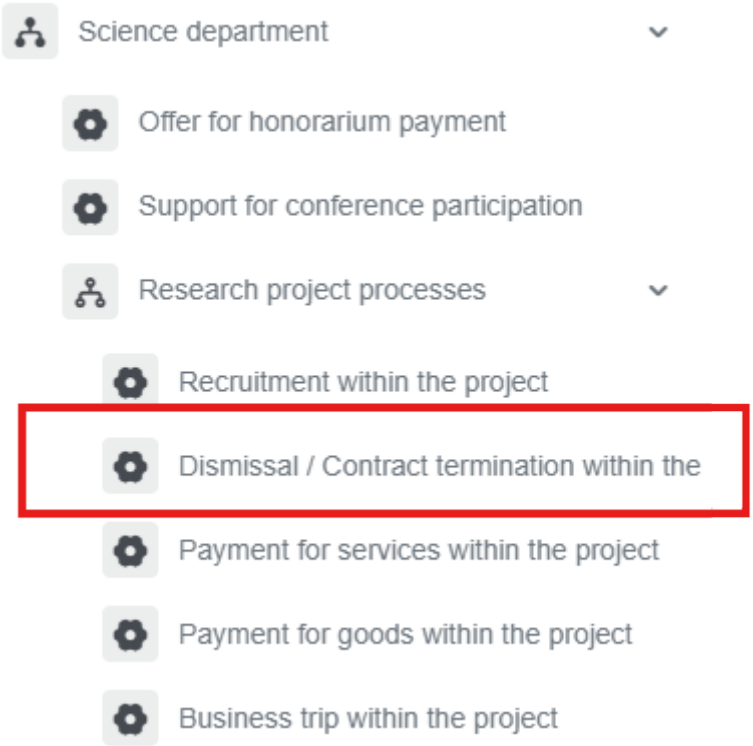
Dismissal / Contract termination within the project

Process purpose and use cases
This process is used to formalize an employee's termination from a project. It is applied in the following cases:

- When the employee wishes to resign voluntarily
- When the employment contract is terminated by mutual agreement
- When the contract period expires

How can I initiate the Dismissal / Contract termination within the project process in the DMS system?

1. Go to dms.sdu.edu.kz, navigate to the "**Start Process**" section, and proceed to **Department of Science→ Research project processes → Dismissal / Contract termination within the project** process**.**



2. Fill in the fields and select the type of contract.

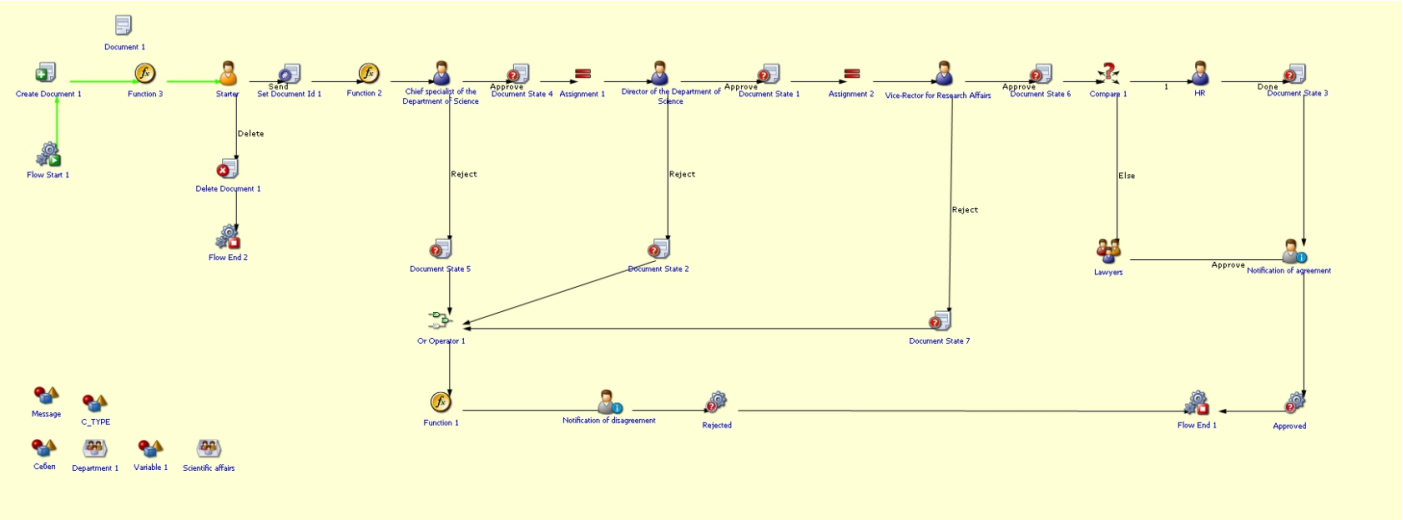


3. Once the required information is provided, click the "Send" button.



Process guidelines

You can view the process workflow in the section below.



For all inquiries, you can submit a request through helpdesk.sdu.edu.kz → "Submit a ticket" → "BPM" or contact us via email at dms@sdu.edu.kz!

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