

**Quality management system
Regulation on the procedure of stu-
dents' state scholars at "S.Seifullin Ka-
zakh Agrotechnical University" NC JSC**



**"S. Seifullin Kazakh Agrotechnical University"
NC JSC**

PPSSS QMS 02.2028-2020 P. 1 - 12 Version 2

Approved

by Chairman of the Board
"S.Seifullin KATU"
order dated
16.10.2020 № 538-N

QUALITY MANAGEMENT SYSTEM

REGULATION

**ON THE PROCEDURE FOR PAYMENT OF STUDENTS' STATE
SCHOLARS AT "S. SEIFULLIN KAZAKH AGROTECHNICAL
UNIVERSITY" NC JSC**

PPSSS QMS 02.2028 - 2020

Exe. _____

Copy _____

NUR-SULTAN 2020

<p align="center">Quality management system Regulation on the procedure of students' state scholars at "S.Seifullin Kazakh Agrotechnical University" NC JSC</p>	 <p align="center">SAKEN SEIFULLIN UNIVERSITY</p>	<p align="center">"S. Seifullin Kazakh Agrotechnical University" NC JSC</p>
<p align="center">PPSSS QMS 02.2028-2020 P. 2 - 12 Version 2</p>		

Foreword

1 DEVELOPED AND INTRODUCED by Department of Academic Affairs jointly with QMS

2 APPROVED AND COMMITTED INTO ACTION by Chairman of the Board
order dated 16.10.2020 № 538-N

3 DEVELOPERS: - Director of DAA – Serekpayev N.A
 - Deputy Chairman of the Board for Finance and Infrastructure Development - Sydykov A.Sh.
 - Director of SCS - Zhusupova G.K
 - Head of Quality Service – Aldabergenova S.S
 - Specialist of Quality Service – Zhagalbayeva M.T.

**4 DATE OF FIRST CHECK
CHECK PERIOD**

2025
5 years

This document may not be fully or partially reproduced, replicated and distributed without the permission of the Chairman of the Board of
“S. Seifullin KATU” NC JSC

<p>Quality management system Regulation on the procedure of students' state scholars at "S.Seifullin Kazakh Agrotechnical University" NC JSC</p>	 <p>SAKEN SEIFULLIN UNIVERSITY</p>	<p>"S. Seifullin Kazakh Agrotechnical University" NC JSC</p>
<p>PPSSS QMS 02.2028-2020 P. 3 - 12 Version 2</p>		

Content

1 Area of use	4
2 Normative references	4
3 Responsibility and authority	4
4 General provisions	5
5 The procedure for the state scholarships assignment and payment	5
6 The size of the state scholarship to students of S. Seifullin KATU	7
7 Procedure for making changes	8
8 Storage and distribution	8
Appendix A Amounts of Increase in State Scholarships	9
Appendix B Approval sheet	10
Appendix C Acceptance Sheet	11
Appendix D Change registration sheet	12

<p align="center">Quality management system Regulation on the procedure of students' state scholars at "S.Seifullin Kazakh Agrotechnical University" NC JSC</p>	 <p align="center">SAKEN SEIFULLIN UNIVERSITY</p>	<p align="center">"S. Seifullin Kazakh Agrotechnical University" NC JSC</p>
<p align="center">PPSSS QMS 02.2028-2020 P. 4 - 12 Version 2</p>		

1 Area of use

The present regulation on the procedure for payment of state scholarships to students at S. Seifullin Kazakh Agrotechnical University NC JSC- an internal normative document establishing the procedure and rules for the payment of state scholarships.

This regulation is mandatory for the management of all employees of the university in their work.

The regulation is included in the documentation of the quality management system (hereinafter - QMS) of S. Seifulin KATU

2 Normative references

In this regulation, references to the following regulatory documents are used:

Law of the Republic of Kazakhstan "On Education" dated July 27, 2007 No. 319-III.

Rules on the appointment, payment and size of State scholarships to students in educational organizations, approved by Government Decision No. 116 of 7 February 2008;

ST RK ISO 9000: 2005 Quality management systems. Fundamentals and vocabulary;

ST RK ISO 9001: 2015 Quality management systems. Requirements;

OS QMS 01.1011 - 2020 Quality Management System. Standard of organization. General requirements for the construction, presentation and documentation of a quality management system;

DP QMS 01.1006- 2020 Quality management system. Documented procedure. Document management;

DP QMS 01.1007 - 2020 Quality management system. Documented procedure. Quality records management.

3 Responsibility and authority

3.1 Responsibility for the implementation and management of the processes specified in this regulation is borne by the Department of Academic Affairs (hereinafter - DAA);

3.2 Responsibility and authority in the development of regulations on the procedure for payment of state scholarships to students at the S. Seifullin Kazakh Agrotechnical University (hereinafter S. Seifullin KATU), its coordination, approval, registration of putting into operation are distributed as follows:

- Director of DAA is responsible for the content, structure and implementation

<p align="center">Quality management system Regulation on the procedure of students' state scholars at "S.Seifullin Kazakh Agrotechnical University" NC JSC</p>	 <p align="center">SAKEN SEIFULLIN UNIVERSITY</p>	<p align="center">"S. Seifullin Kazakh Agrotechnical University" NC JSC</p>
<p align="center">PPSSS QMS 02.2028-2020 P. 5 - 12 Version 2</p>		

of the regulation;

- the draft regulation must be coordinated with the QMR (quality management representative), the advisor to the First Deputy Chairman of the Management Board, the director of DAA, the Deputy Chairman of the Board for Finance and Infrastructure Development and the Head of the Quality Service.

- the decision on the final version of the draft regulation is taken by the QMR ;

- this regulation is approved by the Chairman of the Board of S. Seifullin KATU;

- Simultaneously with the approval of the regulations, the quality service prepares an order for its implementation, which is also approved by the Chairman of the Board.

3.3 Responsibility for bringing to the attention of all employees involved in the process of payment of state scholarships to students lies with his immediate supervisor. The acquaintance record must be made in the “Acquaintance Sheet”.

4 General provisions

4.1 The rules for the appointment, payment and amount of state scholarships to students in educational institutions (hereinafter the Rules) are developed in accordance with the Law of the Republic of Kazakhstan dated July 27, 2007 "On Education" and determine the procedure for the appointment and payment, as well as the amount of state scholarships to students in educational institutions.

4.2 The rules do not apply to the procedure for the appointment and payment of scholarships established by the President of the Republic of Kazakhstan, as well as state personal scholarships established by the Government of the Republic of Kazakhstan.

4.3 State scholarships are awarded and paid to students, undergraduates, doctoral students studying at S. Seifullin KATU on a state educational grant for full-time education.

4.4 Students in the framework of the first direction of the State Program for the Development of Productive Employment and Mass Entrepreneurship for 2017-2021 "Enbek", approved by the Government of the Republic of Kazakhstan dated November 13, 2018 No. 746, are paid a scholarship regardless of the results of the intermediate certification (examination session).

5 The procedure for the state scholarships assignment and payment

5.1 Students under the government educational order, as well as those transferred to study under the government educational order, who have passed exams and differential credits, including term papers and physical education at "good", "excel-

<p align="center">Quality management system Regulation on the procedure of students' state scholars at "S.Seifullin Kazakh Agrotechnical University" NC JSC</p>	 <p align="center">SAKEN SEIFULLIN UNIVERSITY</p>	<p align="center">"S. Seifullin Kazakh Agrotechnical University" NC JSC</p>
<p align="center">PPSSS QMS 02.2028-2020 P. 6 - 12 Version 2</p>		

lent", the state scholarship is paid monthly after each trimester, from the first day of the next month for the examination session and holidays, including until the end of the month in which the academic period, examination session and holidays end. State scholarships are paid to graduate students until the date of expulsion in connection with graduation.

Students who have received marks "ungraded" corresponding to the mark "FX" and then retake these marks for "good" and/or "excellent" during the current examination session are assigned a scholarship.

In the case of retaking the discipline for the "excellent" or "good" grades in the summer semester, the scholarship is not paid.

5.2 The state scholarship for the first academic period is assigned to all students enrolled in the first year (first year of study) on the government educational order, and is paid from September monthly before end of the first academic period and vacation inclusive.

In subsequent academic periods, a state scholarship is assigned and paid based on the results of the examination session for the previous academic period in accordance with paragraph 5.1 of these Regulations.

5.3 Sight- and hearing disabled children, orphans and children left without parental care and in trusteeship, studying on a government educational order, state educational order students, state scholarship, taking into account the increase, is paid in the absence of academic debt based on the results of the examination session.

5.4 For students on state scholarship, the state scholarship for the period of summer holidays is paid for a total of two months (July, August).

5.5 For students who did not pass the examination session within the timeframe determined by the academic calendar, for valid reasons (illness, family circumstances, natural disasters, academic or credit mobility training), the Chairman of the Board of the University, after the students submit supporting documents, set individual deadlines for the examination session.

Based on the results of the passed examination session of this student's category, a state scholarship is assigned in accordance with paragraph 5.1 of this Regulation.

5.6 During the period of professional practice, summer holidays, as well as during the period of work at workplaces and in positions with payment of wages to students, the state scholarship is paid in the manner prescribed by this Regulation.

5.7 During the period of professional practice, summer holidays, and the period of work at workplaces and in positions with payment of wages to students, the state scholarship is paid in the manner prescribed by this Regulation.

5.8 Doctoral students are awarded a state scholarship for the entire term of study and are paid regardless of the results of the intermediate certification (examination session) during the entire period of study.

<p align="center">Quality management system Regulation on the procedure of students' state scholars at "S.Seifullin Kazakh Agrotechnical University" NC JSC</p>	 <p align="center">SAKEN SEIFULLIN UNIVERSITY</p>	<p align="center">"S. Seifullin Kazakh Agrotechnical University" NC JSC</p>
<p align="center">PPSSS QMS 02.2028-2020 P. 7 - 12 Version 2</p>		

5.9 During the period when bachelor, master, doctoral students are on academic leave, the state scholarship is not paid, with the exception of academic leaves provided on the basis of a medical opinion (opinion of a medical consulting commission).

For bachelor and master students returning from academic leave, the appointment and payment of a state scholarship is carried out in the manner prescribed by this Regulation, based on the results of the previous trimester in which the curriculum was completed.

Bachelor, master and doctoral students left for a second year of study due to illness from the moment of their return, a state scholarship is assigned and paid in the manner prescribed by this Regulation, based on the results of the previous trimester in which the curriculum was completed.

Bachelor, master and doctoral students that suffer from tuberculosis, with the appropriate medical certificate, are assigned and paid a state scholarship for the period of incapacity for work, but not more than ten months from the date of incapacity for work, regardless of the results of the previous trimester.

5.10 Scholarships are awarded by order of the Chairman of the Board, based on the results of the trimester examination session.

5.11 Scholarships are paid to students by crediting to a current account opened in a bank of the choice of the recipient of the money.

6 The size of the state scholarship to students at S.Seifullin KATU

6.1 The amount of a monthly state scholarship for students on a state educational order is established by the "Rules for the assignment, payment and size of state scholarships to students in educational institutions»:

1) students studying in educational organizations implementing educational programs of higher education with the exception of students studying in pedagogical areas of training - 26186 (twenty six thousand one hundred eighty six) tenge;

2) students studying in pedagogical areas of training in educational organizations implementing educational programs of higher education - 42000 (forty-two thousand) tenge;

3) master students - 66913 (sixty six thousand nine hundred thirteen) tenge;

4) doctoral students - 150000 (one hundred two thousand four hundred ninety eight) tenge;

6.2 Sight- and hearing disabled children, orphans and children left without parental care and in trusteeship, and bachelor and master students who, according to the results of the examination session, have only "excellent" marks, are entitled to receive an increased state scholarship.

The amount of the increase in the state scholarship is established in accordance with Appendix A.

<p>Quality management system Regulation on the procedure of students' state scholars at "S.Seifullin Kazakh Agrotechnical University" NC JSC</p>		<p>"S. Seifullin Kazakh Agrotechnical University" NC JSC</p>
<p>PPSSS QMS 02.2028-2020 P. 8 - 12 Version 2</p>		

6.3 The state scholarship is set at 50 (fifty) percent of the size of the state scholarship, respectively, for bachelor and master students, who, in accordance with the legislation of the Republic of Kazakhstan, are supported by the state.

6.4 Bachelor, master and doctoral students who are on academic leave on the basis of a medical certificate, for the period of academic leave, the state scholarship is set at 50 (fifty) percent (for disabled people - 75 (seventy five) percent, respectively, of the size of the state scholarship for bachelor, master and doctoral students).

6.5 Payment of state scholarships is terminated:

- in the case of expulsion (exclusion) of a student from the educational organization, regardless of the reasons for expulsion (exclusion);
- in the case of death of a student;
- after graduation from the date of the release order.

6.6 The termination of the payment of state scholarships in cases specified in clause 6.5 of these Regulations is carried out by issuing an order from the Chariman of the Board of the University.

7 Procedure for making changes

7.1 Amendments to the Regulations are made only with the permission of the RKK and must be documented with his signature.

7.2 Changes to the regulations are made in accordance with the requirements of the DP QMS 01-2015.

7.3 Changes to the regulation are made by specialists of the quality service with a mandatory mark in the "Change registration list" (Appendix D).

8 Coordination, storage, distribution

8.1 Copies of this PPSSS are sent in electronic format in the ARTA SYNERGY electronic document management system and sent to the university departments.

8.2 Responsibility for keeping the approved copy and distribution to subscribers rests with the quality service.

<p align="center">Quality management system Regulation on the procedure of students' state scholars at "S.Seifullin Kazakh Agrotechnical University" NC JSC</p>	 <p align="center">SAKEN SEIFULLIN UNIVERSITY</p>	<p align="center">"S. Seifullin Kazakh Agrotechnical University" NC JSC</p>
<p align="center">PPSSS QMS 02.2028-2020 P. 9 - 12 Version 2</p>		

**Appendix A
(compulsory)**

F. 02.2028 - 01

Amount of increase in state scholarships

№ Ser. No.	List of scholars	Increase size, %
1	Sight- and hearing disabled students studying in educational organizations implementing educational curricula of higher and postgraduate education;	75
2	Bachelor and master students studying in educational organizations that implement educational curricula of higher and postgraduate education, equated in accordance with the Law of the Republic of Kazakhstan "On benefits and social protection of participants, veterans of the Great Patriotic War and persons equated to them" for benefits and guarantees to the disabled veterans;	50
3	Bachelor and master students studying in educational organizations implementing educational curricula of higher and postgraduate education from among orphans and children left without parental care and in trusteeship of citizens;	30
4	Bachelor and master students studying in educational organizations that implement educational curricula of higher and postgraduate education, having only "excellent" grades, according to the results of the examination session (except for students receiving state scholarships and scholarships of the President of the Republic of Kazakhstan).	15

Note. The increase provided for in the application is made to the established amount of the state scholarship (excluding other increases).

