

**Quality management system
Regulation on the procedure of
appointment of the presidential scholar-
ship for students at "S. Seifullin Ka-
zakh Agrotechnical University" JSC**



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

QMS PAPSFS 02.2031-2019 P. 1 - 13 Version 1

Approved

Chairman of the Board

“S.Seifullin KATU”

№ 639-N dated on 24.09.2019

QUALITY MANAGEMENT SYSTEM

REGULATION


ON THE PROCEDURE OF APPOINTMENT OF THE PRESIDENTIAL SCHOLARSHIP FOR STUDENTS AT "S. SEIFULLIN KAZAKH AGRO- TECHNICAL UNIVERSITY" JSC

QMS PAPSFS 02.2031-2019

Exe. _____

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NUR-SULTAN 2019

<p>Quality management system Regulation on the procedure of appointment of the presidential scholar- ship for students at "S. Seifullin Ka- zakh Agrotechnical University" JSC</p>	 <p>SAKEN SEIFULLIN UNIVERSITY</p>	<p>"S. Seifullin Kazakh Agrotechnical University" JSC</p>
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Foreword

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

2 APPROVED AND COMMITTED INTO ACTION by Chairman of the Board

№ 639-N dated on 24.09.2019

3 DEVELOPERS: - Director of DAA – Serekpayev N.A

- Director of SCS - Zhussupova G.K

- Acting Head of QMS – Aldabergenova S.S

- QMS specialist – Muhamedzhanova Zh.A.

**4 DATE OF FIRST CHECK
CHECK PERIOD**

2024
5 years

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JSC

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1 Application area

This Regulation on the procedure for the appointment of Presidential scholarships for students at “S. Seifullin Kazakh Agrotechnical University” JSC is an internal regulatory document establishing the procedure and rules for the appointment of the Presidential scholarship.

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

The regulation is a part of the quality management system documentation (hereinafter referred to as QMS) of “S. Seifullin KATU” JSC.

2 Normative references

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

Rules for the appointment of scholarships established by the President of the Republic of Kazakhstan, approved by order of the Minister of Education and Science of the Republic of Kazakhstan dated April 7, 2011 No. 136.

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

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

SO QMS 1.1.01-2015 Quality management system. Organization standard. General requirements for the construction, presentation and execution of documentation of the quality management system;

DP QMS 01-2015 Quality management system. Documented procedure. Document management;

DP QMS 02 -2015 Quality management system. Documented procedure. Quality records management.

3 Definitions

3.1 This provision applies terms and definitions in accordance with ISO 9000: 2005.

4 Symbols and abbreviations

In this regulation, the following abbreviations apply:

- RPAPSS - regulation on the procedure for appointing the Presidential scholarship for students at JSC “S. Seifullin Kazakh Agrotechnical University” JSC;
- QS - quality service;

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- QMS - quality management system;
- QMR - quality management representative;
- DP - documented procedure;
- SO - the standard of the organization.
- DAA - Department of Academic Affairs.
- SCS - a service center for students.

5 Responsibility and authority

5.1 The director of DAA is responsible for the implementation and management of the processes specified in this regulation.

5.2 The head of the processes specified in the regulation is the director of the DAA, who is responsible for the quality of work performed at specific stages of the process.

5.3 Responsibility and authority in the development of the RPAPSS, its coordination, approval and registration of putting into operation are distributed in the following way:

- the director of DAA is responsible for the content, structure and implementation of the regulation;

- the draft regulation must be coordinated with the QMR, the director of the DAA, the deputy chairman of the Board for financial issues and infrastructure development, a leading lawyer and the head of the quality service (hereinafter referred to as the QS).

- the decision on the final version of the draft regulation is taken by the QMR;
- this provision is approved by the Chairman of the Board of "S. Seifullin KATU" JSC;

- 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.

5.4 The department head is responsible for communicating the approved regulations to the relevant employees of the unit. The acquaintance record must be made on the "Acquaintance Sheet" (Appendix B).

6 General regulations

6.1 The present Regulation on the procedure for the appointment of the Presidential scholarship for students at "S. Seifullin Kazakh Agrotechnical University" JSC has been amended in accordance with the Rules for the appointment of scholarships established by the President of the Republic of Kazakhstan, approved by order of the Minister of Education and Science of the Republic of Kazakhstan No. 136 dated April 7,

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2011.

6.2 The scholarship aims to:

- stimulation of research and educational-cognitive activities of students and undergraduates;
- support of the most talented and gifted bachelor and master students;
- assistance in the formation of intellectual potential.

6.3 The distribution of the number of scholarships between higher educational institutions is carried out in proportion to the contingent of full-time students of higher educational institutions of the Republic of Kazakhstan.

6.4 No scholarships are allocated to higher educational institutions with a contingent of full-time students of less than 700 people.

6.5 The scholarship is awarded to full-time students from the 3rd year and undergraduates from the second year of study who study only with excellent marks (A, A-), both on the basis of a state order and on a paid basis. In exceptional cases, due to the absence of excellent applicants, the scholarship is distributed among applicants with one "good" grade (B +, B, B-, C +).

6.6 The scholarship is awarded to the following categories of students:

- winners of republican and international Olympiads, creative contests, sports competitions, festivals or who are the authors of discoveries, inventions;
- having publications in collections of scientific papers, in republican and international scientific journals;
- actively engaged in research work, the success of which is confirmed by diplomas, certificates;
- taking an active part in the social, cultural and sports life of the university.

6.7 When awarding a scholarship, the selection of applicants is carried out in the order of following criteria 6.5, 6.6 of this regulation. Under equal conditions, the advantage is given to:

- orphans and children left without parental care; disabled since childhood, disabled children.

6.8 Candidates for the appointment of a Presidential scholarship are nominated by the councils of faculties, on the proposal of dean's offices, departments, public associations, or by self-nomination.

6.9 An applicant for the Presidential scholarship applies to the Service Center for Students (hereinafter referred to as the SCS) with the following documents: characteristics, copies of personal diplomas, letters of gratitude, certificates confirming the results of research work and participation in the social and sports life of the university, an extract from the minutes of the meetings faculty council. The transcript of applicants for the Presidential scholarship for the entire period of study is issued by SCS. SCS submits to the Academic Council of the University a list with full packages of documents of applicants.

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6.10 The scholarship is awarded by order of the Chairman of the Board on the basis of the decision of the Academic Council of the University.

6.11 A Presidential Scholarship is awarded for one academic period.

6.12 The decision of the Academic Council of the University on awarding scholarships for the next academic period is made no later than two weeks before the start of the academic period and is sent to the Ministry of Education and Science of the Republic of Kazakhstan with a list of students and undergraduates.

6.13 The Presidential Scholarship may be awarded to the same person several times by decisions of the Faculty Council and the University Academic Council.

6.14 The payment of scholarships is made monthly within the funds provided in the republican budget for the corresponding financial year.

6.15 In the absence of applicants for the appointment of a scholarship that meet the criteria of clauses 6.5 and 6.6, the university, no later than two weeks before the start of the academic period, shall submit to the authorized body in the field of education information on the refusal of a certain number of scholarships.

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 RPAPSS 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.

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Appendix A
(required)
F.02.2031-01

**Determining the rating points of applicants for the Presidential scholarship
by type of activity**

№	Type of activity	Score
<u>STUDY</u>		
1	Excellent student (having letter equivalents of grades "A-" and "A")	
1.1	GPA 3,95 – 4,0	10
1.2	GPA 3,90 – 3,94	9
1.3	GPA 3,85 – 3,89	8
1.4	GPA 3,80 – 3,84	7
1.5	GPA 3,75 – 3,79	6
1.6	GPA 3,70 – 3,74	5
1.7	GPA 3,67 – 3,69	4
<u>SRW</u>		
1	Holder of diplomas in scientific conferences and olympiads at the Republican and international level	
1.1	1st degree diploma (per unit)	5
1.2	2nd degree diploma (per unit)	4
1.3	3rd degree diploma (per unit)	3
1.4	Letter of thanks (per unit)	1
2	Holder of diplomas in scientific conferences and olympiads at the intra-university level	
2.1	1st degree diploma (per unit)	3
2.2	2nd degree diploma (per unit)	2
2.3	3rd degree diploma (per unit)	1
2.4	Letter of thanks (per unit)	0,5
3	Publication of a scientific article (for 1 page)	0,5
4	Obtaining a patent, certificate of intellectual property	5
5	Thesis publication (for 1 page)	0,25
<u>Social and sport life</u>		
1	Winner of the Grand Prix of international competitions	3
2	Prize-winner at international competitions	2,5
3	Winner of the grand prix of republican competitions	2

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4	Winner of republican competitions.	1,5
5	World champion	5
6	Champion of Asia, Universiade (international level)	4,5
7	Medalist of the World Championships, Asia (international level)	4
8	Champion of the Republic of Kazakhstan	3,5
9	Medalist of the Republic championships	3
10	Chairman of the YAK	3
11	Deputy Chairman of the YAK	2
12	Member of the YAK	1,5
13	Dormitory student council chairman	4
14	Deputy Chairman of the student council of the hostel	3
15	Member of the student council of the hostel	2
16	University Leader	2
17	Group leader	1
18	Letter of thanks, diploma or certificate of the Republican level (per unit)	2
19	Letter of thanks, diploma or certificate of city level (per unit)	1
20	Letter of thanks, diploma or diploma of the intra-university level (per unit)	0,5

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**Appendix B
(required)**

F.1.01-01

Approval list

Position	Full name	Date	Signature
RQM			
Deputy Chairman of the Management Board for Finance and Infrastructure Development			
Director of the Department of Academic Affairs			
Head of the law department			
Head of the quality service			

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Appendix C
(required)

F.1.01-02

Reference list

Position	Full name	Date	Signature

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Appendix D
 (required)

F.1.01-03

List of changes registration

List number				Notification num- ber, on the basis of which the change was made	Full name of the person contributed changes	Signature person who con- tributed change	date making changes
changed	replaced	new	canceled				
1	2	3	4	5	6	7	8

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Appendix E
(required)

F.1.01-04

Periodic inspection list

Check date	Full name of the person fulfilled check	Signature checking	Comments wording
1	2	3	4