«Approved»

By the order of
the Chairman of the Board
№ 485-N dated 21.09.2020

QUALITY MANAGEMENT SYSTEM

REGULATION

ON THE PROCEDUREof EXPULSION, TRANSFER, RE-ADMITTANCE and GRANTING LEAVE of ABSENCE to STUDENTS in S. SEIFULLIN KATU

POETRAGLASQMS02.2040 - 2020

Exe. _____

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NUR-SULTAN 2020

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Foreword

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4FIRST CHECK DATE 2025
INSPECTION FREQUENCY 5 years

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1 Applicationarea

This Provision establishes the requirements for the procedure of orders, transfer, re-admittance and granting leave of absence to students in NJSC“S. Seifullin Kazakh

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Agrotechnical University KATU" (hereinafter - S. Seifullin KATU).

This Provision is applied by the divisions of S. Seifullin KATU who are responsible for the educational process (Department on academic matters, Deans' offices of faculties, postgraduate education office, departments), and is part of the documentation of the quality management system.

2 Referenced codes and standards

In this provision references to the following normative documents are used:

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

Order oftheMinistryof Education andScienceoftheRepublicofKazakhstan "OnApprovalofStateCompulsory Education StandardsatAllLevelsof Education "datedOctober 31, 2018 № 604.

Order oftheMinistryof Education andScienceoftheRepublicofKazakhstan "OnApprovalofthe Standard RulesfortheActivityofEducationalOrganizationsoftheappropriatetypes" datedOctober 30.

Order oftheMinisterof Education andScienceoftheRepublicofKazakhstandatedOctober 31, 2018 №600 "OntheapprovaloftheModelRulesforadmissiontotraininginеducationalorganizations that implementeducationalprogramsofhigherandpostgraduate education".

Order oftheMinistryof Education andScienceoftheRepublicofKazakhstan "OnapprovaloftheClassifierofareasoftrainingwithhigherandpostgraduate education" datedOctober 13, 2018 № 569.

ResolutionoftheGovernmentoftheRepublicofKazakhstanOnapprovaloftheRulesforawardinganeducationalgranttopayforhigher or postgraduate education withtheawardof a "bachelor's" or "master's"degreedatedJanuary 23, 2008 № 58.

Order oftheMinistryof Education andScienceoftheRepublicofKazakhstanOnapprovaloftheRulesfortherecognitionand nostrification of education documents datedJanuary 10, 2008 № 8.

Order "On approval of the Rules for the organization of the educational process on credit technology of education" dated April 20.

Order of the Ministry of Education and Science of the Republic of Kazakhstan "On approval of the List of related specialties" dated May 31, 2018 № 242.

Order of the Ministry of Education and Science of the Republic of Kazakhstan "On approval of the Classifier of specialties and qualifications of technical and vocational, after secondary education" dated September 27.

Charter of the NC JSC "S. Seifullin Kazakh Agro-Technical University" dated 05.02.2018 № 2.

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Academic policy of NC JSC "S. Seifullin KATU".

Honor Code of a student of NC JSC "S. Seifullin KATU" dated January 25, 2019 № 51-N.

Regulations on the internal rules of the NC JSC "S. Seifullin Kazakh Agro-Technical University" dated May 3, 2018 № 289-N.IS ISO 9000:2005 Quality management systems. Fundamentals and vocabulary.

IS ISO 9001: 2015 Quality Management Systems. Requirements.

OS QMS 01.1011-2020 Quality management system. Organization Standard.

Rules for the construction, presentation and documentation of the 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. Manage quality records.

3 Definitions

In this provision, the terms and definitions are applied in accordance with the State Compulsory Education Standard of the corresponding education levels and IS ISO 9000: 2015.

4 Abbreviations and acronyms

S. Seifullin KATU – "S. Seifullin Kazakh Agrotechnical University";

POETRAGLAS – Provisions on the procedure of expulsion, transfer, re-admittance and granting leave of absence to students in S. Seifullin KATU;

DAM – Department on Academic Matters;

PDMD – Personnel and Document Management Department;

MES – Ministry of Education and Science of the Republic of Kazakhstan;

SSC – Service Center for Students;

SRASAD – Students' Registration and Academic Skills Assessment Department;

QMR – Quality Management Representative;

QU – Quality Unit;

TS – Teaching Staff;

MAB – Medical Advisory Board;

GPA – Student's GPA;

IEP – Individual Educational Plan;

HEI – higher education institution;

DET – distance educational technologies;

AIS - automated information system;

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TVE - technical and vocational education;
UNT - unified national testing;
CT - complex testing;
EDS - electronic digital signature;
SPA - student's personal account.

5Responsibility and authorities

5.1 This POETRAGLAS is approved by the order of the Chairman of the Board of NC JSC“S. Seifullin KATU”.

5.2 Responsibility for development of POETRAGLAS, namely for its contents, structure is on the Director of DAM and the Director of the Service Center for Students (further SSC), and for execution, approval and implementation is on quality unit (further QU).

55.3 The Director of DAM is Responsible for the implementation and management of the processes specified in this Provision.

5.4 Project POETRAGLAS should be cleared by Quality Management Representative (hereinafter QMR), Deputy Chairman of the Board for Financial Affairs and Infrastructure, the Director of the Department on Academic Matters (hereinafter DAM), the Director of thePersonnel and Document Management Department (hereinafter DMD), Director of the Service Center for Students (hereinafter SSC) head of Legal Affairs and head of quality unit (hereafter QU), who are referenced at in the “Approvals Page” (Appendix Ae).

5.5 The SSC submits the draft POETRAGLAS for registration to the QU, that draws up the original one, collects the necessary signatures.

5.6 QU prepares an order to bring this provision into force, which is approved by the Chairman of the Board.

5.7 Responsibility for bringing the approved POETRAGLAS to the attention of the relevant employees of the unit is on the head of the unit. Record of acknowledgement should be made in the “Acknowledgement Sheet”.

5. 8 Responsibilities and authorities for the management of POETRAGLAS, its approvals, final approval are distributed as follows:

5.8.1 The Chairman of the Board is responsible for:

- approval of this provision and amendments to it;
- allocation of the necessary material, financial and other resources.

5.8.2 The First Deputy Chairman of the Board is responsible for:

- planning and monitoring the implementation of work on the management of this application.

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5.8.3. The Director of DAM shall be responsible for:

- development of the requirements of this provision;

- compliance of the developed requirements of these provisions with the requirements of the Law of the Republic of Kazakhstan "On Education", the Rules for the Organization of Activities of Higher Education Institutions, Rules for the organization of the educational process on credit training technology.

6Requirements for transfer, expulsion and re-admittance of students of S. Seifullin KATU

6.1 The procedure of expulsion of students is determined by the university itself.

6.1.1 The reasons for the expulsion of a student may be the following:

1)*the student's own wish,* issued in the form of a statement addressed to the Chairman of the University Board. Students who have not reached the age of majority (18 years of age) at their own request, when they are expelled, attach their parents ' consent to the application.

The map of the process-the expulsion of a student at their own request is given in Appendix A. a Sample order for the expulsion of a student is given in Appendix A-1. The procedure for deducting, transferring, restoring and granting academic leave is given in the Regulations (item 9);

2)*for academic failure* on the basis of the decision of the meeting of the Council for Academic Quality at the faculty, indicating the reason for the student's expulsion (protocol).

A map of the process-the student's expulsion is given in Appendix B. The sample of the order for the student's expulsion (for academic failure) is given in Appendix B-1. The content of the procedure is given in the Regulations on the expulsion, transfer, re-admittance and granting of academic leave (clause 9);

3)*for violation of the principles* of academic integrity on the basis of the decision of the meeting of the Council for Academic Quality at the faculty, indicating the reason for the expulsion of the student (protocol).

A process map - expulsion of a student for violation of the principles of Academic Honesty is given in Appendix B. A sample order for the expulsion of a student (for violation of the principles of academic honesty) is given in Appendix B-1. The content of the procedure is given in the Regulations on expulsion, transfer, re-admittance and provision of academic leave (clause 9);

4) *for violation of the internal Regulations of the Charter of the University and the*

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Code of honor students KATU them. S. Seifullin, including breach of discipline, including absenteeism after the expiration of the leave of absence on the basis of the decision of the meeting of the Council on Academic quality, faculty stating the reasons for the expulsion of a student (Protocol).

The process map - expulsion of a student is given in Appendix G. A sample order for expulsion of a student (for violation of the Internal Regulations, the Charter of the university and the Code of Honor of students of S. Seifullin KATU) is given in Appendix G-1. The content of the procedure is given in the Regulations for the expulsion, transfer, re-admittance and granting of academic leave (clause 9);

5) *for violation of the terms of the agreement on the provision of educational services, including for non-payment of tuition fees* (for students on a paid-contract basis) – based on memos with the reason for the expulsion of the student to the Director of SSC from the Dean of the faculty

On the basis of the weekly information provided by the accounting Department of the Department of Finance about the student's tuition arrears, the CSO specialist notifies the Dean's office of the student's debt. The Dean of the faculty, the Deputy Dean for educational work weekly inform the student on a paid contract basis about the need to pay for study.

In the case of non-payment of tuition fees in due time, the Dean of the faculty, Deputy Dean on educational work to inform the student (student, undergraduate, doctoral), as well as parents of underage students about debt for tuition and breach of contract.

In the exceptional cases, by the decision of the Chairman of the Board, monthly payment for training by the following categories of students, if the copy of the confirming documents is provided, is allowed:

1) orphans;
2) students from a single-parent family (in case of loss of a parent);
3) students from a large family;
4) 2 or more trainees studying in S. Seifullin KATU from one and the same family;

5) children of the staff of S. Seifullin KATU;
6) students in master’s and doctoral programs;
7) children with disabilities;
8) parents with disabilities;
9) children from low-income families;

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10) a family with financial difficulties (both unemployed parents, if there is a supporting document from the authorized employment control body).

Monthly payment for training is made on the basis of the student's application to the Chairman of the management Board, with the provision of supporting documents that the student belongs to the above categories. Within 3 working days, after submitting the students ' documents, the PSC prepares a draft order on allowing payment to the student in installments, indicating the specific date of making the monthly payment.

A process map - expulsion of a student is given in Appendix D. A sample order for the expulsion of a student (for failure to comply with the terms of the contract) is given in Appendix D-1. The content of the procedure is given in the Regulation on expulsion, transfer, re-admittance and granting academic leave (clause 9);

6) *in case of death of the student*.

4 In case of death of the student, on the basis of the death certificate, SSC shall issue the order on the wording “to expel due to death” with indication of date of registration of the relevant document. A sample order for the expulsion of a student (in case of death of a student) is given in Appendix E. The content of the procedure is given in the Provisions on expulsion, transfer, re-admittance and granting academic leave to students (clause 9).

6.1.2 A student who has not completed the internship program, received negative feedback on the work or an unsatisfactory grade when defending the report, either is sent for recurrent internship during the additional / summer semester, or is expelled from the university.

6.1.3Acceptance of the student's application for deduction at their own request is carried out in the CAO from the 1st to the 25th day of each month.

6.2Requirements for transfer and re-admittance of students.

6.2.1 Transfer and re-admittance of students is carried out during summer and winter vocations from one educational organization to another, from one mode of studies to another, from one language Department to another, from one educational program (further – EP) to another in the manner established by the norms of the Standard Rules for the Activities of Educational Organizations of the appropriate types and Academic Policy at S. Seifullin KATU.

In exceptional cases, taking into account the trimester at the university, after the end of the second trimester during the holidays, it is allowed to transfer or restore students from foreign universities.

Students can be transferred or re-admitted after expulsion if they have fully completed the first academic period of the studied program according to the IEP.

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The transfer of a student from one EP to another, from one form of study to another is carried out only for training on a paid basis.

The student is transferred or re-admitted to the university, regardless of the timing of expulsion upon re-admittance. Process map - student re-admittance is given in Appendix J. A sample order for recovery is given in Appendix J-1. The content of the procedure is given in the Regulation on expulsion, transfer, re-admittance and provision of academic leave (clause 9).

Re-admittance into the number of students is carried out only on a contractual basis of training for the corresponding course.

A student who has not passed the final certification, in the next academic year, no later than a month before the start of the final certification, writes an application addressed to the head of the university for admission to the final requalification. Admission to the final requalification is issued by the order of the Chairman of the Management Board. The final requalification of a student is carried out only in those forms according to which he received an unsatisfactory grade in the previous final certification.

The transfer of a student from a paid basis to training on a state educational order is carried out by awarding educational grants that were released in the learning process in accordance with the “Rules for awarding an educational grant for paying for higher education, approved by the Government of the Republic of Kazakhstan dated January 23, 2008 № 58”.

A student, trained on an educational grant, can transfer with the preservation of the educational grant to another university.

Students, enrolled in special places on an educational grant approved for individual educational programs, as well as pedagogical educational programs within the allocated quota, can be transferred to another university only on a paid basis.

When transferring and re-admitting students on the basis of technical and vocational education (hereinafter referred to as TVE), the correspondence of the EP is checked according to the List of related educational programs and the Classifier of professions and specialties of technical and vocational, post-secondary education.

When transferring / re-admitting students with a shortened period of study on the basis of TVE, or post-secondary, or higher education, the prerequisites mastered by them at the previous level of education are taken into account. When transferring or re-admitting students, the university organizes an appropriate commission for the transfer of learning outcomes.

The transfer of a student from EP groups of higher education requiring creative training to other EP groups is carried out where there is a certificate of unified national testing (hereinafter-UNT) with a score not lower than the established limit score in accordance with the Standard Rules for admission to training in educational institutions that implement educational programs of higher and postgraduate education, approved in accordance with subparagraph 11) of Article 5 of the Law “On Education”

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Students studying at creative EPs who wish to transfer to other EPs who have UNT certificates with specialized subjects and a passing score (at least 50 points, with at least 5 points for each subject) are exempted from passing UNT.

In the student's personal file, there must be a certificate of passing the UNT or complex testing (hereinafter referred to as CT) - for higher education or a CT certificate - for a master's degree, or the results of entrance examinations - for persons transferred from foreign universities."

The transfer of students from foreign universities is carried out in the EP of the university, in which a state educational order is placed for the corresponding level of education, field of education and year of admission and (or) foreign accreditation bodies with international specialized accreditation included in the registers and (or) associations of accreditation bodies of states - members of the Organization for Economic Cooperation and Development (OECD) on education.

Trainees called up for military service in the Armed Forces of the Republic of Kazakhstan during the training period are re-admitted to the corresponding training course. At the same time, adviser determines the list of prerequisites which are necessary for passing during the academic period of the current academic year or in the summer semester.

When transferring / re-admitting, the achieved learning outcomes, positive marks of the student are recognized with the transfer of academic credits from one EP to another, from one educational organization to another educational organization.

When transferring / re-admitting a student, adviser/commission takes into account the direction of preparation and profile of the EP, the educational achievements of the student, as well as cases of violation of academic integrity by the student.

In the event of a mismatch in the EP profile, prerequisites for mastering are set. Prerequisites are determined by the adviser based on the list of disciplines studied, their programs and volumes in academic hours or credits, reflected in the transcript.

The transfer of training results is carried out by the cathedral commission in accordance with the working curriculum. Transfer is possible to the same course if the number of credits studied by students in another educational organization coincides with the number of credits of this course. The identified academic difference, which is a prerequisite, is studied in the corresponding academic period, without violating the logical sequence. At the same time, the revealed difference is that the subjects of the General Education Discipline of the mandatory component are studied in the summer semester with a total volume of up to 20 credits. If you exceed 20 credits, the rest of the difference in the General Education Discipline, such a student is allowed to pass in the next summer semester.

When transferring and restoring students from the linear education system to the credit system and transferring the marks for the mastered disciplines, the following correspondence is established: "excellent" according to the traditional system corre-

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sponds to the mark in the letter “A” – 4.0 - 95% according to the credit system, “good”–“B” - 3.0 – 80%, “satisfactory” – “C” – 2.0 - 65%. The grade "pass" in the linear system corresponds to the score “C+”- 2.33 – 70% on the credit system. At the same time, the student has the right to retake the discipline in order to increase the final grade by contacting the department where this discipline is fixed. The department conducts an interview with the student and, on the basis of a meeting of the department commission, the results are entered into the minutes. The minutes is transferred to the DR&AS for assigning marks to the student’s transcript. A sample minutes is shown in Appendix C.

Thestudent'sapplicationfortransfer / re-admittance is acceptedatthe SSC fromthe 1st tothe 25th dayofthemonth.

6.2.2Transfer from course to course is made after the end of the summer examination session in the period from July 1 to August 25, based on the achievement of the student's average academic performance score (GPA) not lower than the established transfer score for the last course of study.

The transferable GPA for students who have completed 1 course must be at least 1.86 points; those who completed the 2nd course - 2.0; graduates of 3, 4 courses - 2.1.

The transferable GPA for undergraduates of all specialties is 2.3.

The transferable GPA for doctoral students of all specialties is 2.5.

A student on a state educational grant, who has achieved the established transfer score and transferred to the next course, if there is an academic failure, eliminates it on a paid basis, while maintaining the educational grant.

Transfer of a student from course to course is made out by order of the Chairman of the Board of the university. A map of the process - transfer from course to course is given in Appendix Z. Samples of an order for the transfer of a student (transfer from course to course) are given in Appendices 3 -1 and 3 -2.

In the student's personal file, when transferring from course to course, an extract from the order is attached to the student's personal file (Appendix X-1).

6.2.3Transfers of students within the University from one educational program to another are carried out at the request of the student during the summer or winter holidays and student passes exams on the difference in the curriculum of the specialty.

A process map - transferring a student (from one EP to another, from one language training to another language of instruction within the university) is given in Appendix I. A sample order for the transfer of a student ((from one EP to another, from one language training to another language of instruction within the university) is given in Appendix I-1. The content of the procedure is given in the Regulations on expulsion, transfer, re-admittance and granting of academic leaves (clause 9).

The transfer of the student on a contractual basis from one educational program to another within one university is accompanied by appropriate amendments to the contract (Appendix Ch)and is documented by the order of the head of the

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universityиоГормляетсяприказомруководителявуза.

6.2.4The procedure for transfer and re-admittance from another higher educational institution to S. Seifullin KATU is given in the Regulations on expulsion, transfer, re-admittance and provision of academic leave (clause 9).

The process map – transfer of a student (from another higher educational institution to S.Seifullin KATU) is given in Appendix K. A sample order for the transfer of a student (from another higher educational institution) is given in Appendix K-1.

Students under the state educational grant can be transferred to the course below only on a paid contractual basis of training.When transferring or re-admitting a student on a paid basis from another university, an agreement is concluded between the student and S. Seifullin KATU.

6.2.5The transfer and re-admittance of a student from a foreign university.The process map – transfer and re-admittance of a student(from a foreign universityto S. Seifullin KATU) is given in Appendix L. Samples of orders ontransfer \ re-admittanceof the student (from a foreign universityto S. Seifullin KATU) are given in Appendices K-1 and J-1.The content of the procedure is given in the Regulations on expulsion, transfer, re-admittance and granting of academic leaves (clause 9).

Transfer and re-admittance of students from a foreign university to a Kazakh university is on a paid basis.

6.2.6The transfer of the trainee from S. Seifullin KATU to another higher education institution on all forms of education shall be carried out with the consent of the Heads of both universities and shall be documented by the relevant orders.

The process map - transfer of a student (from S. Seifullin KATU to another higher educational institution) is given in Appendix M. A sample order for the transfer of a student (from S. Seifullin KATU to another higher educational institution) is given in the Appendix M-1. The content of the procedure is given in the Regulations for expulsion, transfer, re-admittance and provision of academic leaves (clause 9).

The basis for the transfer of a student to another university may be his own desire or reasons related to the objective inability to continue his studies at the university (transfer to a new place of residence, necessity to change a specialty due to the disease, etc.).

6.2.7A student on a contractual basis has the right to transfer to a vacant state educational grant place under the relevant EP on a competitive basis.

The entire procedure for transferring to vacant educational grants is spelled out in the QMS 02.2027-2019 “Regulations on the procedure for awarding vacant educational grants released in the process of obtaining higher education”

A process map - transferring a student to vacant educational grants is given in Appendix N. A sample order for transferring a student to vacant educational grants is given in Appendix N-1.

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6.2.8 Transfer of "students on contingent enrollment in the 1st year" in the list of students.

Students who have not scored a passing mark for admission to the University, (students on contingent enrollment to the 1st year), after the end of the first semester pass a comprehensive test (UNT), the terms of which are set by the Ministry of Education and Science of RK. After successful completion of UNT, the student applies to the SSC and writes an application for acceptance into the list of students.

The process map - transfer of "students on contingent enrollment to the 1st year" is given in Appendix O. A sample order of "students on contingent enrollment to the 1st year" is given in Appendix O-1. The content of the procedure is given in the Regulations on expulsion, transfer, re-admittance and granting academic leave (clause 9).

In case if the student did not score a pass point on complex testing, by contacting the SSC, he writes an application for expulsion at his own request. The specialist of the SSC within 3 working days expulses the student by the order. If the student has not filed an application for the expulsion, the specialist CSB, due to the non-occurrence of payment receivables, expulses the student due to the order on the basis of the UNT certificate.

6.3Requirements for remedial education and training of trainees

6.3.1Students who may have remedial education and training:

- Having a low transfer score (GPA);
- those who have academic arrears from previous semesters.

A student who, according to academic year results, has not scored a transfer point taking into account the results of the summer semester, has have remedial education and training only on the basis of his / her application/

In the application of the student, Adviser, according to the Curriculum of the educational program, establishes a list of educational disciplines compulsory for remedial education and training.

The student, who has remedial education and training is trained according to a previously adopted individual curriculum or forms a new individual curriculum.

Students, regularly having academic arrears according to the results of two or three semesters, develop their individual curriculum for the new academic year with fewer credits than established by normative materials. In this case, the duration of training increases. Tuition is paid for the cost of one credit.

A student, who is left for a remedial year of study and who has not concluded an Agreement for the provision of educational services, and who has not paid the next year's tuition by August 25 of the current academic year, is expelled by the SSC specialists for violation of the terms of the agreement on the provision of educational services, including for non-payment of the cost learning.

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Changes in the cost of training are made to the existing contract between the student and the university(Appendix Ch).

Students on a state educational grant who have received the right to retraining due to a low transfer GPA are deprived of state educational grants. At the same time, a contract for delivery of educational services for bachelors (undergraduates) with full cost recovery is concluded between the student and the university.

A process map - leaving a student for a remedial course of study is given in Appendix P. A sample order for a second course of study is given in Appendix A-1. The content of the procedure is given in the Regulations on expulsion, transfer, re-admittance and granting of academic leave (clause 9).

6.5Changing the student's personal data

6.5.1 Ifstudentchanges the surname (name, patronymic) writestheapplicationinthe-ServiceCenterforStudents(inthe DET mode, the student sendsanapplicationand documents inscannedform, usinganymeansofcommunicationfortransmittinginformation: the e-mailaddressoftheuniversity / SSC; SPA inthe AIS oftheuniversity; WhatsApp)and signs the agreement to the Contract for delivering educational services on surname change (Appendix Ch-1). The expert of SSC on the basis of the document on surname change (a name, a patronymic) issues the order within 3 labor days(Appendix U).

7 The procedure for granting academic leave to students of “S. Seifullin Kazakh Agrotechnical University”

7.1 Academic leave is the period for which students at S. Seifullin KATU (students, undergraduates and doctoral students) temporarily interrupt their studies for medical reasons.

7.2 The term for the provision of services from the date of delivery of the student's package of documents is 3 working days.

7.3 To obtain an academic leave, the student applies addressed to the chairman of the Board of the university and submits the documents provided for in paragraph

A process map - granting an academic leave to a student is given in Appendix P. A sample order for granting an academic leave to a student is given in Appendix R-1. The content of the procedure is given in the Regulations on expulsion, transfer, reinstatement and provision of academic leave (clause 9).

7.5 Academic leave is granted to students on the basis of:

7.5.1 Conclusions of the medical advisory commission (hereinafter - MAC) at the outpatient clinic for a period of 6 to 12 months due to illness. The certificate must be endorsed at the student clinic of the university;

7.5.2 Summing for military service;

7.5.3 Birth, adoption or adoption of a child before the age of three years. In the case of issuing a certificate of the MAC for pregnancy, the specialist of the SSC is

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obliged to check whether there is a record of the MAC on the recommendation of granting academic leave in connection with health and the term of granting. Otherwise, the certificate will not be accepted.

7.5.4The financial conditions for granting academic leave to students on a paid basis is determined by the terms of the contract or additional agreement between the Kazakh Agro Technical University and the student (Appendix H).

7.6 After leaving the academic leave, the student submits an application to the Chairman of the Board of the University and submits a certificate of health from the health organization that observed the patient, with an opinion on the possibility of continuing education in this OP - when the student is on academic leave due to illness/a certificate of demobilization/a child's birth certificate.

The certificate must be signed by the University's student polyclinic. The application is not accepted without a student clinic visa.

The SSC accepts and registers the student's application and documents in the registration log.

7.7 Based on the submitted documents, the Center within three working days issues an order for the student to leave the academic leave with an indication of the exit date, EP, course, group. The process map - the student's exit from academic leave is given in Appendix C. A sample order for the student's exit from academic leave is given in Appendix C-1.The content of the procedure is given in the Regulation on expulsion, transfer, reinstatement and granting of academic leave (clause 9).

7.8 After leaving the academic leave, the student adviser determines the difference in disciplines.

7.9 Upon returning from academic leave, the student continues his studies from the course (and the academic period) from which he made out this leave.

7.10 If the date of leaving the academic leave or leaving on the academic leave does not coincide with the beginning or the end of the academic period, then the student on an individual schedule completes all educational tasks and gains the points necessary for the admission rating, or enrolls in the summer semester for the disciplines for which the difference was formed.

7.11 To eliminate the difference, the student, in parallel with the current training sessions, during the academic period attends all types of training sessions, passes all types of current control provided for by the working curriculum for these disciplines, receives admission and passes the final control during the period of intermediate certification of students according to the academic calendar.

8 Requirements for paperwork

8.1The student's application for expulsion, transfer, restoration, registration of academic leave, exit from academic leave is accepted in paper form with a signature and

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date.

When using remote educational technology (hereinafter-DOT), the student sends the application in scanned form, using any means of communication for transmitting information: e-mail address of the University/COE; personal account of the student (hereinafter-LKO) in the automated information system of the University (hereinafter-AIS of the University) with EDS; WhatsApp.

8.2 A student expelled from the university is issued a transcript, an original document on secondary education / TVE / VO after the registration and delivery of the bypass sheet (Appendix III, III-1)

8.3 In the personal file of the expelled student, the following are attached: the transcript, sealed by the SSC seal and the student's detour sheet.

In the DOT mode, the student's detour sheet is signed online through the automated system of the university. In this case, the student applies to the first head of the university. The SSCspecialist sends this application via AIS "ARTA" for approval by all departments of the university specified in the bypass sheet.

8.4 Transcript - a document containing a list of disciplines passed for the corresponding period of study, indicating credits and grades according to the point-rating letter system of knowledge assessment

The transcript is the student's official document. The trans-script form is approved by the order of the Ministry of Education and Science of the Republic of Kazakhstan Rules for organizing the educational process on credit technology of education dated April 20, 2011 No. 152

The transcript must include all academic disciplines and (or) modules that the student studied with an indication of all the final control (exam) grades received, including the FX and F grades, corresponding to the equivalent "unsatisfactory".

All academic credits and learning outcomes achieved by students in formal and non-formal education are accumulated throughout life and are reflected in the transcript. The transcript is issued at the request of the student for any period of his training on the basis of an identity card.

The student's transcript is registered in the registration log (Appendix N-3), where the number and date of issue are put down. The document is certified by the Director of the Student Service Center and the Chairman of the Management Board and sealed. The issuance of transcripts is carried out by the Student Service Center up to 3 working days (in the DOT mode, the SSC specialist sends the student a transcript in scanned form / with an electronic digital signature (hereinafter referred to as EDS), using any means of communication of information transfer: student's email address; in LKO; WhatsApp).

8.5 Students admitted from foreign countries to educational programs of bachelor's degree, during the first academic period (1 trimester) must provide nastrification of their previous education. Otherwise, for not providing documents within the specified time frame, the student is expelled from the university for violation of the Internal Regula-

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tions, the Charter of the university and the Code of Honor of Students of S. Seifullin KATU.

8.6 At the request of the student, the SSC issues copies of documents from the student's personal file, while making a note in the journal for issuing documents. A sample journal for issuing student documents is given in Appendix N-2 (in DOT mode, a SSCspecialist sends the student scanned copies of documents using any means of communication: student's email address; in LKO; WhatsApp).

In exceptional cases, at the request of the student addressed to the first Deputy Chairman of the Board, original documents are issued (certificate with attachment / diploma of TVE / VO with attachment) for a specified period, but not more than one month. If the original documents are not returned within the specified period, the student is automatically expelled from the university for violation of the Internal Regulations, the Charter of the university and the Code of Honor of Students of S. Seifullin KATU.

8.7 At the request of the student, the SSC specialist issues a certificate of expulsion indicating the number and date of the order. A sample certificate is given in Appendix S-1. In the DOT mode, the SSC specialist sends the student a scanned form / with EDS, using any means of information transmission: student's email address; in LKO; WhatsApp.

8.8 Students who dropped out of the university from the first trimester of the first year and did not pass the exams are issued a certificate stating that the student did not take the exams. The certificate is issued by the specialist of the center. A sample of the certificate is indicated in Appendix Sch-2, which is registered in the register of certificates, where the number and date of issue are affixed (Appendix N-4). The document is sealed by the SSC seal. In the DOT mode, the SSC specialist sends the student a scanned form / with EDS, using any means of information transmission: student's email address; in LKO; WhatsApp.

8.9 In the personal file of a student admitted to the university in the order of transfer or restoration, the following are filed: an extract from the order for admission in the order of transfer (Appendix X-3), an application and a transcript, as well as an agreement for the provision of educational services.

8.10 During training, the student, at his request, is issued a certificate of training (Appendix Sh-3), which is registered in the registration log of certificates, where the number and date of issue are stamped (Appendix No. 4). The document is sealed with the seal of the Center. Other types of certificates specified in Appendix Sh-4-Shch5 are issued to students in the same way. In the DOT mode, the SSC specialist sends the student a scanned form / with EDS, using any means of information transmission: student's email address; in LKO;WhatsApp.

8.11 A student who has passed the final certification and confirmed the development of the educational program of higher and (or) postgraduate education, by the deci-

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sion of the attestation commission, is awarded a bachelor's or master's degree or is awarded the qualification of a specialist in the relevant educational program and is issued a diploma with an attachment free of charge within a month from the date of the issuance of the release order.

The appendix to the diploma (transcript) indicates the latest grades according to the point-rating letter grading system for all types of educational and (or) research (experimental research) work, indicating their volume in academic credits and hours. For a student of the educational program of higher education, who has in academic disciplines and other types of educational activities, the final grades A, A- "excellent", B-, B, B +, C + "good" with an average grade point (GPA) not lower 3.5, as well as those who passed a comprehensive exam or defended their diploma work (project) with grades A, A - "excellent", a diploma with honors is issued (excluding grades for additional types of training).

A student who has had a retake or repeated passing of the final control (exam) during the entire period of study, is deprived of the right to receive a diploma with honors, despite the compliance with the above requirements.

The list of graduates who graduated from educational programs of higher and (or) postgraduate education, indicating their last names, first names, patronymics (if any), educational programs and numbers of issued diplomas, signed by the first head of the educational organization, is submitted to the authorized body in the field of education within a month after the publication of the corresponding order, and is also posted on the university website.

The registration of the order for the release of students, as well as the diploma and the attachment to it is carried out by the Student Service Center. The document is registered in the registration log (Appendix N-5). A sample order for graduation is given in Appendix F. A sample certificate for the issuance of a diploma and the assignment of qualifications is given in Appendix Sh-4.

8.12 All documents related to the execution of transfers, deductions, restoration and graduation of students should be stored in the appropriate sub-divisions of the University of DAM and the archive of the university, as documents of strict reporting

9 Provisions on expulsion, transfer, re-admittance and granting academic leave to students in S. Seifullin KATU

9.1 The content of the expulsion procedure at the student's own request:

9.1.1 The SSC accepts and registers the student's application in the application register within 15 minutes. If the application was received by mail, the university office without registration transmits the application to the SSC within 15 minutes. In the DOT

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mode, the student sends a scanned application using any means of communication for transmitting information: the e-mail address of the university / SSC; LKO in the AIS of the university; WhatsApp.

In the application, the student indicates the reason for expulsion. The student on a paid basis is obliged to indicate the date of termination of payment. At the same time, the SSC specialist gives him a bypass sheet. In the DOT mode, the student's detour sheet is signed online through the automated system of the university. At the same time, the student submits a scanned application to the bypass sheet to the first head of the university. The SSC specialist sends this application via AIS "ARTA" for approval by all departments of the university, indicated in the bypass sheet.

9.1.2 The SSC prepares a draft order with the wording "Dismissed at their own request" indicating the date of expulsion - 15 minutes.

9.1.3The SSC specialist sends the scanned student application and the draft order for expulsion through the ARTA SYNERGY system for agreement with the relevant persons:

- Director of the SSC;
- accounting;
- financial director;
- Director of DAM;
- First Deputy Chairman of the Management Board;

If the question of expulsion is positive, the order is approved by the Chairman of the Management Board.

The entire approval procedure must be completed within the first day from the date of receipt of the student's application.

9.1.4After the order is approved by the head of the university in the ARTA SYNERGY system, the SSC sends a paper version of the order signed by the SSC director to the signature of the Chairman of the Management Board - until 3 pm on the second day from the date of receipt of the student's application;

9.1.5On the third day from the date of submission of the student's application for expulsion, the signed order is received for registration in the Center for Education and Science - 15 minutes. After registration, the statist of the SSC via the ARTA SYNERGY system forwards the order for familiarization to the dean's office, accounting department and the relevant departments;

9.1.6 The service delivery period from receiving the student's application and issuing the order is 3 business days.

9.1.7According to the approved order, the specialist of the SSC expels the student in the electronic system of the university within one day;

9.1.8The list of documents remains at the university. Information about the retired student is stored in the electronic database of the university.

9.2 *Content of the procedure for dropping out for academic failure:*

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9.2.1 The Dean of the faculty sends the minutes of the meeting of the Council for Academic Quality at the faculty to the Director of the SSC via the "ARTA SYNERGY" system;

9.2.2 The SSC specialist prepares a draft order with the wording "Expelled for academic failure" indicating the date of expulsion - 15 minutes;

9.2.3The minutes of the meeting of the Council on Academic quality at the school and a draft order for expulsion of the student specialist SSC sends system "ARTA SYNERGY" in coordination with the relevant parties:

- Director of the SSC;
- accounting;
- financial director;
- Director of DAM;
- First Deputy Chairman of the Management Board;

If the question of expulsion is positive, the order is approved by the Chairman of the Management Board.

The entire approval procedure must be completed within the first day from the date of receipt of the student's application.

9.2.4 After the order is approved by the head of the HEI in the ARTA SYNERGY system, the SSC sends a paper version of the order signed by the SSC director to the signature of the Chairman of the Board - until 3 pm on the second day from the date of receipt of the student's application;

9.2.5 On the third day from the date of submission of the student's application for expulsion, the signed order is received for registration in the Center for Education and Science - 15 minutes. After registration, the statist of the SSC via the ARTA SYNERGY system forwards the order for familiarization to the dean's office, accounting department and the relevant departments;

9.2.6 The service delivery period from receiving the student's application and issuing the order is 3 business days.

9.2.7 According to the approved order, the specialist of the SSC expels the student from the electronic base of the university within one day;

9.2.8 An inventory of the documents to be sent remains at the university. Information about the retired student is stored in the electronic database of the university;

9.2.9 The Dean of the faculty and the Deputy Dean for educational work inform the student and the parents of a minor student about their expulsion.

9.3 *Content of the procedure for violation of the principles of academic integrity:*

9.3.1 The Dean of the faculty sends the minutes of the meeting of the Council for Academic Quality at the faculty to the Director of the SSC via the "ARTA SYNERGY" system;

9.3.2 A SSC specialist prepares a draft order with the wording “Expelled for violation of the principles of academic honesty” indicating the date of expulsion - 15

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minutes;

9.3.3 The minutes of the meeting of the Council on Academic quality at the school and a draft order for expulsion of the student specialist SSC sends system "ARTA SYNERGY" in coordination with the relevant parties:

- Director of the SSC;
- accounting;
- financial director;
- Director of DAM;
- First Deputy Chairman of the Management Board;

If the question of expulsion is positive, the order is approved by the Chairman of the Management Board.

The entire approval procedure must be completed within the first day from the date of receipt of the student's application.

9.3.4 After the order is approved by the head of the university in the ARTA SYNERGY system, the SSC sends a paper version of the order signed by the SSC director to the signature of the Chairman of the Management Board - until 3 pm on the second day from the date of receipt of the submission;

9.3.5 On the third day from the date of submission of the submission for the deduction, the signed order is received for registration at the SSC - 15 minutes After registration, the statistician of the SSC using the ARTA SYNERGY system forwards the order for familiarization to the dean's office, the accounting department and to the relevant departments;

9.3.6 The service delivery period from receiving the student's application and issuing the order is 3 business days.

9.3.7 According to the approved order, the specialist of the SSC expels the student from the electronic base of the university within one day;

9.3.8 An inventory of the documents to be sent remains at the university. Information about the retired student is stored in the electronic database of the university;

9.3.9 The Dean of the faculty and the Deputy Dean for educational work inform the student and the parents of a minor student about their expulsion.

9.4 *The content of the expulsion procedure in the event of a student's death:*

9.4.1After receiving the student's death certificate, the SSC specialist registers it in the registration log - within 15 minutes;

9.4.2 A SSC specialist prepares a draft order with the wording "To deduct due to death" indicating the date of registration of the corresponding act - 15 minutes;

9.4.3 The scanned death certificate and the draft order are sent by the SSC via the ARTA SYNERGY system for agreement with the relevant persons:

- Director of the SSC;
- accounting;
- financial director;

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- Director of DAM;
- First Deputy Chairman of the Management Board;

The order is approved by the Chairman of the Management Board.

The entire approval procedure must be completed within the first day from the date of registration of the student's death certificate.

9.4.4After the order is approved by the head of the university in the ARTA SYNERGY system, the SSC sends a paper version of the order signed by the SSC director to the signature of the Chairman of the Board - until 3 pm on the second day from the date of registration of the student's death certificate;

9.4.5On the third day from the date of registration of the student's death certificate, the signed order is received for registration at the Center for Education and Science - 15 minutes. After registration, the statistician of the SSC using the “ARTA SYNERGY” system forwards the order for familiarization to the dean's office, accounting department and to the relevant departments;

9.4.6 The service delivery period from receiving the student's application and issuing the order is 3 business days.

9.4.7 According to the approved order, the specialist of the SSC expels the student from the electronic base of the university within one day;

9.4.8Information about the retired student is saved in the electronic database of the university.

9.5*The content of the expulsion procedure for violation of the Internal Regulations, the Charter of the university and the Code of honor of students of KATU Seifullin, including violation of academic discipline.*

9.5.1 The Dean of the faculty sends the minutes of the meeting of the Council for Academic Quality at the faculty to the Director of the SSC via the "ARTA SYNERGY" system;

9.5.2 The submission is signed by the dean / head of the department and accounting (for students on a paid basis, the student's debt is indicated) - 15 minutes;

9.5.3 A SSC specialist prepares a draft order with the wording “Expelled for violation of the Internal Regulations, the Charter of the University and the Code of Honor of Students of KATU S. Seifullin, including the violation of academic discipline "with the indication of the date of expulsion - 15 minutes;

9.5.4The minutes of the meeting of the Council on Academic quality at the school and a draft order for expulsion of the student specialist SSC sends system "ARTA SYNERGY" in coordination with the relevant parties:

- Director of the SSC;
- accounting;
- financial director;
- Director of DAM;
- First Deputy Chairman of the Management Board;

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If the question of expulsion is positive, the order is approved by the Chairman of the Management Board.

The entire approval procedure must be completed within the first day from the date of receipt of the student's application.

9.5.5After the order is approved by the head of the HEI in the ARTA SYNERGY system, the SSC sends a paper version of the order signed by the SSC director to the signature of the Chairman of the Board - until 3 pm on the second day from the date of receipt of the student's application;

9.5.6On the third day from the date of submission of the student's application for expulsion, the signed order is received for registration in the Center for Education and Science - 15 minutes. After registration, the statist of the SSC via the ARTA SYNERGY system forwards the order for familiarization to the dean's office, accounting department and the relevant departments;

The service delivery period from receiving the student's application and issuing the order is 3 business days

9.5.7 According to the approved order, the specialist of the SSC expels the student from the electronic base of the university within one day;

9.5.8An inventory of the documents to be sent remains at the university. Information about the retired student is stored in the electronic database of the university;

9.5.9 The Dean of the faculty and the Deputy Dean for educational work inform the student and the parents of a minor student about their expulsion.

9.6 *The content of the expulsion procedure for violation of the terms of the agreement on the provision of educational services, including for non-payment of tuition fees (for students on a contractual basis)*

9.6.1 The Dean of the faculty sends a memo for the student's expulsion to the director of the SSC via the "ARTA SYNERGY" system.

In the case of non-payment of tuition fees in due time, the Dean of the faculty, Deputy Dean on educational work to inform the student (student, undergraduate, doctoral), as well as parents of underage students about debt for tuition and breach of contract.

9.6.2 SSC prepares a draft order with the wording "Dismissed for failure to comply with the terms of the Agreement for the provision of educational services" indicating the date of expulsion - 15 minutes.

9.6.3 The service note from the dean of the faculty and the draft order for the expulsion of the student is sent by the specialist of the SSC through the "ARTA SYNERGY" system for approval with the relevant persons:

- Director of the SSC;
- accounting;
- financial director;

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- Director of DAM;
- First Deputy Chairman of the Management Board;

If the question of expulsion is positive, the order is approved by the Chairman of the Management Board.

The entire approval procedure must be completed within the first day from the student's expulsion date.

9.6.4 After the order is approved by the head of the university in the ARTA SYNERGY system, the SSC sends a paper version of the order signed by the SSC director to the signature of the Chairman of the Management Board - until 3 pm on the second day from the date of expulsion;

9.6.5 On the third day, the signed order is received for registration at th- 15 minutes. After registration, the statistician of the SSC according to the “ARTA SYNERGY” system sends the order for familiarization to the dean's office, accounting department and the relevant departments;

9.6.6 According to the approved order, the specialist of the SSC expels the student in the electronic system of the university within one day;

9.6.7 When a student is reinstated on a paid basis, who was expelled during the trimester for non-payment for tuition, an order is issued on the restoration on the basis of the student's application, upon presentation of a document on repayment of the debt.

1) The SSC accepts and registers the student's application in the register within 15 minutes. In the student's application, the SSC specialist is obliged to prescribe the date and number of the student's expulsion order. A receipt for payment is attached to the application.

2) The SSC prepares a draft order for the restoration of the student, indicating the date of the student's application - 15 minutes.

3) the scanned application and the draft order for the student's reinstatement are sent electronically via the ARTA SYNERGY system for approval by the relevant persons:

- Director of the SSC;
- accounting;
- financial director;
- Director of DAM;
- First Deputy Chairman of the Management Board;

If the issue of restoration is positive, the order is approved by the Chairman of the Management Board.

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The entire approval procedure must be completed in 3 working days.

After the order is approved in the ARTA SYNERGY system, it sends a paper version of the order signed by the Director of the Center for the signature of the Chairman of the Management Board -1 business day.

4) the signed order is received for registration at the Center - 15 minutes. The SSC statistician using the ARTA SYNERGY system forwards the order to the dean's offices, the accounting department and to the relevant departments.

5) after the issuance of the order, within one day, the specialist of the SSC restores the student in the electronic system of the university

9.6.8 The student is not entitled to recovery if the specified recovery period has expired.

9.7 The content of the procedure for transferring a student from one educational program to another, from one form of study to another within the university.

9.7.1TheSSC accepts and registers the student's application in the registration log within 15 minutes.

The SSC sends the student's application under the "ARTA SYNERGY" system to the head of the Department (adviser) to determine the difference in disciplines according to the curriculum and to approve the student's individual curriculum.

The academic difference with the name of the disciplines, the number of credits, the period of their delivery (academic period or summer semester) and the course of study, the adviser writes in a memo and sends it to the SSC – 2 working days.

On the third working day from the receipt of the application, the SSC specialist informs the student about the differences in the disciplines and the deadlines for their delivery. on the same day, the student must provide a receipt for payment, as well as conclude an additional agreement to the main contract of educational services between him and the University.

9.7.2 The SSCprepares a draft order for the transfer of a student, indicating the date of receipt of the application - 15 minutes. A sample order for the transfer of a student (from one EP to another, from one language training to another language of instruction within the university) is given in Appendix I-1.

9.7.3 The scanned application and receipt, as well as the draft order for the transfer of the student, are sent electronically via the ARTA SYNERGY system for approval by the relevant persons:

- Director of the SSC;
- accounting;
- financial director;
- Director of DAM;
- First Deputy Chairman of the Management Board;

In case of a positive decision on the transfer, the order is approved by the Chairman of the Management Board.

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The entire approval procedure must be completed within 1 working day. After the order is approved in the ARTA SYNERGY system, the SSC sends a paper version of the order signed by Director of the SSC for the signature of the Chairman of the Management Board - 1 working day.

9.7.4 The signed order is received for registration at the Center - 15 minutes. The SSCstatistician using the "ARTA SYNERGY" system forwards the order to the dean's offices, accounting department and the relevant departments.

9.7.5The service delivery period from receiving the student's application and issuing the order is 5 working days.

9.7.6 According to the approved order, a SSC specialist transfers the student to the electronic system of the university within one day for the further formation of the student's IEP in the system.

9.8 *The content of the procedure for transferring a student from one language of instruction to another within the university.*

9.8.1 The SSC accepts and registers the student's application in the registration journal within 15 minutes.

The SSC sends the student's application under the "ARTA SYNERGY" system to the head of the Department (adviser) for approval of the student's IUP– 1 working day.

When translating from one language of instruction to another, there is no difference in the disciplines.

9.8.2 The SSC prepares a draft order for the transfer of the student, indicating the date of receipt of the application - 15 minutes.

9.8.3The scanned application and the draft order for the transfer of the student are sent electronically via the ARTA SYNERGY system for approval by the relevant persons:

- Director of the SSC;
- accounting;
- financial director;
- Director of DAM;
- First Deputy Chairman of the Management Board;

In case of a positive decision on the transfer, the order is approved by the Chairman of the Management Board.

The entire approval procedure must be completed within 1 business day. After the order is approved in the ARTA SYNERGY system, the SSC sends a paper version of the order signed by the Director of the SSC for the signature of the Chairman of the Management Board 1 working day.

9.8.4 The signed order is received for registration at the Center - 15 minutes. The SSC statistician using the ARTA SYNERGY system forwards the order to the dean's offices, the accounting department and to the relevant departments.

9.8.5After issuing the order, within one day, the SSC specialist translates the stu-

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dent into the appropriate language of instruction in the electronic system of the university.

9.9 The content of the procedure for transferring and restoring a student from another higher educational institution:

9.9.1 The SSC accepts and registers the student's package of documents in the registration journal within 15 minutes.

The package of documents includes copies of:

- certificates of the holder of the educational grant (if any);
- certificate of delivery of UNT / CT;
- a university license to conduct educational activities for this EP;
- original or copy of the transcript;
- the original application addressed to the head of the university where he studied (with the head's signature and stamp).

The student writes an application for transfer or restoration, while in the application he must indicate to which educational program he wants to transfer and on what basis (agreement or educational grant).

When transferring or reinstating a student from a foreign educational organization, the following documents are submitted:

1) a document on the mastered educational programs (academic transcript or transcript);

2) a document on the completion of the previous level of education, which is undergoing the nastrification procedure in the Republic of Kazakhstan in the manner prescribed by the Rules for the recognition and nastrification of education documents, approved by order of the Minister of Education and Science of the Republic of Kazakhstan dated January 10, 2008 No. 8 (registered in Register of state registration of normative legal acts under No. 5135);

3) the results of entrance examinations for admission to foreign educational organizations;

4) a copy of the university's license for international specialized accreditation of foreign accreditation bodies included in the registers and (or) associations of accreditation bodies of the member states of the Organization for Economic Cooperation and Development (OECD) in the field of education.

During the transfer and restoration of a student, an agreement is concluded between him and the university.

9.9.2 TheSSC accepts and registers the student's application in the registration log within 15 minutes.

The SSC sends the student's application under the "ARTA SYNERGY" system to the head of the Department (adviser) to determine the difference in disciplines according to the curriculum and to approve the student's individual curriculum.

The academic difference with the name of the disciplines, the number of credits,

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the period of their delivery (academic period or summer semester) and the course of study, the adviser writes in a memo and sends it to the SSC – 2 working days.

On the third working day from the receipt of the application, the SSC specialist informs the student about the differences in the disciplines and the deadlines for their delivery. on the same day, the student must provide a receipt for payment, as well as conclude an additional agreement to the main contract of educational services between him and the University.

9.9.3 The SSC prepares a draft order for the transfer of the student, indicating the date of the student's application - 15 minutes.

9.9.4 A package of documents, an application and a receipt (for students on a paid basis), as well as a draft transfer order are sent electronically via the ARTA SYNERGY system for approval by the relevant persons:

- Director of the SSC;
- accounting;
- financial director;
- Director of DAM;
- First Deputy Chairman of the Management Board;

In case of a positive decision on the transfer, the order is approved by the Chairman of the Management Board.

The entire approval procedure must be completed within 1 working day.

After the order is approved in the ARTA SYNERGY system, the SSC sends a paper version of the order signed by Director of the SSC for the signature of the Chairman of the Management Board - 1 working day.

9.9.5 The signed order is received for registration at the Center - 15 minutes. The SSC statistician registers using the ARTA SYNERGY system and then forwards the order to the decanate, the accounting department and the relevant departments.

9.9.6After the issuance of the order, the SSC, within three working days from the date of publication of the order, sends a written request to the university where the student previously studied, about the re-sending of his personal file. A copy of the order on enrollment of the student by translation is attached to the request.

9.9.7After the arrival of the student's personal file, the SSC specialist enters, within one day, all information about the students into the electronic system of the university and an order for the further formation of the student's individual curriculum in the system.

9.10 The content of the procedure for transferring a student to another higher educational institution:

9.10.1 The SSC accepts and registers the student's application in the application register within 15 minutes. If the application was received by mail, the office of the university without registration sends the application to the SSC within 15 minutes, in the DOT mode the student sends the application in a scanned form, using any means of

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communication for transmitting information: the university / SSC e-mail address; LKO in the AIS of the university; WhatsApp.In the application, the student indicates the name of the host university, on what basis the transfer is made (contractual basis or educational grant).

At the same time, the SSC specialist gives him a bypass sheet. In the DOT mode, the student's detour sheet is signed online through the automated system of the university. In this case, the student submits a scanned application to the name of the first head of the university. The SSC specialist sends this application via AIS "ARTA" for approval by all departments of the university specified in the bypass sheet.

9.10.2 The SSC issues to the student copies of: a certificate of passing a unified national test or comprehensive testing, a certificate of the holder of an educational grant (if any), a university license to conduct educational activities for this EP. The student's transcript is printed from the electronic system of the university and signed by the director of the SSC and the director of the DAM. The transcript is sealed in the DDMD.

9.10.3 The student's application is sent by the SSCfor agreement with the relevant persons:

- Director of the SSC;
- accounting (for students on a paid basis, payment information is indicated);
- Director ofDAM;
- First Deputy Chairman of the Management Board;

The application is affixed with the seal of the university in the DPMD.

The time for approval of the student's application and the issuance of a copy of the documents with a signed transcript should be 3 working days.

9.10.4 After receiving a written request from another university to send a personal file and a copy of the student's enrollment order, the SSC issues an expulsion order with the wording "Expelled due to transfer to (name of the university)" indicating the date of expulsion. For the date of expulsion, accept the date of registration of the written request by the KATU office, while in the order it should be written in a separate paragraph that the student does not pay for the next trimester (for students on a contractual basis). Within three working days from the date of the issuance of the order for the expulsion, the SSC sends the student's personal file to another university (in the event that the student has passed the detour sheet. *The procedure for transferring a student to another university:*

1) a written request to send the student's personal file is registered in the SDO and sent to the mail to the First Deputy Chairman of the Management Board, written to the Student Service Center - 15 minutes;

2) The SSC prepares a draft order with the wording "Expelled due to transfer to (name of the university)" indicating the date of expulsion - 15 minutes.

3) a written request and a draft order are sent via the ARTA SYNERGY system for agreement with the relevant persons:

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- Director of the SSC;
- accounting;
- financial director;
- Director of DAM;
- First Deputy Chairman of the Management Board;

In case of a positive decision on the transfer, the order is approved by the Chairman of the Management Board.

The entire approval procedure must be completed within the first day from the date of receipt of the student's written request.

4) after the approval of the order by the head of the university in the ARTA SYNERGY system, the SSC sends a paper version of the order signed by Director of the SSC CSto the signature of the Chairman of the Management Board - until 3 pm on the second day from the date of receipt of the student's written request;

5) on the third day from the date of receipt of the student's written request, the signed order is received for registration at the Center for Education and Science - 15 minutes. After registration, the statist of the SSC through the “ARTA SYNERGY” system sends the order for familiarization to the dean's office, accounting department and the relevant departments;

6) after the issuance of the order, the specialist of the center expels the student in the electronic system of the university within one day;

7) within three working days from the date of the issuance of the order for the expulsion, the SSC sends the student's personal file to another university (in the event that the student has passed the bypass sheet). In the DOT mode, the student's detour sheet is signed online through the automated system of the university. At the same time, the student submits a scanned application to the bypass sheet to the first head of the university. The SSC specialist sends this application via AIS "ARTA" for approval by all departments of the university, indicated in the bypass sheet.

In the student's personal file, when transferring to another university, an extract from the order is filed (Appendix X-2).

8) the transcript and the list of the sent documents remain at the university. Information about the retired student is saved in the electronic database of the university.

9.11 The content of the procedure for transferring "conditionally admitted students for 1 year" to the number of students

9.11.1 A conditionally enrolled 1st year student, after the end of the first semester, passes complex testing (CT), the terms of which are established by the Ministry of Education and Science of the Republic of Kazakhstan. After successfully passing the CT scan, the student applies to the SSC and writes an application for acceptance into the number of students.

9.11.2 TheSSC specialist accepts and registers the student's application in the register within 15 minutes.

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9.11.3 Based on the results of the comprehensive testing, the center specialist prepares a draft order with the wording "In connection with the successful completion of the comprehensive testing, transfer to the number of students of the 1st course", indicating the release date - 15 minutes. A sample order is given in Appendix H.

9.11.4 The SSC specialist sends the scanned application and the draft order for transfer to the number of students via the ARTA SYNERGY system for agreement with the relevant persons:

- Director of the SSC;
- accounting;
- financial director;
- Director of DAM;
- First Deputy Chairman of the Management Board;

The order is approved by the Chairman of the Management Board.

The entire approval procedure must be completed within the first day from the date of receipt of the student's application.

9.11.5 After the approval of the order by the head of the university in the ARTA SYNERGY system, the SSC sends a paper version of the order signed by the Director of the SSC to the signature of the Chairman of the Board - until 3 pm on the second day from the date of receipt of the student's application;

9.11.6 On the third day from the date of submission of the student's application for admission to the number of students, the signed order is received for registration at the Center for Education and Science - 15 minutes. After registration, the statistician of the SSC according to the “ARTA SYNERGY” system sends the order for familiarization to the dean's office, accounting department and to the relevant departments;

9.11.7The service delivery period from receiving the student's application and issuing the order is 3 business days.

9.11.8 In the event that the student has not scored a passing score in complex testing, then contacting the center, he writes an application for expulsion of his own free will. At the same time, the specialist of the center gives him a bypass sheet. In the DOT mode, the student's detour sheet is signed online through the automated system of the university. In this case, the student submits a scanned application to the first head of the university. The SSC specialist sends this application via AIS "ARTA" for approval by all departments of the university, indicated in the bypass sheet.

The specialist of the SSC within 3 working days deducts it by order. If the student has not applied for expulsion, then the specialist of the DSC, due to the absence of receivables for payment, deducts him to the order on the basis of the CT certificate.

9.12 *The content of the procedure for the student's repeated course of study:*

9.12.1Students who have not received a transfer point at the end of the academic year, considering the results of the summer semester, remain for the second course of study. Student applications are accepted during summer holidays until August 25. The

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SSC specialist registers the application in the registration log within 15 minutes;

The list of academic subjects required for re-training, indicating the number of credits, the adviser prescribes in a memo and sends it to the SSC within 2 business days.

On the third working day from the receipt of the application, the SSC specialist informs the student about the differences in the disciplines and the deadlines for their delivery. on the same day, the student must provide a receipt for payment, as well as conclude an additional agreement to the main contract of educational services between him and the University.

9.12.2 The application is signed by the director of the SSC and the accounting department (for students on a paid basis, payment information is indicated) - 15 minutes; In the student's application, the adviser, according to the individual curriculum of the specialty, establishes a list of academic disciplines that are compulsory for repeated training, indicating the number of credits.

9.12.3The scanned application of the director of the SSC, receipts of payment for tuition and the draft order for a second course of study is sent by the SSCspecialist via the ARTA SYNERGY system for approval by the relevant persons:

- Director of the SSC;
- accounting;
- financial director;
- Director of DAM;
- First Deputy Chairman of the Management Board;

In case of a positive decision on the issue of a second course of study, the order is approved by the Chairman of the Management Board. A sample order to leave a student for a second course of study is given in Appendix O-1.

The entire approval procedure must be completed within the first day from the date of receipt of the student's application (presentation of the dean).

9.12.4 After the approval of the order by the head of the university in the ARTA SYNERGY system, the SSC sends a paper version of the order signed by the SSC director to the signature of the Chairman of the Board - until 3 pm on the second day from the date of receipt of the student's application;

9.12.5 On the third day from the date of submission of the student's application (dean's presentation) for a second course of study, the signed order is received for registration at the Center for Education and Science - 15 minutes. After registration, the statistician of the SSC according to the “ARTA SYNERGY” system sends the order for familiarization to the dean's office, accounting department and to the relevant departments;

9.12.6 The service delivery period from receiving the student's application and issuing the order is 5 working days.

9.12.7 According to the approved order, the specialist of the SSCleaves the student for a second course of study in the electronic base of the university for one day;

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9.13 *The content of the procedure for granting academic leave to students:*

9.13.1 The SSCaccepts the student's documents and registers the student's package of documents in the register within 15 minutes;

9.13.2The SSC specialist prepares a draft order with the wording "Grant an academic leave" indicating its start and end dates - 15 minutes;

9.13.3The scanned application and documents, as well as the draft order on the granting of academic leave, are sent by the SSC specialist via the ARTA SYNERGY system for agreement with the relevant persons:

- Director of the SSC;
- accounting;
- financial director;
- Director of DAM;
- First Deputy Chairman of the Management Board;

The order is approved by the Chairman of the Management Board. A sample order on granting academic leave to a student is given in Appendix C-1. The entire approval procedure must be completed within the first day from the date of receipt of the student's application.

9.13.4After the approval of the order by the head of the university in the ARTA SYNERGY system, the SSC sends a paper version of the order signed by the Director of the SSC;to the signature of the Chairman of the Board - until 3 pm on the second day from the date of receipt of the student's application;

9.13.5 On the third day from the date of submission of the student's application for the provision of academic leave, the signed order is received for registration at the Center for Education and Science - 15 minutes. After registration, the statistician of the SSCusing the “ARTA SYNERGY” system forwards the order for familiarization to the dean's office, accounting department and the relevant departments;

9.13.6The SSCspecialist enters the student's order into the electronic database of the university within one day.

9.14 *The content of the procedure for the order of leaving the academic leave of the student:*

9.14.1 The SSC accepts and registers the student's application in the registration journal within 15 minutes.

To the application, the student submits a certificate of the VKK about the state of health from the healthcare organization that observed the patient, with a conclusion about the possibility of continuing education in this specialty - when the student is on academic leave due to illness / certificate of demobilization / birth certificate of the child.

9.14.2 The SSC transmits the transcript to the adviser to determine the difference in disciplines in the curriculum and for the approval of the student's individual curriculum in agreement with the registration and assessment department of students, indicat-

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ing the period for passing the difference (academic period or summer semester) - 3 working days.

9.14.3The SSC specialist prepares a draft order with the wording "On leaving the academic leave" indicating the release date - 15 minutes. In the order, the SSC specialist indicates that the payment for paying off the difference is free of charge.

9.14.4 The scanned application and the certificate, as well as the draft order on leaving the academic leave, is sent by the SSC specialist via the ARTA SYNERGY system for agreement with the relevant persons:

- Director of the SSC;
- accounting;
- financial director;
- Director of DAM;
- First Deputy Chairman of the Management Board;

The order is approved by the Chairman of the Management Board.

The entire approval procedure must be completed within the first day from the date of receipt of the student's application.

9.14.5After the approval of the order by the head of the university in the ARTA SYNERGY system, the SSC sends a paper version of the order signed by the COO director to the signature of the Chairman of the Board - until 3 pm on the second day from the date of receipt of the student's application;

9.14.6 On the third day from the date of submission of the student's application for leaving academic leave, the signed order is received for registration at the Center for Education and Science - 15 minutes. After registration, the statistician of the SSC using the “ARTA SYNERGY” system forwards the order for familiarization to the dean's office, accounting department and the relevant departments;

9.14.8The SSCspecialist enters the student's order into the electronic database of the university within one day.

9.14.9In that case, if the student did not come from academic leave at the appointed time according to the order, a specialist SSC prepares a draft order based on the decision of the meeting of the Council on Academic quality, faculty stating the reasons for the expulsion of a student (Protocol): for violation of the internal Regulations of the Charter of the University and the Code of honor students KATU them. S. Seifullin, including breach of discipline.

10 Description of the procedure for interaction of structural units (employees) of the service provider in the process of providing the service:

10.1 The following structural units are involved in the process of providing the service:

- Director of the SSC;
- accounting;

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- financial director;
- Director of DAM;
- First Deputy Chairman of the Management Board;

10.2The entire procedure of electronic approval must be performed within the first day from the date of receipt of the student's application / presentation of the dean / head of the department;

10.3 A paper version of the order signed by the director of the Center must be submitted for signature by the Chairman of the Management Board before 15.00 on the second day from the date of receipt of the student's application (presentation of the dean);

10.4 The signed order must be registered on the third day from the date of the student's application (presentation of the dean);

10.5After registering the order, within one day, the SSC specialist enters the student's order into the electronic database of the university.

10.6 For the services of transfer / restoration, re-course and exit from academic leave, where the difference in disciplines is calculated, the service is provided to the student within 5 working days.

11 Payment Procedure for educational services

11.1 the Total cost of training (for the entire period of training) for the state educational grant (order) is set annually by a special decree of the government of the Republic of Kazakhstan. After the conclusion of an agreement between the educational organization and the Ministry of education and science of the Republic of Kazakhstan for the training of students by state order, according to the plan of financing from the national budget, tuition fees are paid.

11.2 The cost of the loan, the amount and terms of payment for training
set in tenge and approved annually by the Manager
educational organizations.

11.3 Students On a fee-based basis (bachelor) pays for training for the academic year in the following order:

- when applying for full-time education and subsequent years of study, pay annually in two stages: 50% advance payment-by August 25 of the current year, 50% - by December 25 of the current academic year;
- when applying for full-time and distance education, pay for training: 30% - until August 25 of the current year, 20% - until December 1 of the current academic year, 50% - until April 1 of the current academic year. In subsequent years of study, payment is made 50% - until December 1 of the current academic year, 50% - until April 1 of the current academic year.

11.4 Students Of master's and doctoral programs pay monthly. The first payment is

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made before August 25, and the last month's payment date is may 25.

11.5 Monthly payment (installments) for certain categories of undergraduate students is provided if it is made in advance payment no later than the 25th day of the month preceding the paid month. The first payment is made before August 25, and the last month's payment date is may 25.

11.6 In case of non-payment of monthly installments, soo, in order to avoid the formation of unsubstantiated accounts receivable, must create a draft order for the student's expulsion no later than the 25th day of the corresponding month. The student's departure date is the 1st day of the upcoming month.

11.7 Students on a fee-based basis who were expelled during the semester for non-payment of tuition fees, in case of repayment of arrears of payment, are entitled to reinstatement within four weeks from the date of expulsion. At the same time, the SSC restores the student upon presentation of a document on repayment of the payment arrears, within three working days on the basis of the student's application.

After the expiration of the specified month from the date of deduction, the application for restoration and payment will not be accepted.

11.8 When transferring/restoring on the third day from the date of application (after determining the number of credits for the difference in disciplines), the student provides 2 separate receipts: 50% tuition fee and 100% payment for the academic difference (when mastering credits in the academic period in the academic year). The number of credits is specified in the draft transfer/recovery order.

In the event that the academic difference is mastered in the summer semester, the payment for the difference is made by the student at the time of registration for the summer semester.

11.9 The student who returned from academic leave passes the Difference in subjects free of charge.

11.10 Graduate Student who was expelled for academic failure/at their own request and reinstated for the next academic year pays the cost of one loan on the third day from the date of application (after determining the number of credits based on the difference in disciplines). Payment is made: 50% - until August 25 and 50% - until December 25 according to the agreement for the provision of educational services.

11.11 Student transferred / reinstated to a lower course or reinstated to the same course pays the cost of one loan on the third day from the date of application (after determining the number of credits based on the difference in disciplines). Payment is made: 50% - until August 25 and 50% - until December 25 according to the agreement for the provision of educational services.

In some cases, if the student was reinstated to the same course, but at the same time they did not study any discipline in this course, then on the third day from the date of application (after determining the number of credits for the difference in disciplines), the student provides 2 separate receipts: 50% tuition fee and 100% payment for the aca-

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demic difference (when mastering credits in the academic period in the academic year). The number of credits is specified in the draft transfer/recovery order.

In the event that the academic difference is mastered in the summer semester, the payment for the difference is made by the student at the time of registration for the summer semester.

11.12 Student left for a second course of study pays the cost of one loan on the third day from the date of application (after determining the number of credits based on the difference in disciplines). Payment is made: 50% - until August 25 and 50% - until December 25 according to the agreement for the provision of educational services.

11.13 If the adviser incorrectly determines the difference in disciplines, the CAO makes a change to the order based on the official note of the head of the Department (adviser) with the visa of the first Deputy Chairman of the Board.

12 Refund

12.1 Funds for training, paid in advance, are saved in the event of a student leaving on academic leave.

Funds are returned:

- when transferring to an educational grant from the moment of enrollment;
- when transferring to another university from the date of the application;
- in case of death of the student from the date of registration of the death certificate.

12.2When a student is expelled, funds are not returned in the following cases:

- violation of internal regulations, University Charter, student honor Code, academic failure, for violation of the principles of academic integrity at the date of registration of the order of expulsion less than one month before the start of the current trimester session or final certification;

- for failure to comply with the terms Of the contract for the provision of educational services at the date of registration of the order of deduction less than one month before the start of the current trimester session or final certification.

12.3 If students pay the full tuition fee for the academic year, the difference in the tuition fee for the trimesters following the deduction is subject to refund.

13 Process responsibility

13.1 The Student Service Center is responsible for the content, structure, design and timeliness of orders for the movement of students.

13.2 Control over the execution of orders, the movement of students is carried out by the First Deputy Chairman of the Management Board.

13.3 The COO is responsible for the timely delivery of orders on the movement

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of students to the Department of Finance.

13.4 The Department of Accounting and Analysis keeps records of the debt for training students, with the provision of information to the Department of Academic Affairs.

14 Procedure for making changes

14.1 Changes to this regulation are made only with the permission of the representative of the quality management, it must be documented with his signature.

14.2 Changes in POETRAGLAS are made by the quality service, in accordance with the requirements of the DP QMS 01.1006 - 2020, with a mandatory mark in the "Change registration sheet" (Appendix I).

15 Storage and distribution

15.1Responsibility for the storage of the original, replication and distribution of the registered copies to subscribers rests with the QS.

15.2The regulations are registered in electronic format in the electronic document management system "ARTA SYNERGY" and sent to the following addresses: DAM, deans and departments of the university.

15.3Responsibility for bringing to the attention of the relevant employees of the division, the approved position, lies with the head of the division. The acquaintance record must be made in the “Acquaintance Sheet” (Appendix U).

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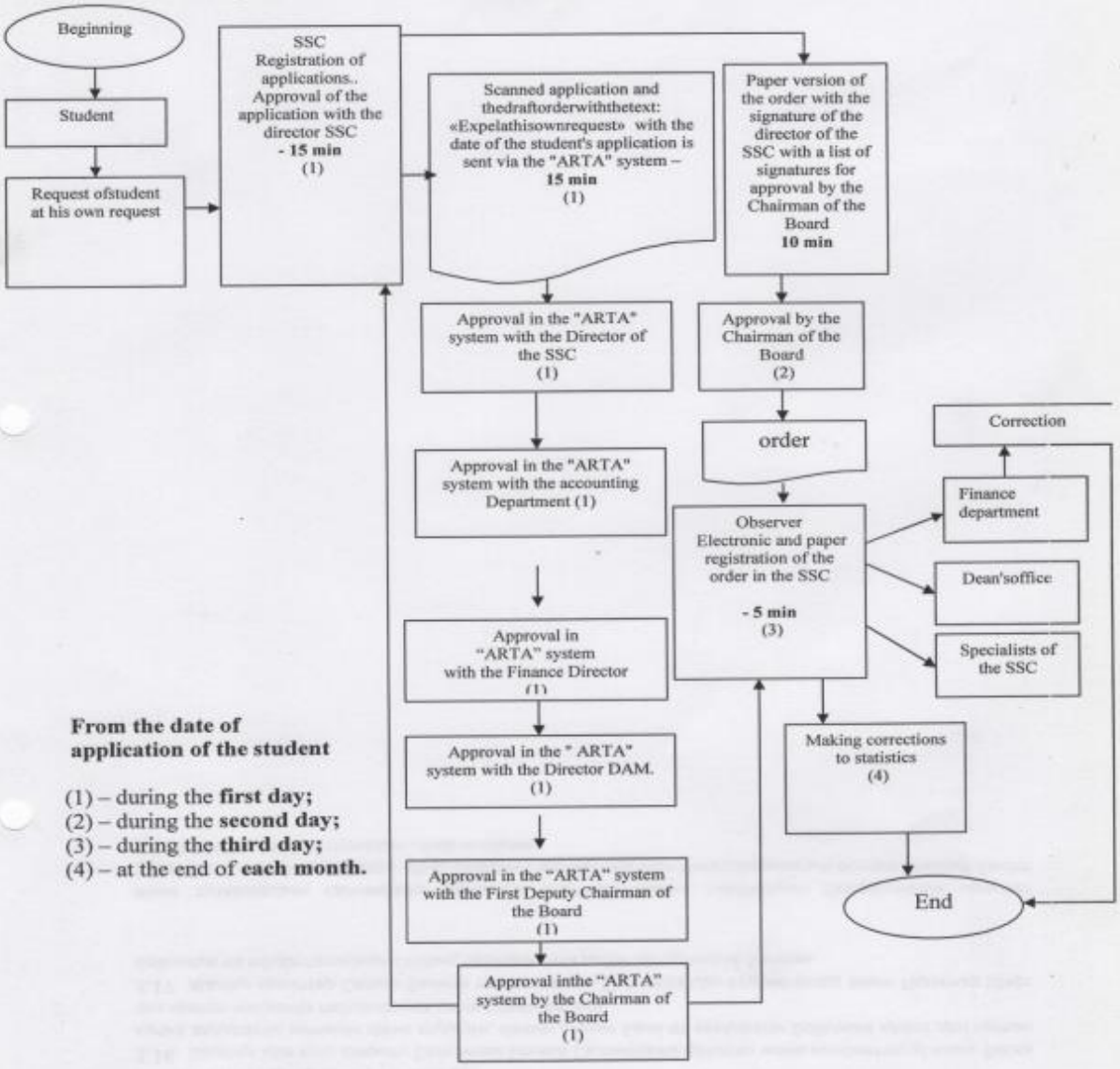
Appendix A-1

F.02.2040 - 01

Sample order for the expulsion of a student (at his own request)

a) at his own request



From the date of application of the student

(1) – during the **first day;**
(2) – during the **second day;**
(3) – during the **third day;**
(4) – at the end of **each month.**

Note: the University provides students with the following documents (upon request) When they are expelled at their own request:
1. Copy of the order on expulsion
2. Transcript
3. Original certificate of secondary education, for undergraduates/doctoral students – University diploma

RISKS:
1. Non-compliance with the terms of issuing orders (Delayed signatures on AIS "ARTA").
2. For students on a contractual basis-there is a receivable for payment

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Appendix A-1
(required)

F.02.2040 – 02

Sample order for the expulsion of a student
(at his own request)

About expulsion.

1. _____ faculty _____ to expel the following student studying in the educational department at his own request

№	Thestudent's FullName	Ofthe student IIN	Specialty	Typeofpayment	Course	Group	Department
1							

Basis: FirstDeputy Chairman ofthe Board:_____signedstudent'sapplication.

Chairman of the Board

Preparedby:
Director of the SSC

Appendix B

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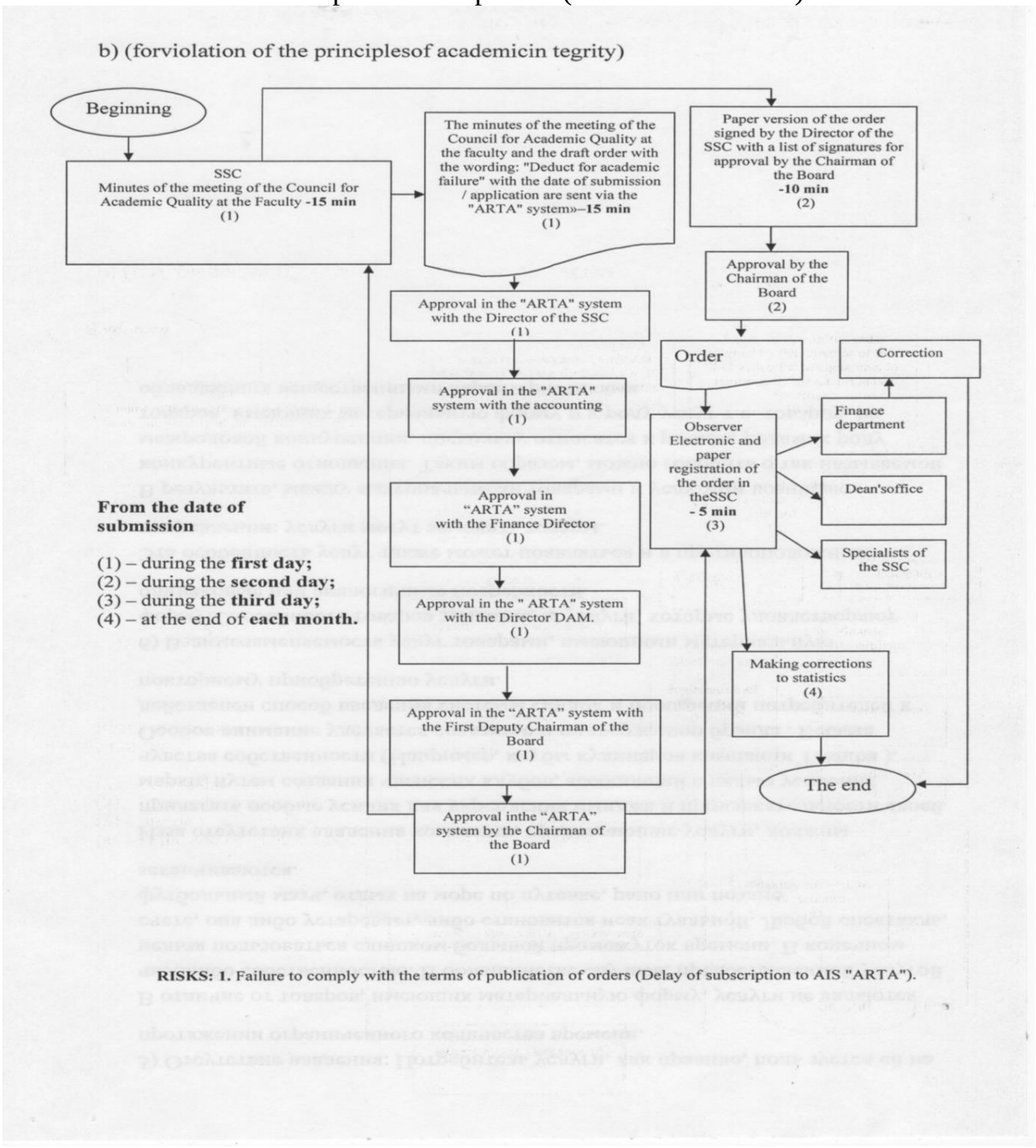
(required)

F.02.2040 – 03

Process map–studentexpulsion(foracademicfailure)



Appendix B -1
(required)

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F.02.2040 – 04

Sample order for the expulsion of a student (for academic failure)

About expulsion.

1. _____ faculty _____ to expel the following student studying in the educational departmentfor academic failure

№	Thestudent's FullName	IIN of the student	Specialty	Typeofpayment	Course	Group	Department
1							

2. Thecontract isterminatedontheprovisionofeducationalservicesfrom"_____" _____ of 20___.

Base: _____ offerof the Deanoffaculty.

Chairman of the Board

Preparedby:
Director of the SSC

Continuance ofAppendix B -1

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About expulsion.

1. _____ The following student studying in the _____ educational department of the faculty should be expelled for academic failure and failure to comply with the requirements of the educational program and failure to defend a thesis (project) or master's dissertation (project) or pass a comprehensive exam

№	Thestudent's FullName	IIN of the student	Specialty	Typeofpayment	Course	Group	Department
1							

2. Thecontract isterminatedfrom"_____" _____ of 20___.

3. Tuitionfeesarenon-refundable.

Base: _____ _____ offerof the Deanoffaculty.

Chairman of the Board

Preparedby:
Director of the SSC

Appendix B
(required)

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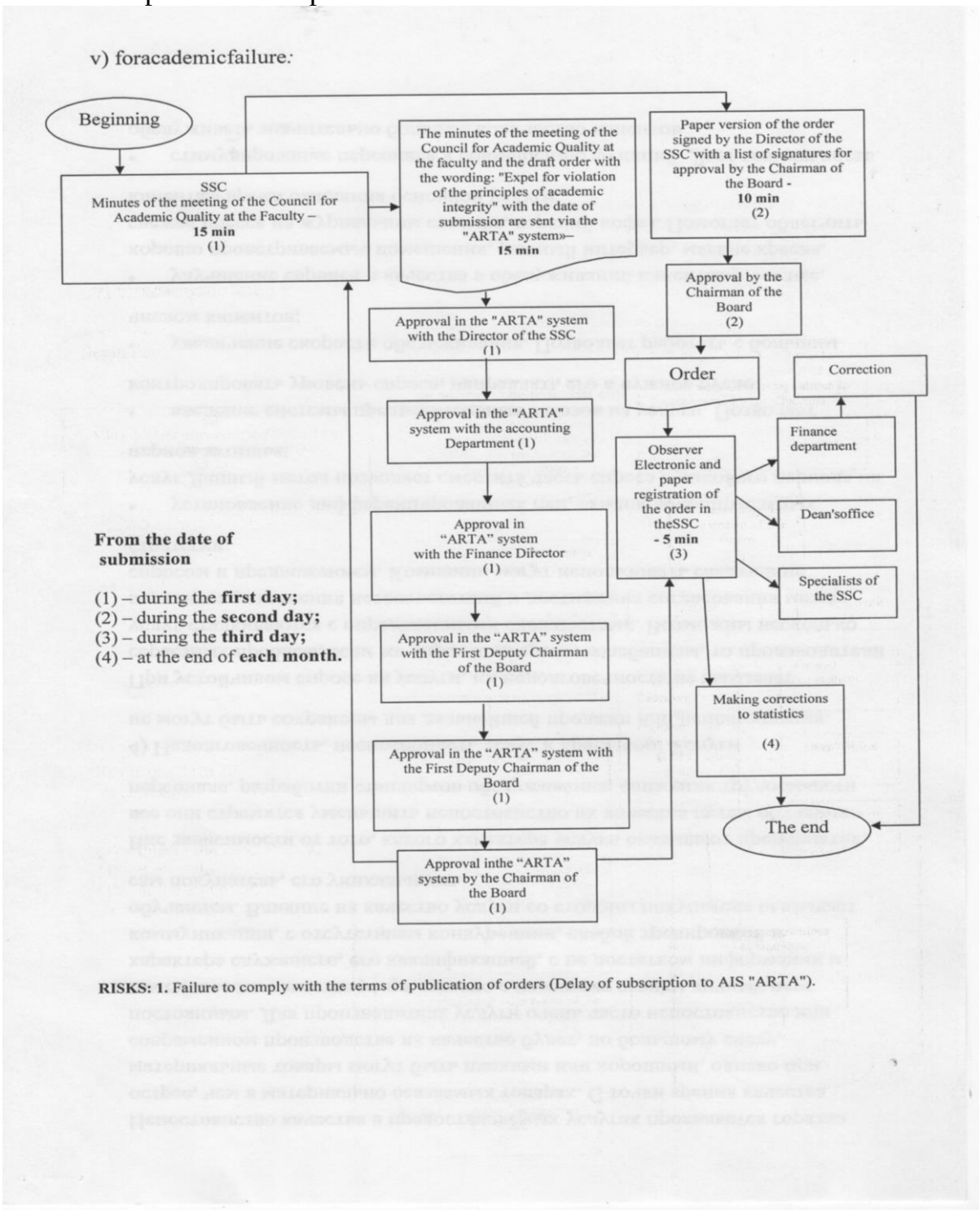
F.02.2040 – 05

Process map - student expulsion



AppendixB1
(required)

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F.02.2040 – 06

Sampleorder for the expulsion of a student
(for violation of the principles of academic integrity)

About expulsion.

1. Toexpelthe following student studyinginthe _____ educationaldepartmentofthe _____ facultyforviolationoftheprinciplesofacademicintegrityoftheuniversity

№	Thestudent's FullName	IIN of the student	Specialty	Typeofpayment	Group	Department
1						

2. Torecognizeasterminatedcontractonfortheprovisionofservicesfrom "__" _____ of 20___..

Base: _____ offerof the Deanoffaculty.

Chairman of the Board

Prepared by:
Director of the SSC

Appendix G
(required)
Process map - expulsion of a student

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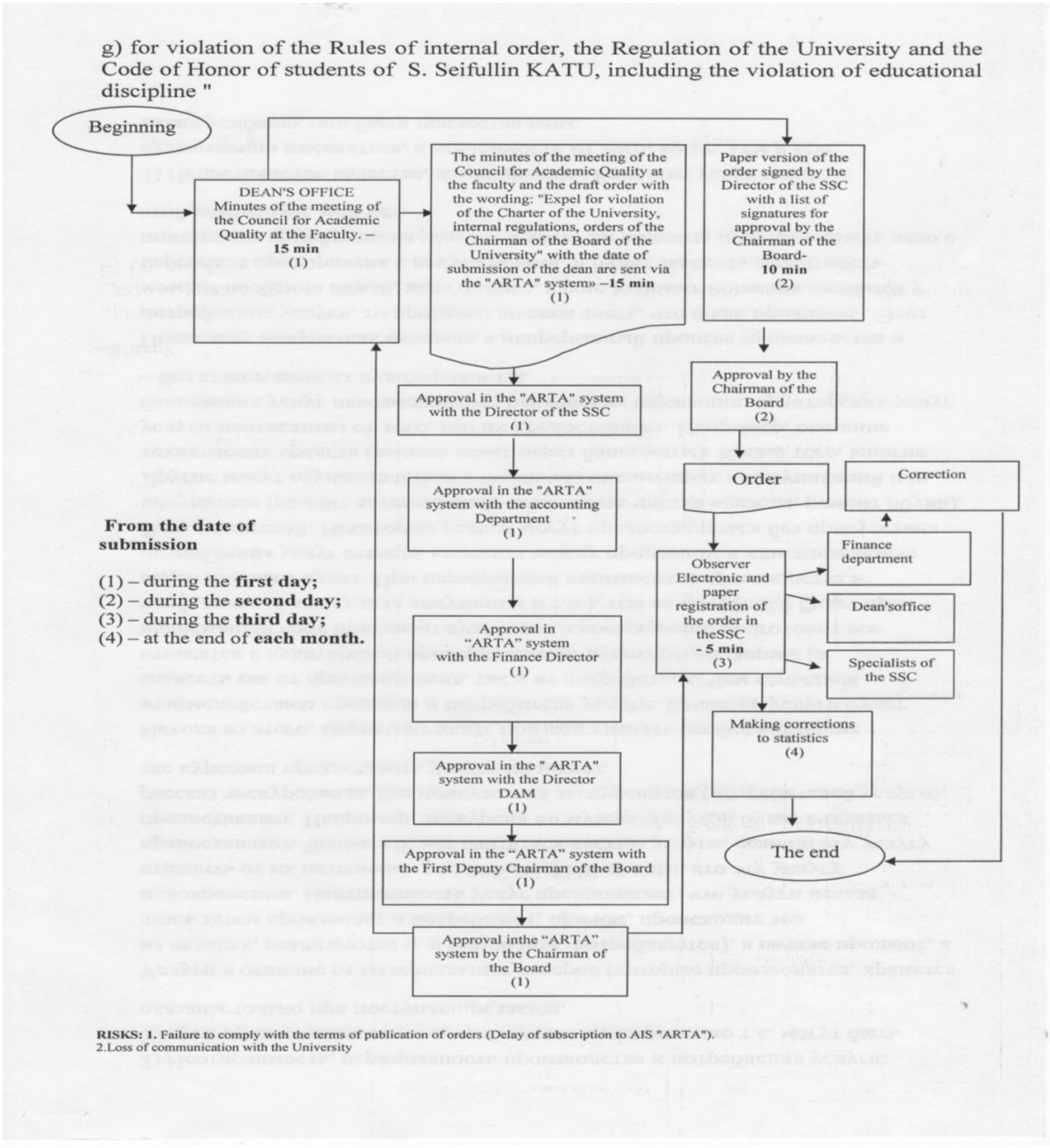
(for violation of the Internal Regulations, the Charter of the university and the Code of honor of students of S. Seifullin KATU)

F.02.2040 – 07



Appendix G-1
(required)

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Sample order for the expulsion of a student
(for violation of the Internal Regulations,
the Charter of the University and the Code
of Honor of Students of S. Seifullin KATU)

F.02.2040 – 08

About expulsion.

1. To expel the following student studying in the _____ educational department of the _____ faculty for violation of the university's rules of conduct, internal regulations and the Charter, the Code of Honor

№	Thestudent's FullName	IIN of the student	Specialty	Typeofpayment	Course	Group	Department
1							

2.Torecognizeasterminatedthecontractfrom _____ of 20___.

Base: _____ offerof the Deanoffaculty.

Chairman of the Board

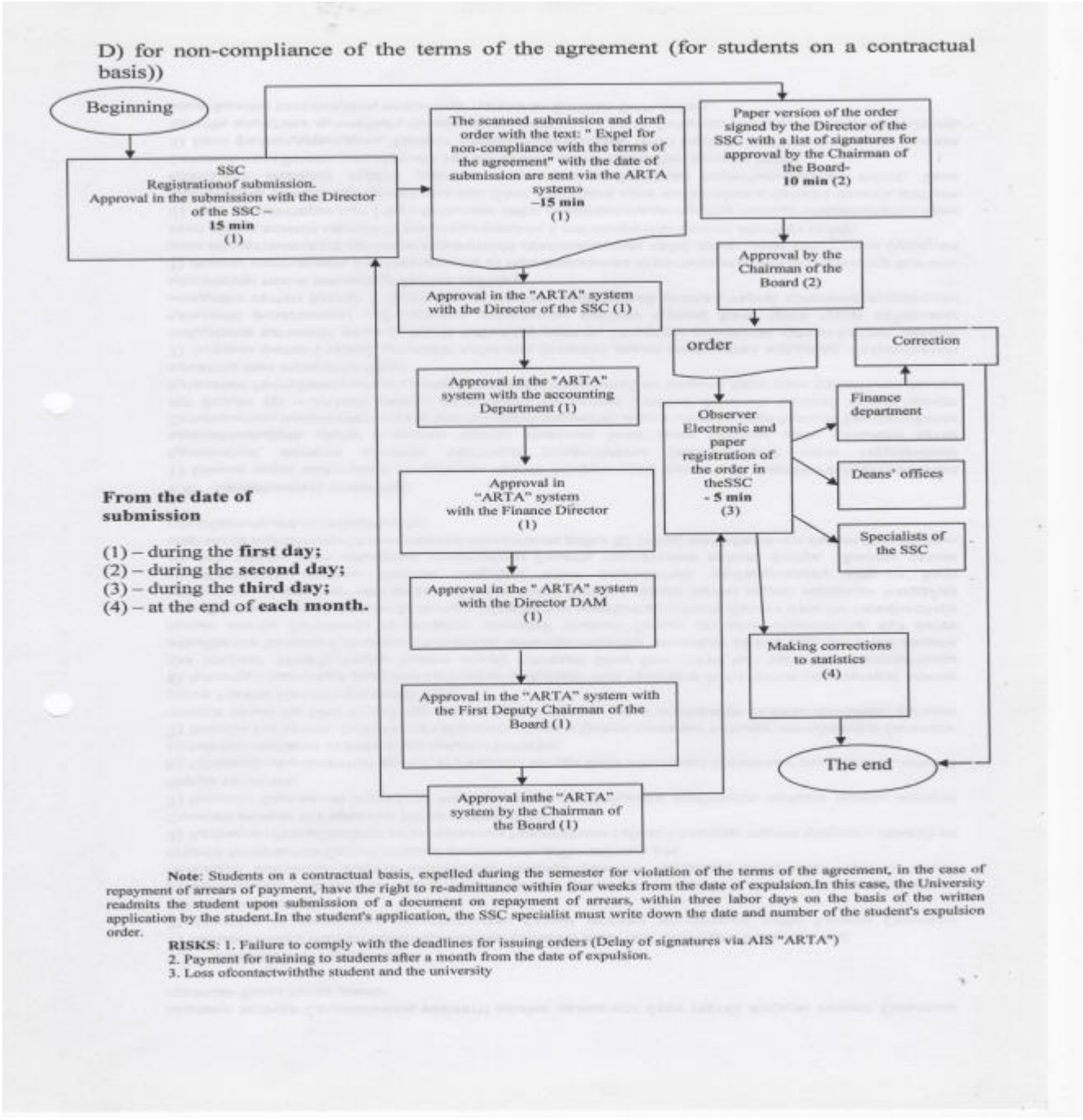
Prepared by:
Director of the SSC

Appendix D
(required)

Process map - student expulsion
(for violation of the terms of the agreement on the provision of educational services, including for non-payment of tuition fees)

Unauthorized copying of the document is prohibited

F.02.2040 - 09



Note: Students on a contractual basis, expelled during the semester for violation of the terms of the agreement, in the case of repayment of arrears of payment, have the right to re-admittance within four weeks from the date of expulsion.In this case, the University readmits the student upon submission of a document on repayment of arrears, within three labor days on the basis of the written application by the student.In the student's application, the SSC specialist must write down the date and number of the student's expulsion order.

RISKS: 1. Failure to comply with the deadlines for issuing orders (Delay of signatures via AIS "ARTA")
2. Payment for training to students after a month from the date of expulsion.
3. Loss ofcontactwiththe student and the university

Appendix D1
(required)
Sample order for the expulsion of a student
(for violation of the terms of the agreement)

F.02.2040 - 10

Unauthorized copying of the document is prohibited

About expulsion.

1. _____ to expel the following student studying in the _____ educational department of the faculty for failure to comply with the terms of the contract

№	Thestudent's FullName	IIN of the student	Specialty	Course	Group	Department	Dateof expulsion
1							

2.Recognize that theconditionsfortheprovisionofeducationalservices have beenviolated.

Chairman of the Board

Prepared by:
Director of the SSC

Appendix E
(required)

F.02.2040 - 11

Sample order for the expulsion of a student
(in case of death of a student)

Unauthorized copying of the document is prohibited

About expulsion.

1. To expel the following student who studied in the _____ educational department of the faculty in case of death of a student

№	Thestudent's FullName	IIN of the student	Specialty	Typeofpayment	Course	Group	Department
1							

On the basis of the death certificate

Chairman of the Board

Prepared by:
Director of the SSC

AppendixJ
(required)

F.02.2040 -12

Processmap - student'sre-admittance

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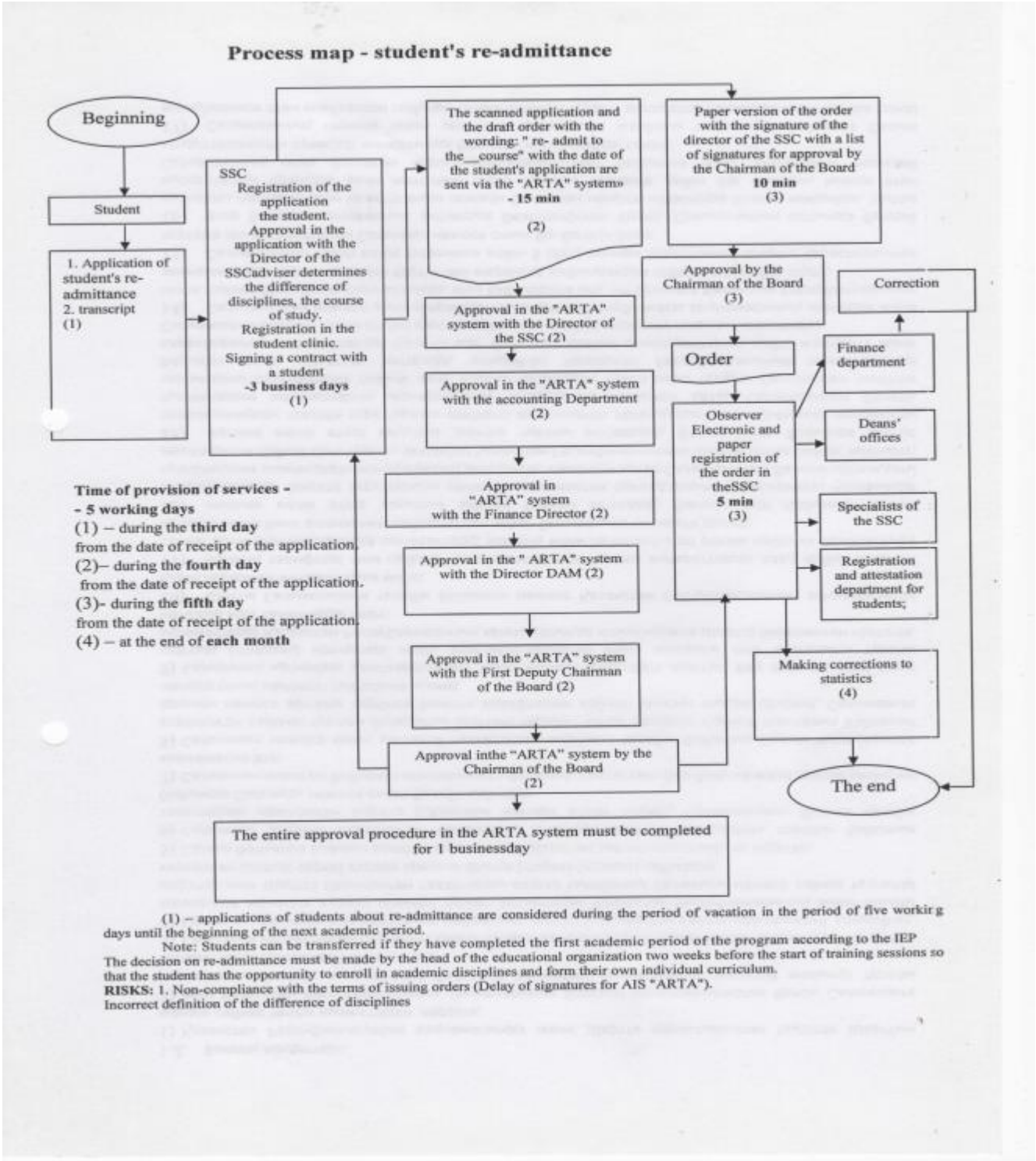


AppendixJ -1
(required)

F.02.2040 -13

Sample order for the re-admittance of a student

Unauthorized copying of the document is prohibited

About student's re-admittance

1. _____The following student, who studiedinthe _____ educationaldepartmentofthefaculty, should be re-admittedtothelistof students from "__" _____ of 20__.

№	Thestudent's FullName	IIN of the student	Specialty	Typeofpayment	Course	Group	Department
1							

2. Toallowtotakepartin _____ classes andtopassthedifferencesinthecurriculuminthesummersemesterof 20_-20_ academicyears.

Chairman of the Board

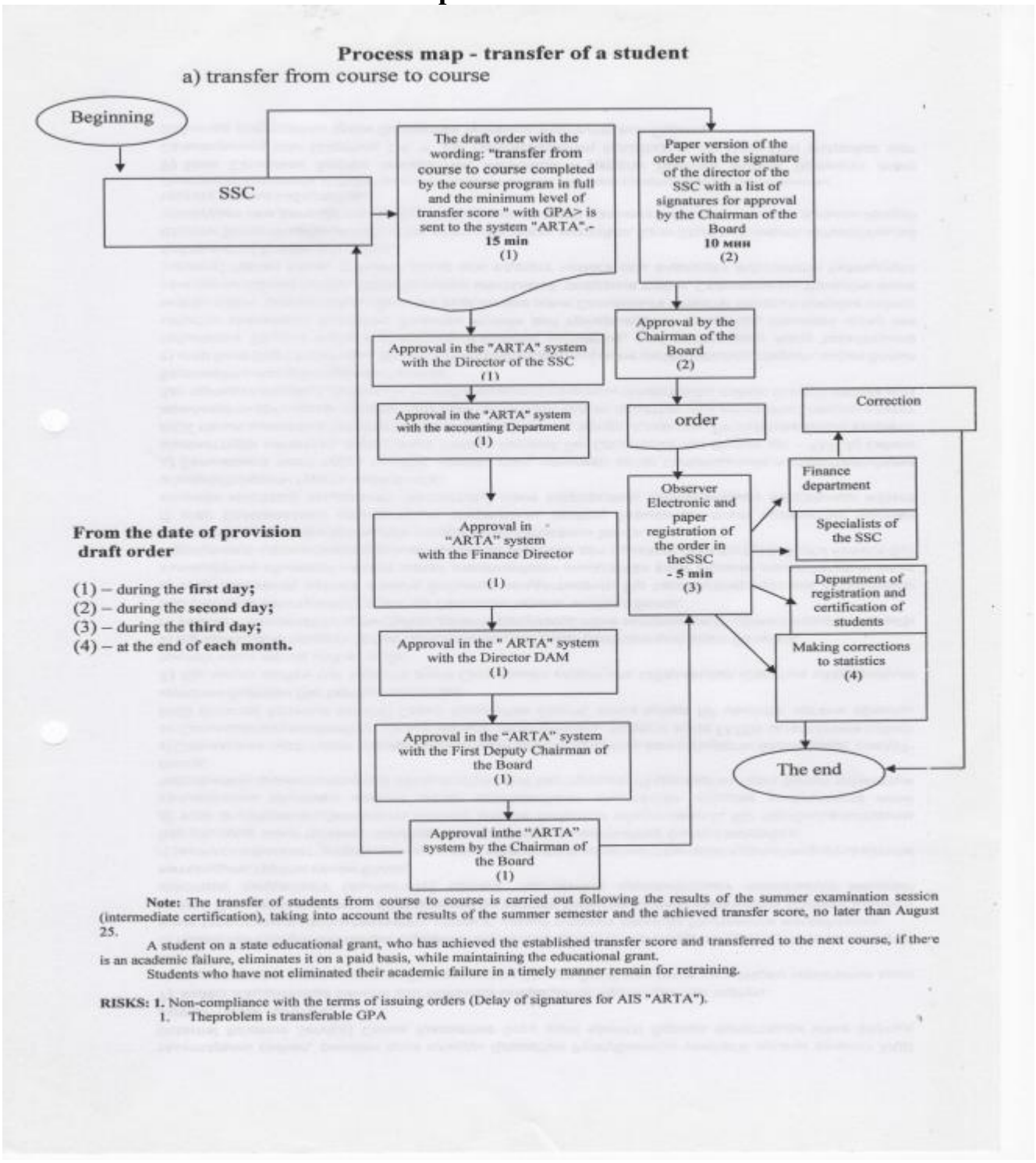
Prepared by:
Director of the SSC

Appendix Z
(required)

F.02.2040 - 14

Unauthorized copying of the document is prohibited

Process map - transfer of a student



Note: The transfer of students from course to course is carried out following the results of the summer examination session (intermediate certification), taking into account the results of the summer semester and the achieved transfer score, no later than August 25.

A student on a state educational grant, who has achieved the established transfer score and transferred to the next course, if there is an academic failure, eliminates it on a paid basis, while maintaining the educational grant.

Students who have not eliminated their academic failure in a timely manner remain for retraining.

RISKS: 1. Non-compliance with the terms of issuing orders (Delay of signatures for AIS "ARTA").

1. Theproblem is transferable GPA

Appendix Z-1
(required)

Unauthorized copying of the document is prohibited

Sample order for the transfer of a student
(transfer from course to course on the basis of
a state educational grant)

F.02.2040 - 15

_____The following __ course students who have fullyimplementedthefull-timecurriculumand program (GPA ≥ __) studyingonthe basis ofthestateeducationalgrantofthefacultyshould be transferredtothe __ course:

_____-«_____» onspecialization

Kazakh department			
№	**Thestudent's FullName**	**Group**	**IIN of the student**
1			
2			
Russian department			

Furtheronotherspecializations

Chairman of the Board

Prepared by:
Director of the SSC

Appendix Z-2
(required)

Unauthorized copying of the document is prohibited

F.02.2040 -16

Sample order for the transfer of a student
(transfer from course to course on the basis of an agreement

About transfer from course to course

_____The following __ course students who have fullyimplementedthefull-timecurriculumand program (GPA ≥ ___) studyingon a contract basis ofthefacultyshould be transferredtothe ___ course:

_____-«_____» onspecialization

Kazakh department			
№	**Thestudent's FullName**	**Group**	**IIN of the student**
1			
2			
Russian department			

Furtheronotherspecializations

Chairman of the Board

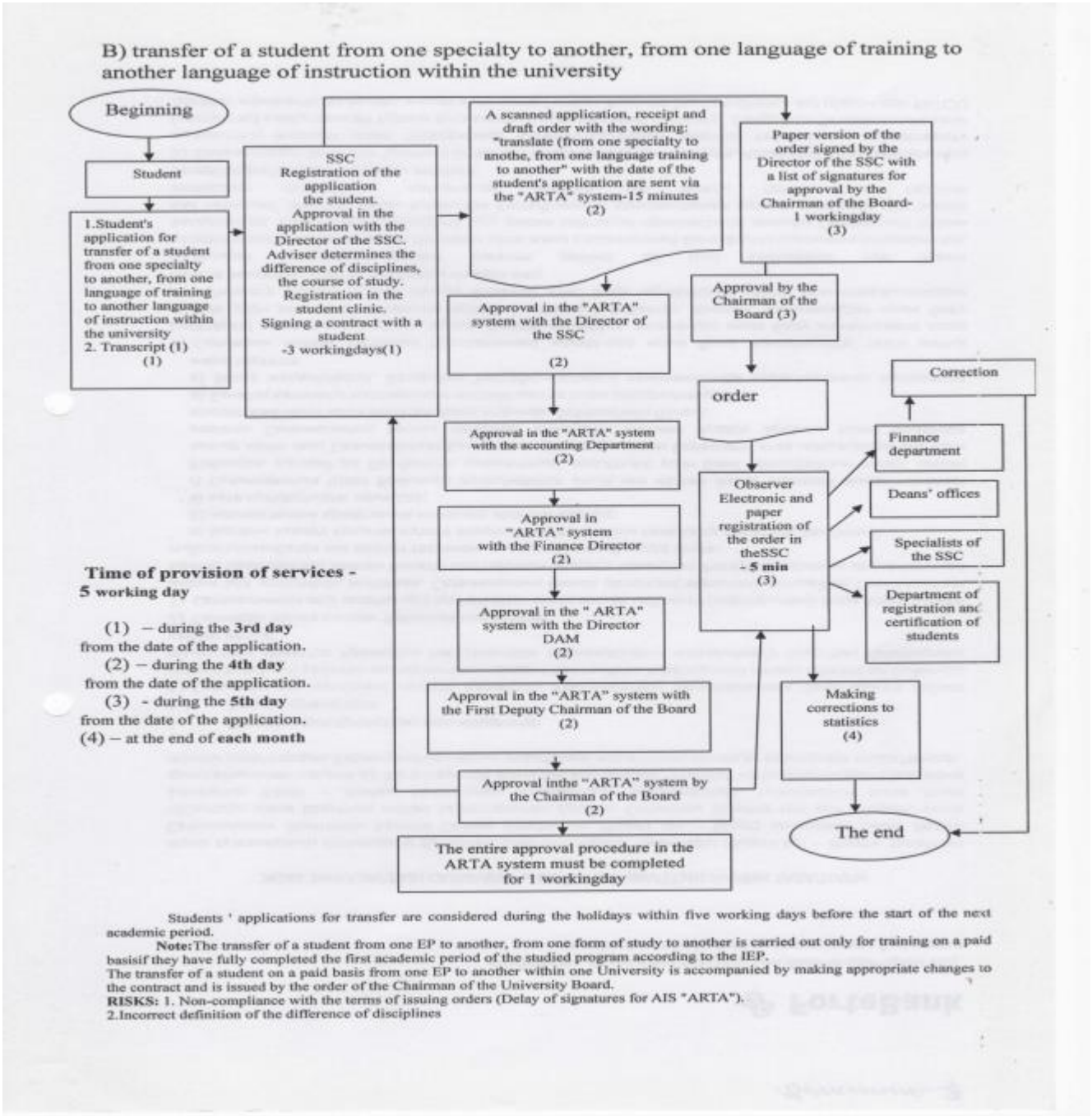
Prepared by:
Director of the SSC

AppendixI
(required)
Process Map - transfer of a student

Unauthorized copying of the document is prohibited

(from one specialty to another, from one language of training to another language of instruction within the university)

F.02.2040 -17



Students ' applications for transfer are considered during the holidays within five working days before the start of the next academic period.

Note: The transfer of a student from one EP to another, from one form of study to another is carried out only for training on a paid basisif they have fully completed the first academic period of the studied program according to the IEP.

The transfer of a student on a paid basis from one EP to another within one University is accompanied by making appropriate changes to the contract and is issued by the order of the Chairman of the University Board.

RISKS: 1. Non-compliance with the terms of issuing orders (Delay of signatures for AIS "ARTA").

2.Incorrect definition of the difference of disciplines

AppendixI-1
(required)
Sample order for the transfer of a student

Unauthorized copying of the document is prohibited

(from one EP to another, from one language of training to another language of instruction within the university)

F.02.2040 – 18

About transferring

1. To transfer the following student studying in the __ course of the ____ group of the _____ group on the basis of the _____ on _____ specialization in the full-time department of the _____ faculty from _____ of 20___ to the following specialization

Thestudent's FullName	IIN of the student	Specialty	Typeofpayment	Course	Group	Department

On the basis : applicationofthe student, signedbytheFirstDeputy Chairman ofthe Board _____, transcript.

Chairman of the Board

Prepared by:
Director of the SSC

The continuation of the appendixI -1

About transferring

Unauthorized copying of the document is prohibited

1The following student studying in the full-time department of the faculty on the basis of _____ on the specialization of _____ - _____ in the course of __ of the ____ section of the _____ group should be transferred from the "__" _____ of 20___ to the part-time specialization below

Thestudent's FullName	IIN of the student	Specialty	Typeofpayment	Course	Group	Department

On the basis : applicationofthe student, signedbytheFirstDeputy Chairman ofthe Board _____, transcript.

Chairman of the Board

Prepared by:
Director of the SSC

The continuation of the appendixI-1

About transferring

Unauthorized copying of the document is prohibited

1. _____ The following student studying in the _____ group of the ___ course of the _____ department of the _____ educational department of the faculty shall be transferred to the following ____ department from "__" _____ of 20__

Thestudent's FullName	IIN of the student	Specialty	Typeofpayment	Type of payment	Course	Group

On the basis : applicationofthe student, signedbytheFirstDeputy Chairman ofthe Board _____, transcript

Chairman of the Board

Prepared by:
Director of the SSC

Appendix K – (compulsory)
F.02.2040 - 19
Process map - student transferring
(from another higher education institution)

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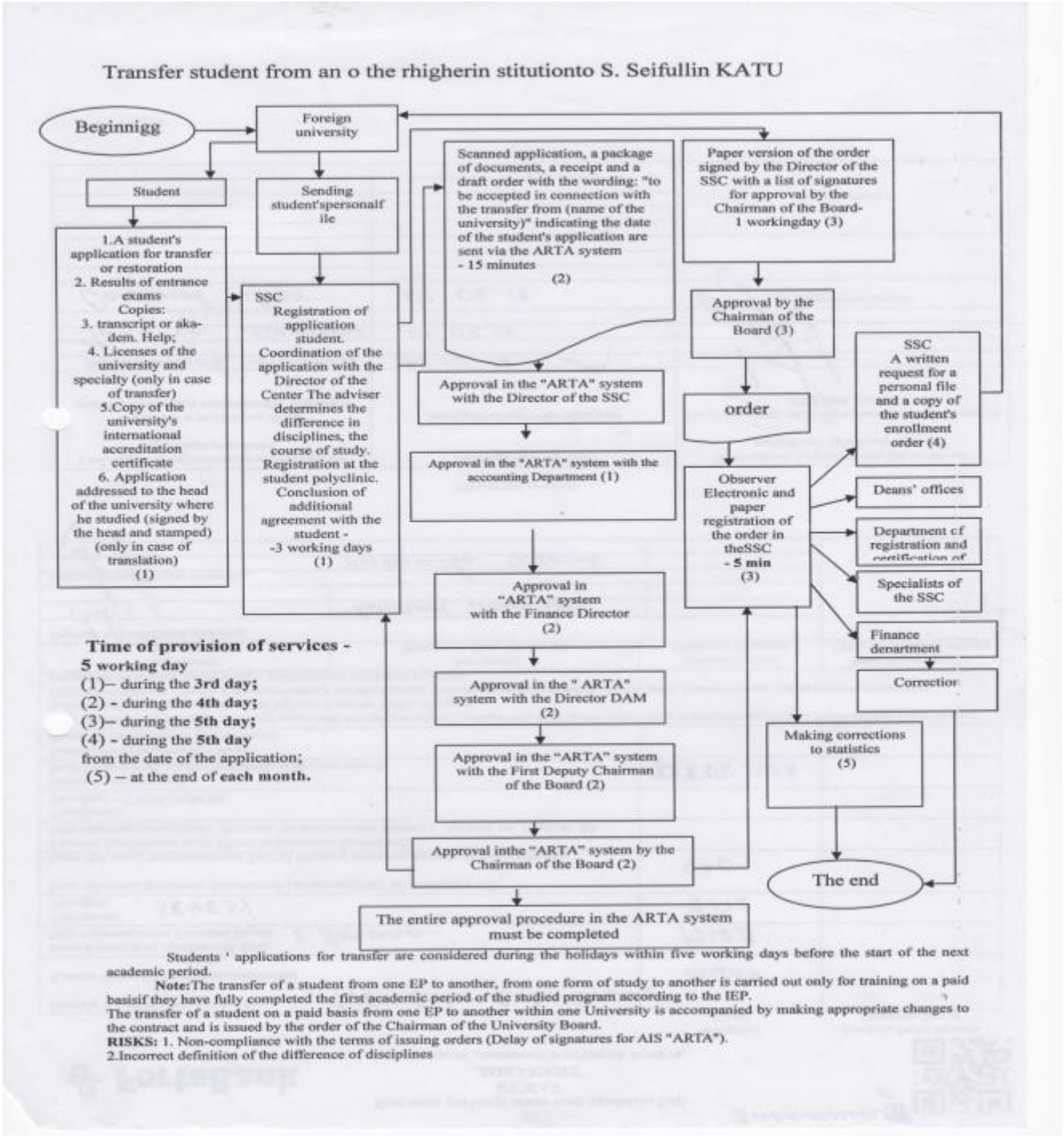

Appendix К-1
(required)

F.02.2040 - 20

Sample order of a studenttransferring
(from another higher education institution)

Unauthorized copying of the document is prohibited

Transferring from another university

1. _____ Universityof _____ - _____ onthe basis of _____ specialization __ courseofthe following student to be admittedtothe _____ educationaldepartmentofthe _____ facultyfrom _____ 20__

№	Full name of the student	IIN of the student	Specialization	Paymenttype	Course	Group	Department
1							

2. _____ to be allowedtoattend classes andpassthedifferencesinthecurriculuminthesummersemesterof 20_-20__ academicyear.

Justification: Theapplicationofthe student, signedbytheFirstDeputy Chairman ofthe Board _____.

Chairman of the Board

Order prepared by:
Director of SSC

Appendix L
(required)

F.02.2040 - 21

Process map - student transfer / reinstate
(from a foreign university to S. Seifullin KATU)

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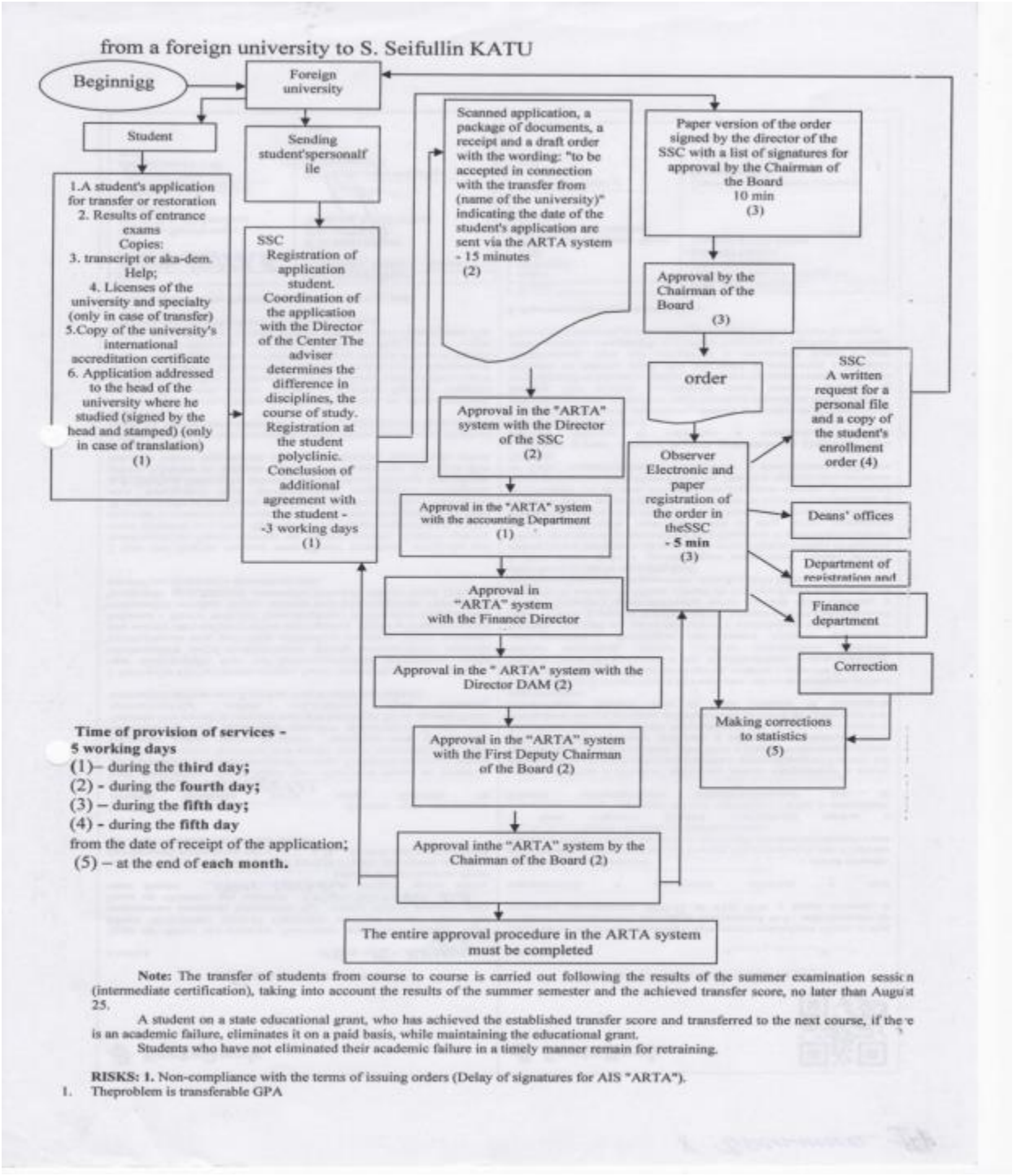
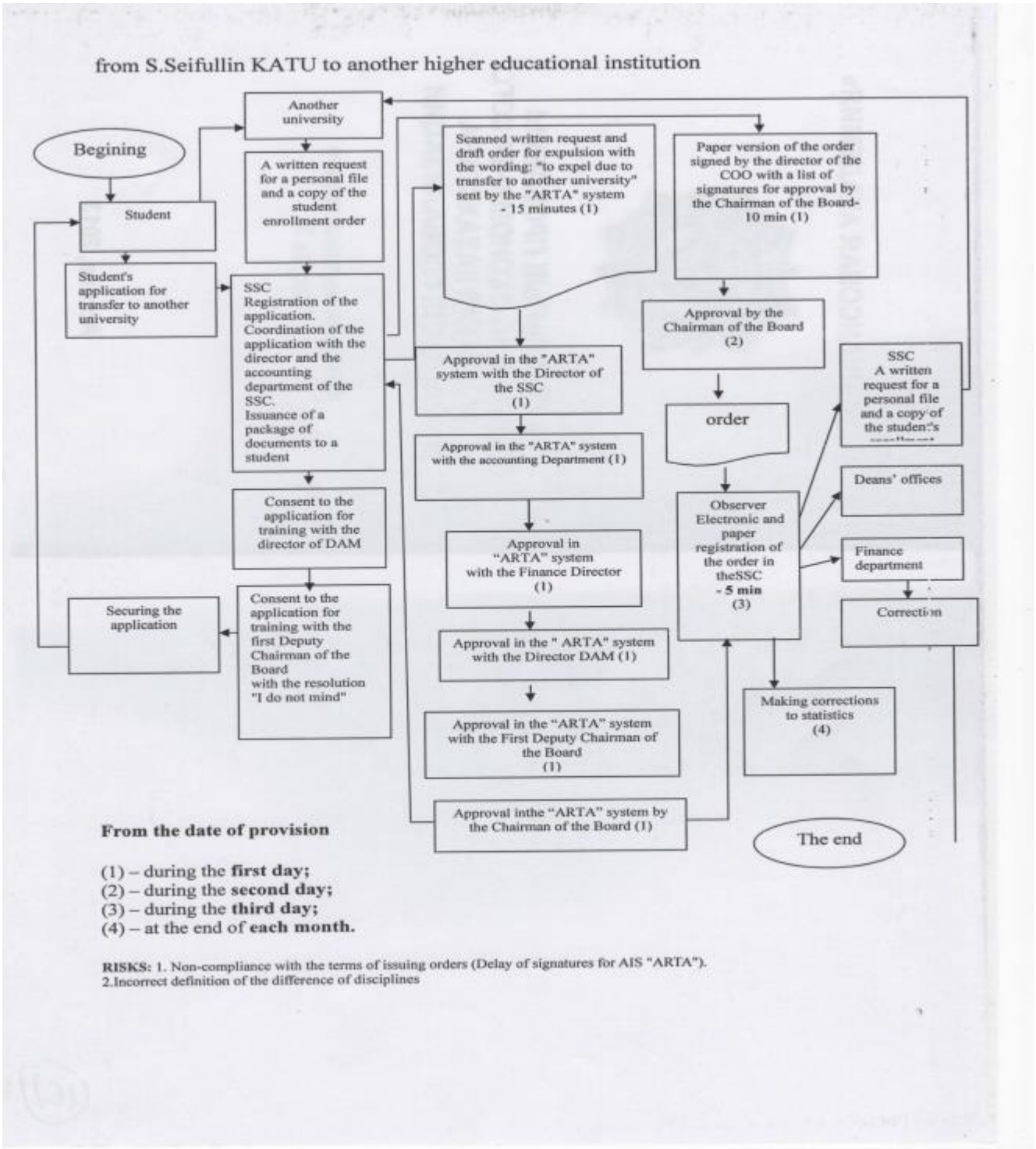


Appendix M
(required)

F.02.2040 - 22

Process map - student transferring

Unauthorized copying of the document is prohibited



Appendix M-1
(required)

F.02.2040 - 23

Sample order for the transfer of a student
(from S.Seifullin KATU to another higher educational institution)

Unauthorized copying of the document is prohibited

About transfer to another university

1.Toexpelthe following student studyinginthe _____ educationaldepartmentofthe _____ facultyinconnectionwiththetransfertothe _____ university

№	Full name of the student	IIN of the student	Specialization	Paymenttype	Course	Group	Department
1							

2. Torecognizeasinvalidthecontractonrenderingofeducationalservicesfrom "__" _____ of 20__.

3. Cancelacademicdifferencecredits.

Justification: LetterofrequestfromtheUniversityof _____ 20__ "__" _____ № _____.

Chairman of the Board

Order prepared by:
Director of SSC

Appendix N
(required)

F.02.2040 - 24

Processmap - transfertovacanteducationalgrants

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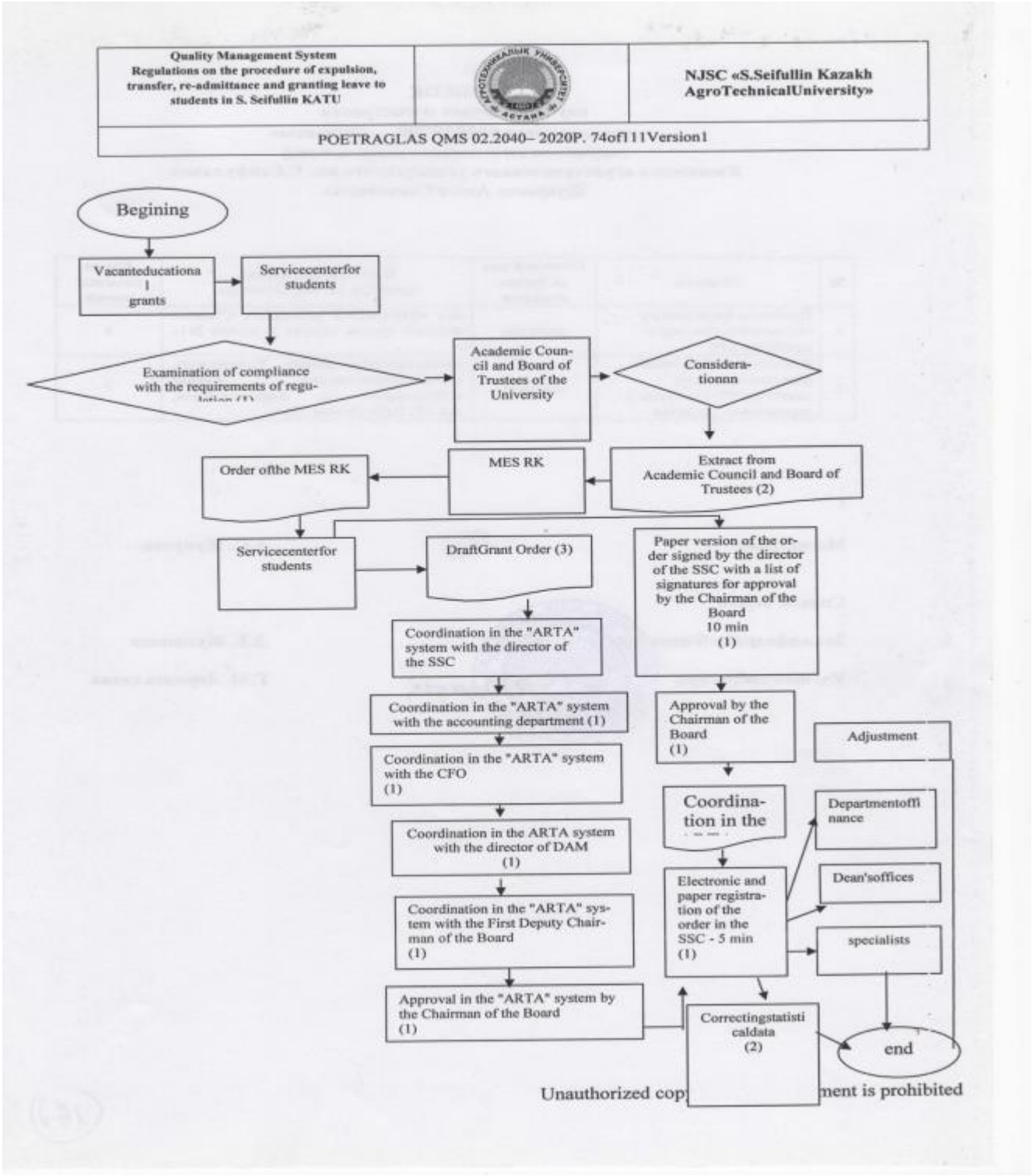

AppendixH-1
(required)

F.02.2040 - 25

Vacanciesintheprocessofhigher education

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onawardingeducationalgrants

In order to implement the decree of the Government of the Republic of Kazakhstan from January 23, 2008 № 58 "On approval of Rules of granting of educational grants for higher education" and the order of the Ministry of education and science of the Republic of Kazakhstan dated 20__:

I results _ _ _ exam session 20__ - 20 _ _ academic year the following students on the basis of paid contract with the vacant educational grants received in the process of obtaining higher education should be translated into training on the state educational grant from _ _ _ _ _ _ 20___:

№	Full name of the students	Specialization	IIN	COURSE
_____byfaculty:				
1.				
2.				
_____byfaculty::				
6.				
7.				

II. let the student service center make changes to the student movement.
III. control over the execution of the order is assigned to the first Deputy Chairman of the management Board_____.

Chairman of the Board

Order prepared by:
Director of SSC

AppendixO
(reqired)

F.02.2040 - 26

Process map - transferring "conditionally enrolled students for 1st year"

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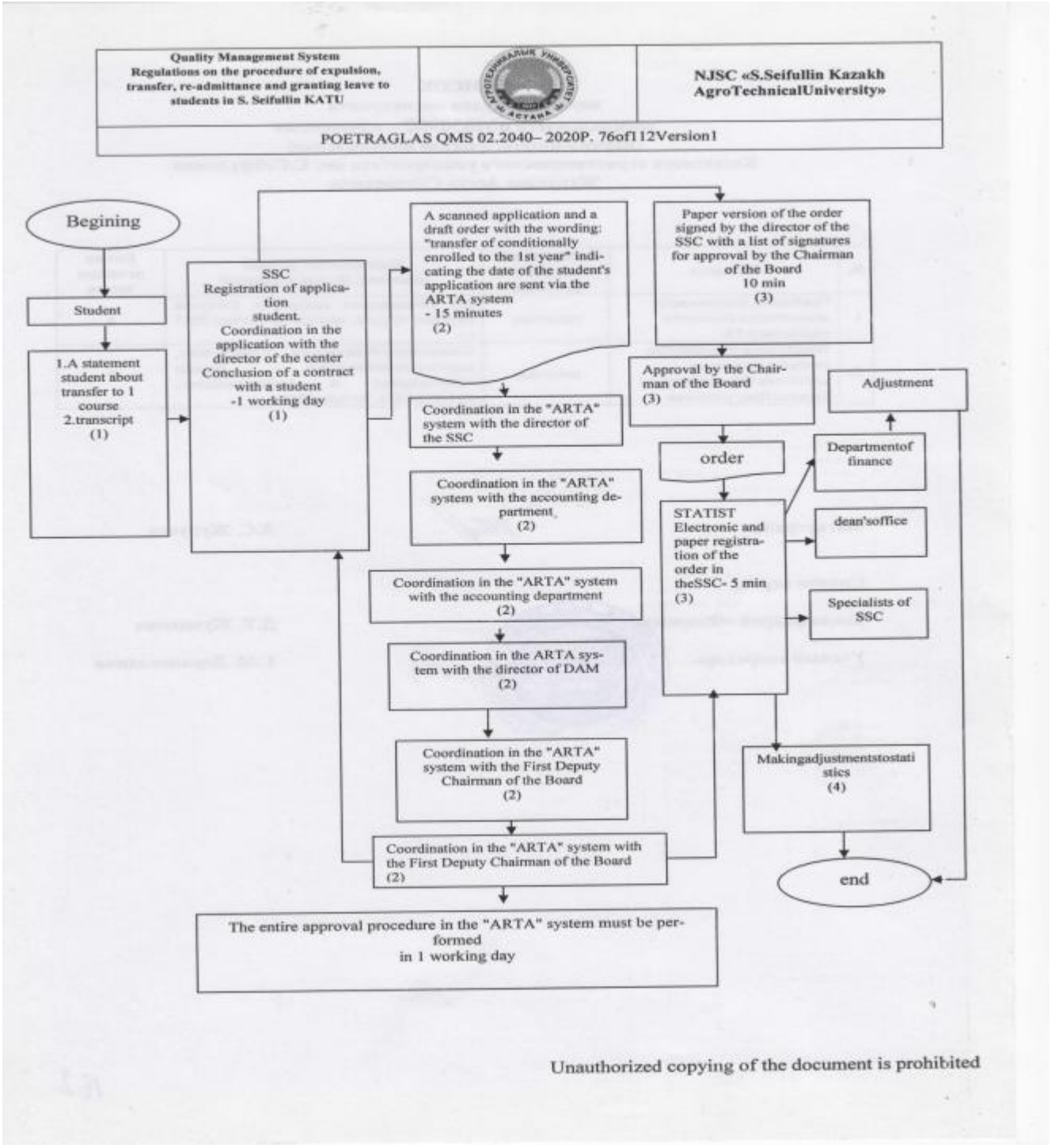

AppendixO-1
(required)

F.02.2040 - 27

Aboutreplacementaccordingtothe results ofre-complextesting

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1. the following students who have not received the threshold score established by the order Of the Kazakh agrotechnical University named after S. Seifullin are accepted for transfer as applicants "__" _____ total 1st year students are enrolled on the basis of the following specialization contract:

№	Full name of the students	Specialization	IIN	COURSE
1				
2				
3				
4				

2. Tocollecttuitionfeesfrom __ semestersof 20 __- 20__ academicyears.

Justification: students ' applications are signed by the First Deputy Chairman of the Board _____.

Chairman of the Board

Order prepared by:
Director of SSC

AppendixP
(required)

F.02.2040 -28

Process map - leaving the student for a second course of study

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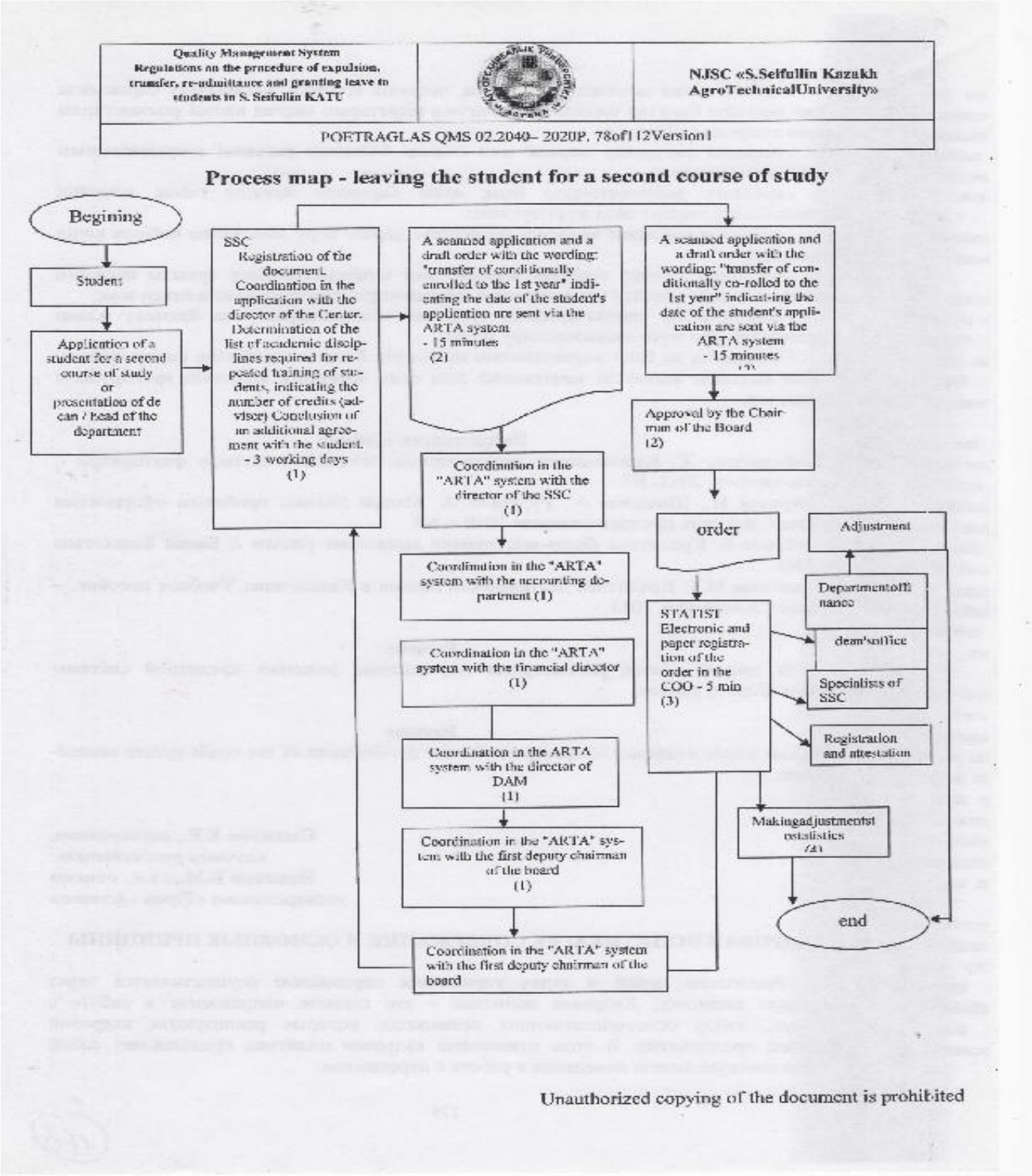

Appendix P-1
(required)

F.02.2040 -29

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Sample order for retaining training course

About leaving for re-education

1. Toallowthe following student tostudyonthe basis ofthestateeducationalgrant / contractinthecourseof ___ ofthe _____ educationaldepartmentofthe _____ facultyonthe basis ofthecontract due toacademicfailurefrom 20__ of "__" _____ of 20__.

№	Full name of the student	IIN of the student	Specialization	Paymenttype	Course	Group
1						

2. Topaythetuitionfeeintheamountof __ creditsaccordingtothe working curriculumof ____ semesterof 20__- 20__ academicyear.

Justification: Theapplicationofthe student, signedbytheFirstDeputy Chairman ofthe Board _____.

Chairman of the Board

Order prepared by:
Director of SSC

Appendix P
(required)

F.02.2040 -30

Map of the process - the provision of academic leave for the student

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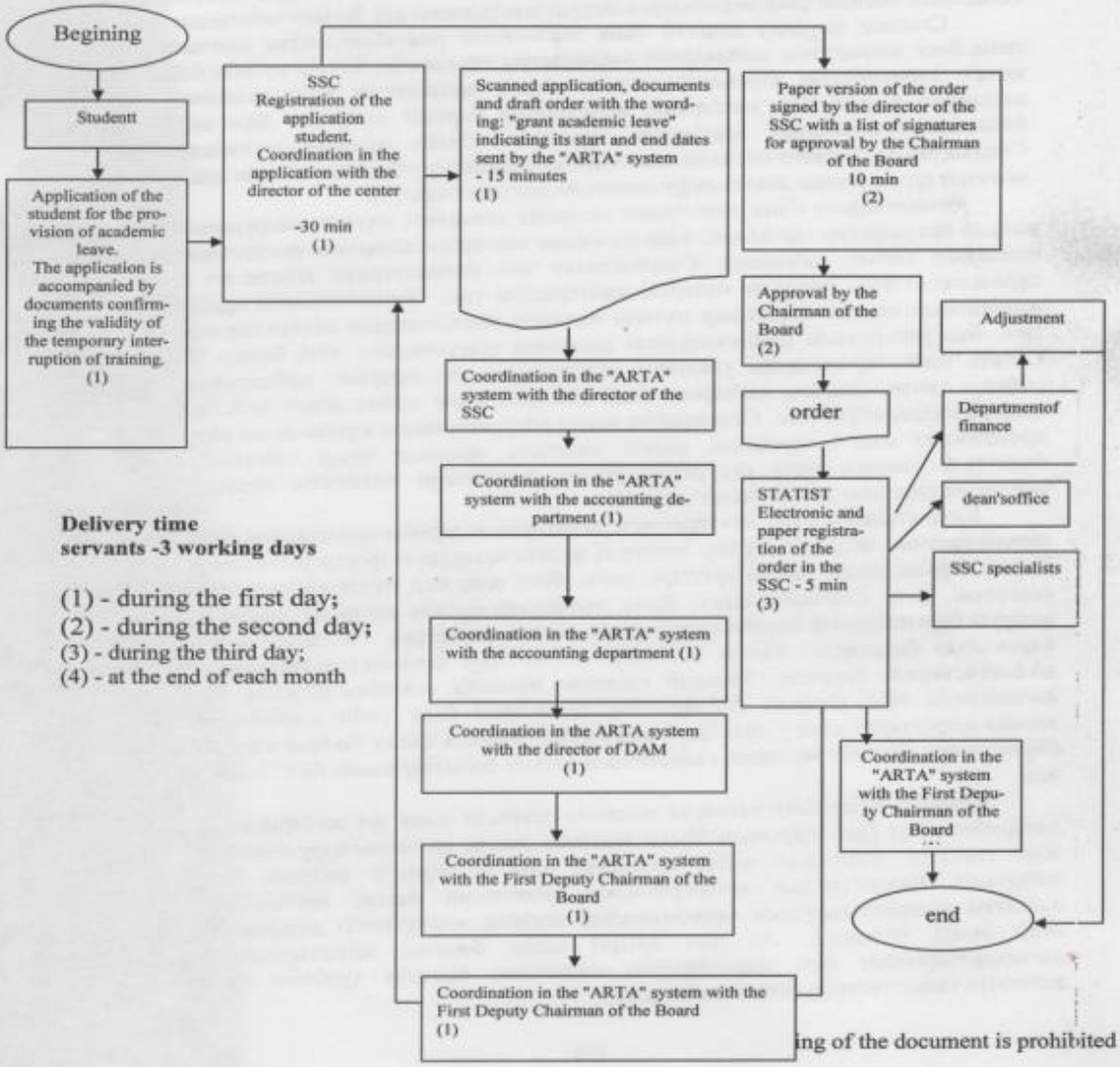
Appendix P
(required)

F.02.2040 -30

Map of the process - the provision of academic leave for the student



ing of the document is prohibited

AppendixP-1
(required)

F.02.2040 –31

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Example of an order granting academic leave to a student

About academic leave

To grant academic leave to the following full-time students of _____ faculty from "__" _____ of 20_ to "__" _____ of 20___

№	Full name of the student	IIN of the student	Specialization	Paymenttype	Course	Group	Department
1							

Justification: First Deputy Chairman of the Board _____ application of the student and a certificate of health (copy of birth certificate).

Chairman of the Board

Order prepared by:
Director of SSC

Appendix T
(required)

F.02.2040 -32

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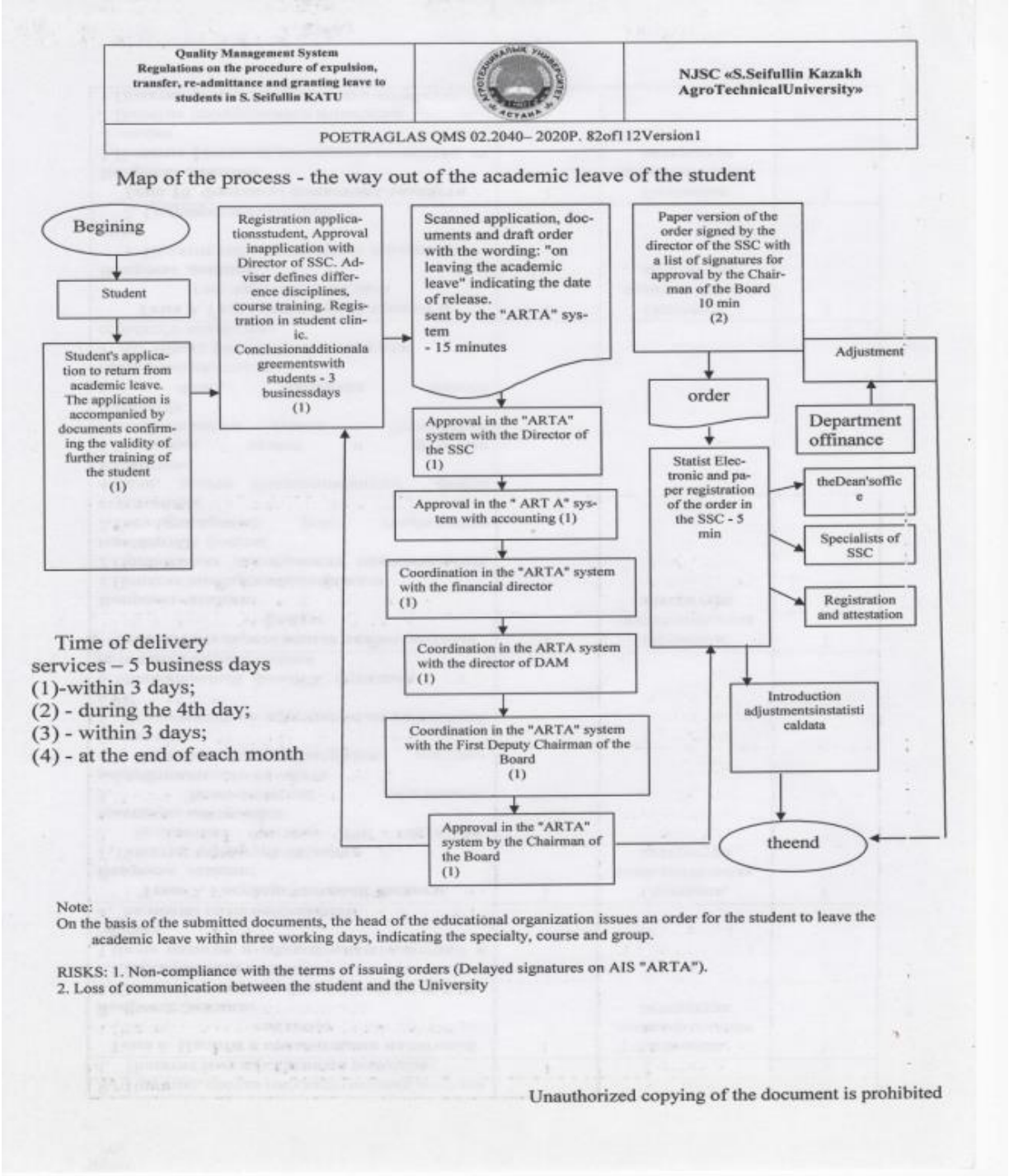
Map of the process - the way out of the academic leave of the student



Appendix T-1
(required)

F.02.2040 –33

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Example of an order of departure from academic leave for a student

Aboutacademicleave

1. Toconsider that the following student studyinginthe _____ educationaldepartmentofthe _____ facultyreturnsfromacademicleavefrom "__" _____ 20___

№	Full name of the student	IIN of the stu-dent	Specialization	Payme nttype	Cour se	Grou p	Depart-ment
1							

2. Toallowtoparticipatein _____ lessonsandtopass ___ creditdifferenceinthecurriculumon a free basis inthesummersemesterof 20_-20_ academicyears.

Justification: Applicationofthe student signedbytheFirstDeputy Chairman ofthe Board _____ and a certificateonthepossibilityofcontinuing education (copyofbirthcertificate).

Chairman of the Board

Order prepared by:
Director of SSC

AppendixУ
(required)

F.02.2040 -34

Sample order by change of surnames or names, or patronymic of the trainee

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Name change

Inthe documents relatedtothechangeofsurnameofthe following student studyinginthe _____ educationaldepartmentofthe _____ faculty, thenameshould be calculatedaccordingtothenewsurname

№	Full name of the student	IIN of the student	Specialization	Paymenttype	Course	Group	Department
1							

Justification: Applicationofthe student, identitycard (marriagecertificateandcopiesof documents confirmingotherchanges), signedbytheFirstDeputy Chairman ofthe Board _____.

Chairman of the Board

Order prepared by:
Director of SSC

Appendix F
(required)

F.02.2040 -35

Sample order about issue

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Aboutgraduation

1. Onthe basis ofthedecisionoftheStateAttestationCommissiontoprovide students of _____ facultyof _____ faculty who have fullyfulfilledthetheoreticalandpracticalcurriculum, passedstateexamsanddefendedtheirdiplomaprojects (works) :

Full name of the Student		IIN	Payment type
Kazakh department			
Diploma with honor:			
1			
2			
:			
1			
2			
Russian department			
Ordinarydiploma:			
1			
2			
Ordinarydiplomas:			
1			
2			

2. Graduatesofthe 20_ - 20_ academicyearshouldconsiderJune 30, 20_ asthelastdayofstudy.

Chairman of the Board

Order prepared by:
Director of SSC

Appendix X-1
(required)

Unauthorized copying of the document is prohibited

Form of extracts from the order

S. Seifullin Kazakh Agro TechnicalUniversity
Copiesofthe order:
Nameofthe student _____ _
_____ specializationof _____ faculty

Transferred tothe 1st year: "_____" _____ № Order _____.

Transferredto 2 course: "_____" _____ № Order _____.

Transferredto 3 course: "_____" _____ № Order _____.

Transferredto 4 course: "_____" _____ № Order _____

Copy is correct: SSCspecialist _____

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Formofextractsfromthe order

S. Seifullin Kazakh Agro Technical University
20 ___ . A copy of the order "___" _____ № _____

To expel a ____ course student studying in the _____ department on the basis of a contract / grant in the full-time department of the _____ faculty on the specialty _____ in connection with the transfer to the _____ University.

Copy is correct: SSCspecialist _____

AppendixX-3

F.02.2040 -38

Form of extracts from the order

S. Seifullin Kazakh Agro Technical University
20 ___ . A copy of the order "___" _____ № _____

Unauthorized copying of the document is prohibited

Toacceptthe following student studyinginthecourseof ___ of _____ Universityonthe basis ofthecontract / granton _____ - _____ specializationinthe _____ educationaldepartmentof _____ facultyfrom "__" _____ of 20___:

№	Full name of the student	IIN of the student	Specialization	Paymenttype	Course	Group	Department
1							

Copy is correct: SSCspecialist _____

AppendixTs
(required)

F.02.2040 - 39

Sample protocol for re-scoring "credit"

NPJSC «S.Seifullin Kazakh Agrotechnical University»
PROTOCOL
№ ____

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from «_____» _____ 20 _____ g.
extraordinary meeting of the department
«_____»
Chairman: _____
Членыкомиссии:
_____
_____
Secretary:

Agenda

1. Conducting a meeting ofthedepartmentalcommissionwiththe student (graduate) _____ specialty "_____".

LISTENED: The Cathedral Commission conducted an interview with a student (alumnus) _____ in the disciplines he passed, with a view to
FULL NAME.
recalculation of the "credit" for the credit training system in literal terms.
As a result of the interview, the chair committee DECIDED:
Re-credit the "pass" mark in the following disciplines:

№	Nameofthedis cipline	% contentof points	Digitalequivalent ofpoints	Letterequivalent ofpoints	Assessmentaccordingtothetra ditionalsystem

Commissionmemberssignatures:
_____
_____

"I am familiar with the result of the consideration of the department commission"
Student (graduate) _____
Head ofDepartment _____
FULL NAME.
Secretary _____

Appendix Ch
(required)

F.02.2040 -40

Form of agreement of the parties to the Agreement for the provision of educational services

F. 02.2040 - 41

Agreement for the provision ofthe educational services

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AGREEMENT OF THE PARTIES

for the provision of the educational services under a state educational grant (or on a paid basis)

No. _____ "_____" _____ 201_

Astana city "___" _____ 20

NPJSC S. Seifullin Kazakh Agrotechnical University ", state license No. 0062189 dated 02.07.2008, represented by the Chairman of the Board_____, acting on the basis of the Charter, hereinafter referred to as" Organization of Education ", on the one hand, and st.

_____

(Surname, name, patronymic (if any))

hereinafter referred to as the "Student", on the other hand, _____

_____ hereinafter referred to as the "Customer",

(Surname, name, patronymic (if any) of an individual)

acting in the interests of the Student _____

(Surname, name, patronymic (if any) of the student)

from a third party and

_____

(full name of the legal entity or other authorized person acting as the sponsor)

represented by

_____

(surname, name, patronymic of the head of the legal entity)

acting on the basis _____

(details of constituent documents)

and in the interests of _____ hereinafter referred to as "Sponsor",

(Surname, name, patronymic (if any))

on the other hand, we have come to this agreement (hereinafter referred to as the Agreement) on amending the Agreement for the provision of educational services for students on a state educational grant (on a paid basis) No. _____ dated "__" _____ 201_ (hereinafter referred to as

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the Agreement) on the following:

Make the following changes to the text of the agreement:

Full Name_____

Student in the specialty "----------" _ by _____-- ---------- form of study, based on marriage certificate number ---------- ----------, issued "----------" _---------- 20_____ REGISTRY OFFICE ---------- district _____ replaced by surname, name, patronymic ---------- ----------

The contract remains unchanged in the main part.

This agreement of the parties is drawn up in two (three, four) copies for each party having the same legal force.

Appendix: copy of marriage certificate ----------

student's FULL NAME

copy of ID ----------

student's FULL NAME

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"Organizationof education" JSSC. Seifullin Kazakh AgrotechnicalUniversity " 010011, Nur-Sultan, Victoryave., 62. BIN: 070 740 004 377 IIC KZ446010111000037373 Bank: ARF JSC "HalykBankofKazakhstan" Nur-Sultan city BIK HSBKKZKXKbe 16 IIC KZ359261501150581004 Bank: Branchof JSC "Kazkommertsbank" Nur-Sultan city BIK KZKOKZKXKbe 16 Chairman ofthe Board ._____ (signature) P.P. Deputy Chairman oftheManagement Board forFinanceandInfrastructureDevelopment ._____ (signature)	**«Sponsor»** _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____/_____ (Full name signature) **P.P.**
	Sponsor's ch.accountant _____/_____ (Full name signature)
Customer _____ (FULL NAME.) License number _____ Issued by _____ from IIN: _____ Information on registration at the place of resi-dence: _____ Actualaddressofresidence:_____ ____	Student _____ (FULL NAME.) License number _____ Issued by _____ from IIN: _____ Information on registration at the place of residence: _____ Actual address of resi-dence:_____

Received a copy of the Agreement

_____ / _____

Appendix III

(required) F. 02.2040 - 42

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NPJSC "S. Seifullin Kazakh AgrotechnicalUniversity"

Faculty _____

Codeandnameoftheeducational program

_____

Full-time education

TERMINATION CHECKLIST

FULL NAME. _____ __

Library (Reading Room)
62 Victory Ave., Main building, 1st floor
_____
Scientific literature subscription
62 Victory avenue, Main building, 1st floor _____
Subscription of fiction
62 Victory Ave., Main building, 1st floor
_____
Subscription of educational literature
I. Altynsarin str, 2 (biocorpus)
_____
Specialized reading room
for faculties: agronomy,veterinary and land management
_____
Dormitory commandant
A. Moldagulova str. 2B, 5,6,7, 8 _____
Student polyclinic
A. Moldagulova str. 29A (Nur hotel) _____
Military registration department
A. Moldagulova str. 29D _____
_____
Security service of KazATU
Victory avenue, 62, Main building, 1st floor _____
Accounting _____
62 Victory Ave., Main building, 3rd floor _____
Department _____
Director of the Department of Educational Work
62 Victory ave., Main building, 2nd floor, room 1232 _____
SSC specialist
A. Moldagulova str. 29D _____

Appendix III-1

(required)

F. 02.2040 - 43

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NPJSC S. Seifullin Kazakh AgrotechnicalUniversity "
Faculty _____
CodeandnameofEP _____
_____
intramural-distance learning

TERMINATION CHECKLIST

FULL NAME _____ __

Library (Reading Room)
62 Victory Ave., Main building, 1st floor
_____
Scientific literature subscription
62 Victory avenue, Main building, 1st floor
_____

Subscription of educational literature
I. Altynsarin str, 2 (biocorpus)
_____

Specialized reading room
for faculties: agronomy, veterinary and land management
_____
Accounting _____
62 Victory Ave., Main building, 3rd floor _____

Department _____

SSC specialist
A. Moldagulova str. 29D _____

Appendix SH-1

(required)

F.02.2040 - 44

Sample

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REFERENCE

Given _____

(surname, name, patronymic (if any) of the student, indicating the date of birth)

for the presentation of the place of the requirement that he (she) was actually enrolled in the NPJSC " S. Seifullin Kazakh Agrotechnical University" on the first year of the _____ department of educational

/ form of study /

_____ _____ faculty programs

/ code and name of EP / / name of faculty /

on order №. _____ of _____ year and was expelled (a) on order №.

_____ of _____ in connection with _____.

/cause/

The certificate is valid until "____" _____ 20___.

Appendix SH-2

(required)

F.02.2040 - 45

Sample

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REFERENCE

Given _____

(surname, name, patronymic (if any) of the student, indicating the date of birth)

for the presentation of the place of the requirement that he (she) was actually enrolled in the NPJSC " S. Seifullin Kazakh Agrotechnical University " on the first course _____ department of specialty

/ form of study /

_____ _____ faculty

/ code and name of the specialty / / name of the faculty /

on order № _____ of _____ on a _____ basis and was expelled (a) on order № _____ of _____ year from the first semester of the first year.

The student _____ did not take exams.

(surname and initials of the student)

The certificate is valid until "____" _____ 20___.

Director of SSC

SSC specialist

"__" _____ 20 __

Appendix -SH3

(required)

F.02.2040 - 46

Sample

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REFERENCE

Given _____

(surname, name, patronymic (if any) of the student, indicating the date of birth)

to present a place with the requirement that he (she) is really a student of the NPJSC "S. Seifullin Kazakh Agro Technical University" _____ course _____ department

/ form of study /

_____ faculty of educational program ____ / name of faculty /

_____. Trained on a _____ basis.

/ code and name of EP /

According to the state compulsory education standard, the term of study for the specified educational program is ____ year / years.

The certificate is valid until "____" _____ 20___.

SSC specialist

"__" _____ 20 __

Appendix SH-4

(required)

F.02.2040 - 47

Sample

REFERENCE

Given _____,

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(surname, name, patronymic (if any) of the student, indicating the date of birth)

studying at the NPJSC " S. Seifullin Kazakh Agro-Technical University " _____ course

_____ faculty

/ name of faculty /

on educational program _____

/ code and name of EP /

to present a place with a requirement that he (she) actually lives in the hostel №. _____ at the address

_____

_____

The certificate is valid until "____" _____ 20___.

SSC specialist

"__" _____ 20 __

Appendix -SH5

(required)

F.02.2040 - 48

Sample

REFERENCE

Given _____

(surname, name, patronymic (if any) of the student, indicating the date of birth)

Unauthorized copying of the document is prohibited

for the presentation of the place of the requirement that he (she) was actually enrolled in the NPJSC " S. Seifullin Kazakh Agrotechnical University" on the first year of the _____ department of educational

/ form of study /

_____ _____ faculty programs

/ code and name of EP / / name of faculty /

on order №. _____ of _____ on a _____ basis and was expelled on order №. _____ of _____ in connection with graduation from the university. Issued a diploma of higher / postgraduate education Series _____ №. _____ educational program

_____

/ code and name of EP /

with the assignment of a degree of _____.

The certificate is valid until "____" _____ 20___.

SSC specialist

"__" _____ 20 __

Appendix Y-1

(required)

F.02.2040–49

Sample journal of registration students' application

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№	Date	Full name	Course	Code and name of the EP	Applicationtype	Student'ssignature
3/18-						

Appendix -YU2

(required)

F.02.2040 -50

Sample journal for issuing students' documents

№	FULL NAME of student	Course	Code and name of the EP	Listofthe documents	Issuedto	Dateofissue	Student'ssignature

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1	2	3	4	5	6	7	8
D/18-							

AppendixYU-3

(required)

F.02.2040-51

Sample of Issuing JournalTranscript

№	FULL NAME of student	Course	Code and name of the EP	GPA	Requirement place	Dateofissue	Student'ssignature
1	2	3	4	5	6	7	8

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T/18-							

Appendix -YU4

(required)

F.02.2040-52

Sample journal for issuing certificates

№	Reference form	FULL NAME of student	Course	Code and name of the EP	Requirement place	Dateofissue	Student'ssignature
1	2	3	4	5	6	7	8
C/18-							

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Appendix -YU5

(required)

F.02.2040-53

Sample journal for issuing diplomas

Registration numb	Seriesand DiplomaNo.	Dateofissue	FULL NAME graduated	Name EP	Awardeddegree / qualification	date and number protocol SEC	Signature person who received diploma

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er							
1	2	3	4	5	6	7	9

Appendix AE

(required)

F.1.01-01

Approvallist

Position	Full name	Date	Signature
RQM			

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Deputy Chairman of the Management Board for Finance and Infrastructure Development			
Director of DAM			
Director ofPDMD			
Director SSC			
Head of the legal department			
Head of the quality service			

Appendix JU

(required)F.1.01-02

Reference list

Position	Full name	Date	Signature

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Appendix JA

Changeregistration checklist

(required)

F.1.01-03

Sheetnumbers	Notification	Full name of the per-	Signature	date

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modified	replaced	new	canceled	number, on the basis of which the change was made	son contributed changes	person who con-tributed changes	making changes
1	2	3	4	5	6	7	8
16	-	-	-	Memo from 16.02.2021	M.Zhagalbayeva		16.02.2021
11-16	-	-	-	Judgment of procedural board from 26.02.2021	J. Mukhamejanova		17.03.2021

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