

APPROVED

By Chairman of the Board
“S. Seifullin KATU”
order dated 02.03.2022 № 87-N

QUALITY MANAGEMENT SYSTEM


REGULATION

**ON THE PROCEDURE of EXPULSION, TRANSFER,
RE-ENROLMENT and GRANTING LEAVE of ABSENCE to STUDENTS
in S. SEIFULLIN KATU**

PPSSS QMS 02.2040 - 2022

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<p>Quality Management System Regulation on the procedure of expulsion, transfer, re-enrolment and granting leave of absence to students in S. Seifullin KATU</p>	 <p>SEIFULLIN UNIVERSITY</p>	<p>JSC «S.SEIFULLIN KAZAKH AGRO TECHNICAL UNIVERSITY»</p>
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Foreword

1 DEVELOPED AND IMPLEMENTED by work team jointly with quality service

2 APPROVED AND IMPEMENTED by Chairman of the Board

order dated 02.03.2022. № 87-N

(officer, approving the document)

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**4 DATE OF FIRST CHECK
INSPECTION FREQUENCY**


**2027
5 years**

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1 Application area

This present regulation establishes the requirements for the procedure of expulsion, transfer, restoration and academic leave of absence to students in NC JSC S. Seifullin Kazakh Agrotechnical University (hereinafter - S. Seifullin KATU).

These present regulations are applied by the S. Seifullin KATU units who are responsible for the educational process (Department on Academic Affairs, Deans' offices of faculties, Departments) and enter the documentation of the quality management system.

2 Normative references

In present regulation to the following normative documents are used:

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

Order of the Ministry of Education and Science of the Republic of Kazakhstan "On Approval of State Compulsory Education Standards at All Levels of Education" dated July 20, 2022 №2.

Order of the Ministry of Education and Science "On Approval of the Standard Rules for the Activities of Educational Organisations of Appropriate Types" dated October 31, 2018 № 595.

Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018 №600 "On the Approval of the Model Rules for Admission to Training in Educational Organizations that implement educational programs of higher and postgraduate Education"

Order of the Minister of Education and Science of the Republic of Kazakhstan dated June 8 2020 № 237.

Order of the Ministry of Education and Science of the Republic of Kazakhstan "On Approval of the Classifier of areas of training with higher and postgraduate education" dated October 13, 2018 № 569.

Decree of the Government of the Republic of Kazakhstan On Approval of the Rules for Awarding Educational Grants for Higher or Postgraduate Education with a Bachelor's or Master's Degree dated January 23, 2008 №58.

Order "On approval of the Rules for organizing the educational process on credit technology of education" dated April 20, 2011 № 152.

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, 2019 № 500.

Charter of the NC JSC “S. Seifullin Kazakh Agro-Technical University”

Academic policy of NC JSC “S. Seifullin KATU”.

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 present regulation, the terms and definitions are applied in accordance with
the State Compulsory Education Standard of the corresponding education levels and
IS ISO 9000: 2005.

4 Designations and abbreviations

S. Seifullin KATU – “S. Seifullin Kazakh Agrotechnical University”;

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

DAA – Department of Academic Affairs;

PDMD – Personnel and Document Management Department;

MSHE RK-Ministry of Science and Higher Education 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;

EP – Educational Program

IEP – Individual Educational Plan;

HEI – higher education institution;
DET – distance educational technologies;
AIS - automated information system;
VE - technical and vocational education;
UNT - unified national testing;
CT - complex testing;
EDS - electronic digital signature;
SPA - student's personal account.

5 Responsibility 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 the Department of Academic Affairs (further DAA) and General Manager of the DAA and for execution, approval and implementation is on quality service (further QS).

5.3 The Director of DAA shall be responsible for the implementation and management of the processes specified in this regulation.

5.4 Project POETRAGLAS should be cleared by Quality Management Representative (hereinafter QMR), the Vice-Chairman of the Management Board for Corporate Finance, the Director of the DAA, the Director of the of Administration Department, General Manager of the DAA (hereinafter SSC) head of Legal Affairs and head of quality service (hereinafter QS), who are referenced at in the “Approvals Page” (Appendix Ae).

5.5 The Department of Academic Affairs submits the draft POETRAGLAS for registration to the Academic Council of the higher education institution, then to the QS, that draws up the original one, collects the necessary signatures.


5.6 QS 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.

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5.8.2 The Vice-Chairman of the Board of Academic Affairs-Rector is responsible:

- planning and monitoring the implementation of the management of this regulation.

5.8.3. The Director of DAA shall be responsible for:

- development of the requirements of this regulation;
- 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.

6 Rules and procedure of transfer, expulsion and re-enrolment to/from S. Seifullin KATU


6.1 The procedure of expulsion of students

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

- at his or her own request;
- for academic failure;
- for violating the principles of academic honesty;
- for violation of the Internal Regulations and the Charter of the University (including for breach of academic discipline and failure to leave after the end of the academic leave period);
- for violating the terms of the education service contract, including for failing to pay the tuition fee;
- as a conditional enrollee who has not passed the Unified National Testing (hereinafter "UNT");
- in case of death of the student.

6.1.2 A student shall be expelled at his or her own request during the academic year on the basis of an application submitted to the Vice-Chairman of the Board of Academic Affairs-Rector in accordance with Appendix A-1 to the present Statutes. 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 application submitted by the student to the Centre for Student Services (hereinafter CSC) as well as the draft of the expulsion order shall be approved through the University's automated document flow by the Head Manager of DAA (CSC), Dean of Faculty, Accounting Office, Deputy Chairman of the Board of Directors for Corporate Affairs, Director of DAA and approved by the Deputy Chairman of the

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Board of Directors for Academic Affairs-Rector.

A fee-paying student must pay the full tuition fee for the period up to the date of application before applying for expulsion.

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

The deadline for provision of the service is 3 working days from receipt of the student's application and issuance of the order.

A map of the process - expulsion of a student at his or her own request is given in Appendix A.

6.1.3 Expulsion for academic failure shall take place in cases of academic failure:

- the student has academic arrears, has not applied for a summer term/repeat course of study and does not have a transferable GPA for the next course. The Educational Programme Advisor (hereinafter EP) submits a list of such students to the Academic Quality Board of the Faculty after the end of the summer term.


The dean sends a memo addressed to the Deputy Chairman of the Management Board for Academic Activities-the Rector, together with the decision of the meeting of the Academic Quality Council at the faculty (protocol), to the General Manager of DAA (SSC) for familiarization through the automated document flow of the university for the preparation of a draft order for expulsion, indicating the reason for the expulsion of the student, via the university's automated document management system. The last date for submission is 31st August;

- a final-year student has not fulfilled the requirements of the work plan and the individual study plan, has academic debts.

The dean sends a memo addressed to the Deputy Chairman of the Management Board for Academic Activities-the Rector, together with the decision of the meeting of the Academic Quality Council at the faculty (protocol), is sent by the Dean to the General Manager of DAA (SSC) for familiarization through the automated document flow of the university for the preparation of a draft order for expulsion, indicating the reason for expelling the student. The deadline for submission is before the start of the final assessment of the educational programme;

- the student fails to appear for the final certification or receives an "unsatisfactory" grade in the final certification. The EP supervisor submits a list of such students to the Academic Quality Board of the Faculty after the final attestation of the educational programme.

The Dean sends the memo to the Vice-Chairman of the Board of Academic Affairs-Rector together with the decision of the Council for Academic Quality of the

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Faculty (minutes) through the university's automated document management system to the General Manager of DAA (SSC) for registration of the draft order for deduction, indicating the reason for expulsion of the student with the wording "failed to meet the requirements of the educational programme: did not defend the thesis (project) or master thesis (project)" or "did not meet the requirements of the educational programme: did not pass the examinations for a master thesis (project)". The deadline is until 1 July;

The Head of Department and the Advisor of EP is supervise and be responsible for the students' mastery of the educational programmes.

A map of the process - expulsion of a student for academic failure is given in Appendix B.

A sample memo from the Dean of the Faculty can be found in Appendix B-1.

6.1.4 Expulsion for violations of the principles of academic integrity shall be carried out in accordance with CAIPEP of QMS 02.2059-2019 "Code of Academic Integrity of Participants in the Educational Process". In case of violations of this Code, representatives of the Department of Academic Affairs, together with the Dean, or the examination commission, draw up an act on the violation of the Code, which transmits it to the disciplinary commission.


A memo to the Vice-Chairman of the Board of Academic Affairs-Rector, together with **the decision** of the disciplinary commission, is sent by the Dean of a Faculty through the university's automated document management system to the General Manager of DAA (SSC) for registration of the draft order for deduction, indicating the reason for expelling the student.

A process map - expulsion of a student for violation of the principles of academic integrity is given in Appendix B.

A sample memo from the Dean of the Faculty can be found in Appendix B-1.

6.1.5 The grounds for expulsion for violation of the Internal Regulations and the Charter of the University (including for breach of academic discipline and non-attendance after the end of the academic leave of absence) are as follows:

- facts of gross violation of public discipline or offences in accordance with the Internal Regulations and Statutes of the university;
- the student fails to return from study leave for more than one month after the end of the leave without an excuse reason;
- loss of contact with the university (the student has not been in contact with the dean's office for more than a month);
- a student, who has not undergone the procedure of recognition of documents on previous education (nostrification) after admission to the 1st course of persons

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within the 1st (first) academic period (clause 40 of the Standard rules of admission to education organisations implementing educational program of higher and postgraduate education No. 600 of 31.10.2018).

A memo to the Vice-Chairman of the Board of Academic Affairs-Rector together with the decision of the meeting of the Council for Academic Quality in the Faculty (minutes) shall be sent by the Dean through the universities automated document management system to the General Manager of DAA for registration of the draft order for deduction, indicating the reason for expulsion of the student.

A process map - expulsion of a student for violation of the Internal Regulations and Statutes of the universities (including for breach of academic discipline and failure to leave after the end of the academic leave of absence) is given in Appendix C

A sample memo from the Dean of the Faculty can be found in Appendix B-1.

6.1.6 Expulsion for violation of the terms and conditions of the agreement on the provision of educational services, including non-payment of tuition fees (for students on a paid contractual basis) is based on a memorandum from the Dean of the Faculty.

On the basis of the weekly information on the tuition fee arrears provided by the Accounting and Analysis Department, the SSC notifies the Dean of a Faculty about the tuition fee arrears. The Dean of a Faculty/Deputy Dean of Education work shall inform the students on a fee-paying contractual basis of the need to pay the tuition fee on a weekly basis.

In case of non-payment of tuition fees in due time, due to non occurrence of accounts receivable, the Dean of the Faculty sends a memo to the Deputy Chairman of the Board of Academic Affairs-Rector via the universities automated document flow for approval by the DAA Director and approval by the Deputy Chairman of the Board of Academic Affairs-Rector. After the approval, the memo shall be sent to the General Manager of DAA (SSC) for drafting the expulsion order.

A process map - expulsion of a trainee for non-fulfilment of the terms of the agreement is provided in Appendix E.

6.1.7 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 students 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;
- 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 Vice-Chairman of the Board of Academic Affairs-Rector, drawn up in accordance with Appendix D-1 to these Regulations, the provision of supporting documents that the student belongs to the above categories.

The application with supporting documents and the draft instalment order are signed by the General Manager of DAA (SSC), Dean of the Faculty, Accounting Department, Deputy Chairman of the Board on Corporate Affairs, Director of DAA and approved by the Deputy Chairman of the Board on Academic Affairs-Rector through the universities automated document flow. A payment schedule annex indicating the amount and date of payment is attached to the draft order.


The SSC sends a copy of the instalment payment order and the payment schedule to the e-mail address indicated in the application or to the student's personal account in the AIS Platonus, or gives it to the student by hand.

The deadline for provision of the service is 3 working days from receipt of the student's application and issuance of the order.

6.1.8 The Dean of Students controls the payment of the tuition fee.

6.1.9 Expulsion with the wording "as conditionally admitted, did not pass the UNT" is applied to students conditionally admitted for the 1st course, who did not score the UNT passing score and did not apply to the SSC for exclusion of their own free will. The Adviser of EP supervises this category of students and submits their UNT certificate to the SSC in time for an expulsion order to be made on the basis of the UNT certificate. The draft order with the wording "expel as conditionally enrolled who did not pass the UNT" shall be approved through the automated workflow of the universities by the General Manager of DAA (SS), Dean of the Faculty, Accounting Department, Deputy Chairman of the Management Board on Corporate Affairs, Director of DAA and is approved by the Deputy Chairman of the Management Board on Academic Affairs-Rector.

6.1.10 The expulsion in case of the death of a student is carried out on the basis of a memo from the Dean of the Faculty and the death certificate of the student. A draft order with the wording "expulsion due to death" shall be approved through the high educational institutes automated document flow by the General Manager of

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DAA (SSC), Dean of the Faculty, Accounting Department, Deputy Chairman of the Board of Directors for Corporate Affairs, Director of DAA and approved by the Deputy Chairman of the Board of Directors for Academic Affairs-Rector.

6.1.11 It is not permitted to expel a student during illness (with proof of health status), academic leave (due to illness; parental leave; military service).

6.1.12 Before to issuing an expulsion order for reasons listed in 6.1.3, 6.1.4, 6.1.5, 6.1.6 and 6.1.9, the Dean of a faculty/Deputy Dean for educational work notifies the student and parents of an underage student of the impending expulsion.

6.1.13 The date of termination of the student's education contract is the date stated in the expulsion order.

6.1.14 A certificate of previous education (certificate with appendices/diploma with appendices etc.) is issued to a withdrawing student after he/she has submitted a complete bypass sheet to the SSC. A transcript indicating the courses (credits) mastered and their grades will be issued to the student.

6.1.15 Upon an approved order, the SSC sends down the student from the university's electronic database within one day (except item 6.1.6).

6.1.16 Information on expelled students is stored in the university's electronic database.


6.2 Requirements for transfer/reinstatement of students

6.2.1 Students are transferred/reinstated to a higher education institution regardless of the terms and reasons for expulsion in the order established by the norms of the Standard Rules of Activity of Educational Organizations and Academic Policy in S. Seifullin KATU.

The transfer or restoration of students is carried out at a university that has a license and (or) an appendix to the license to engage in educational activities, as well as having international specialized accreditation of national and (or) 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) for areas of education.

Acceptance of a student's application for transfer / reinstatement from another university is carried out in the SSC until August 20 during the summer holidays and 5 days before the beginning of the academic period during the winter holidays.

When transferring/restoring, the occupancy rate of academic groups according to educational programs is taken into account. If the occupancy rate exceeds 30 people, transfer / restoration is not allowed.

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Students are transferred / restored to the university regardless of the terms and reasons for expulsion in accordance with the established norms of the Standard Rules of Activity of educational organizations and Academic Policy at the S.Seifullin KATU.

The transfer or restoration of students is carried out at a university that has a license and (or) an appendix to the license to engage in educational activities, as well as having international specialized accreditation of national and (or) 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) for areas of education.

Acceptance of the student's application for transfer is carried out in the PSC from the 1st to the 25th day of the month during the winter and summer holidays.


When transferring/restoring, the occupancy rate of academic groups according to educational programs is taken into account. If the occupancy rate exceeds 30 people, transfer / restoration is not allowed.

In the event of a decision by the authorized body to suspend, revoke and revoke the license and (or) the appendix to the license to engage in educational activities, voluntary termination of the license and (or) the appendix to the license to engage in educational activities or the liquidation of the university, suspension, revocation or expiration of accreditation, the transfer and restoration of students to this university is not carried out. The student of this university is transferred to other universities to continue his studies during the current semester from the date of the decision of the authorized body on the suspension, revocation and revocation of the license and (or) the appendix to the license.

In case of voluntary termination of the license and (or) the appendix to the license to engage in educational activities or the liquidation of the university, the student of this university is transferred to other universities to continue his studies during the current semester from the date of the voluntary return of the university on the termination of the license and (or) the appendix to the license or the liquidation of the university.

In case of suspension, revocation or expiration of the accreditation period, the student of this university is transferred to other universities to continue his studies within one month from the date of the decision on suspension, revocation or expiration of the accreditation period.

6.2.2 University students are transferred/reinstated after expulsion if they have fully completed the first academic period of the programme they are studying according to their individual educational plan (further IEP).

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When transferring/restoring to another educational program, the threshold score in the UNT certificate must correspond to the established threshold score for the year of enrollment of this educational program.

6.2.3 The transfer/reinstatement of students takes place during winter and summer holidays. In exceptional cases, taking into account the university's trimester after the second trimester during holidays, transfer/reinstatement of students from foreign higher education institutions is allowed.

6.2.4 Reinstatement is only for fee-based studies for the relevant course.

6.2.5 A fee-paying student who is expelled during the current academic period for non-payment of tuition fees, if this debt is repaid, is reinstated within four weeks from the date of the expulsion order.

6.2.6 A graduate student who was expelled for an assessment of "unsatisfactory" on the final attestation, no later than a month before the start of the final attestation in the next academic year or in subsequent ones writes an application addressed to the head of the university for admission to the re-final attestation. Admission to the re-final certification is issued by the order of the rector. The repeated final attestation of the student is carried out only according to those forms according to which he received an unsatisfactory assessment in the previous final attestation.

A graduate student who has been expelled as having failed to attend the final attestation, no later than a month before the start of the final attestation in the next academic year or in subsequent ones writes an application addressed to the head of the university for admission to the re-final attestation.

At the same time, according to the Law on Education, article 67, paragraph 2, in case of renewal of the license to engage in educational activities and (or) appendices to the license issued for educational programs of higher and (or) postgraduate education, in connection with the change in the name of the subspecies of activity of the organization of higher and (or) postgraduate education, the right to issue a document on education in the specialty persons enrolled in them before January 1, 2019, but at the same time it is necessary to take into account the main criteria for completion of training: according to bachelor's degree programs, the student must master at least 240 academic credits for the entire period of study, including all types of student's educational activities, in the field of Veterinary Medicine, as well as educational programs in the field of architecture and design, the main criterion for completion of training is the student's mastering at least 300 academic credits; according to master's degree programs, the student must master:

1) at least 120 academic credits in the scientific and pedagogical master's degree for the entire period of study, including all types of educational and scientific activities of the undergraduate;

2) in the profile master's program, 60 academic credits with a period of 1 year and 90 academic credits with a period of 1.5 years;

for the preparation of Doctors of Philosophy (PhD) (doctors by profile) is the development of a doctoral student of at least 180 academic credits, including all types of educational and scientific activities.

Students of the final year, who were expelled before the final certification for academic debts, are restored in the next academic year or in the following summer or winter holidays.

6.2.7 When transferring/reinstating students on the basis of technical and vocational education (further-TVE), the correspondence of EP according to the List of related educational programs and the Classifier of professions and specialties of technical and vocational, post-secondary education is checked.

6.2.8 When transferring/reinstating students with a shortened period of study on the basis of TVE or post-secondary or higher education, the prerequisites they have completed at the previous level of education shall be taken into account.

6.2.9 It is allowed to transfer / restore students in reduced educational programs to full-term educational programs that have UNT certificates with specialized subjects and with a score not lower than the established threshold score for the year of enrollment according to the Standard Admission Rules.

6.2.10 The transfer of a student from groups of educational programs of higher education requiring creative training to other groups of educational programs is carried out in the presence of a certificate of unified national testing with a score not lower than the established threshold score according to the Standard Rules for admission to training in educational organizations implementing educational programs of higher and postgraduate education, approved by the Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018 No. 600 (registered in the Register of State Registration of Regulatory Legal Acts No. 17650).

Transfer of students to creative educational programs is allowed to students who have the results of the creative exam and the UNT certificate with specialized subjects and with a score not lower than the established threshold score for the year of enrollment according to the Standard Admission Rules.

6.2.11 Transfer/reinstatement of students from foreign higher education institutions is carried out in the educational program of higher education institutions,

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in which the state educational order is placed for the appropriate level of education, field of education and year of admission and (or) having international specialized accreditation of foreign accreditation bodies, included in the registers and (or) associations of accreditation bodies of member states of the Organization for Economic SSCperation and Development (OECD) in the field of education.

6.2.12 Trainees called up for military service in the Armed Forces of the Republic of Kazakhstan during the period of study shall be reinstated to the appropriate course of study. At the same time, the Enquirer shall determine the list of prerequisites to be passed in the current academic year.

6.2.13 In the case of transfer/reinstatement, the achieved learning outcomes and positive grades of the student are recognized with the transfer of academic credits from one educational programme to another, from one education provider to another education provider.

6.2.14 In the case of transfer/reinstatement of students, an appropriate departmental commission is set up by a higher education institution for the purpose of transferring/reinstating the results of their studies.

6.2.15 When transferring/reinstating the student, the Advisor/Chapter Committee takes into account the orientation and profile of the study programs, the academic achievements of the student as well as the cases of academic honesty of the student.

In case of a mismatch in the Educational Program profile, the Advisor/Chapter Committee establishes the prerequisites for study based on the list of subjects studied, their programs and the volume in academic hours or credits as reflected in the student's transcript.

6.2.16 Achieved learning outcomes and positive grades achieved by a student at previous levels of study and in other formal education organizations are recognized with the recognition of academic credits (QMS 02.2065-2020 "Recognition of learning outcomes from previous levels of formal education and retakes of subjects previously studied"). Re-assessment of learning outcomes is carried out in accordance with the curriculum:

- In the case of transfer/reinstatement to an identical study programme, all courses on the transcript must be retaken with the same title and volume, regardless of the difference in the title of the course;

- for the compulsory component disciplines: the identity of the title of the discipline and the credits mastered; in case of a discrepancy in the title, the decision on transfer is made by the departmental committee on the basis of the achieved learning outcomes;

- the credit transfer does not take into account which component of the course was taken at the previous educational institution;

- In the case of transfer/reinstatement to another educational programme, the subjects mastered by the student are also subject to re-crediting: re-crediting of subjects with the same title (or the same content) is at the discretion of the departmental committee;

- transfer / restoration is possible to the same course if the number of credits studied by students in another educational organization coincides with the number of credits (taking into account the identified difference) of this course and with a GPA score not lower than the established transfer for this course.

The revealed academic difference in disciplines is eliminated in the academic period of the summer semester.

The academic difference in the disciplines of the work plan, not eliminated within the established deadlines, is further taken into account as academic debt;

- The absence of one of the prerequisite disciplines in the program of study is not a reason to reduce the course of study if the student has already mastered the post-requisite disciplines (according to the submitted transcript) and there is a sufficient number of academic credits in the basic and major cycles;

- credits mastered by the student in the theoretical part of the educational program with the non-theoretical part of the curriculum (credits for academic, pedagogical, industrial and other types of practices; for physical education; final attestation); final attestation) are not subject to re-crediting;

- in the case of re-credits, the difference in the forms of final examination is not taken into account. 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 corresponds 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 office of the registrar (hereinafter “OR”) for assigning marks to the student’s transcript;

- In the case of transfer/reinstatement of a student who has been expelled with an expiry date, the courses are re-credited on the basis of a decision of a committee,

whose main task is the level of professional competence acquired as a result of the completed studies. Accordingly, the competence-based approach determines the necessary knowledge, skills and experience to determine the educational trajectory and subsequent learning outcomes of the chosen program;

The re-instatement of students expelled from a higher education institution for disciplinary offences shall be considered at a meeting of the departmental re-credit commission with the participation of the disciplinary commission.

6.2.17 All the academic credits and learning outcomes achieved by the students in formal and non-formal education are accumulated over a lifetime.

6.2.18 In cases of non-formal education, including microqualifications, nano-credits and advanced degrees:

- documents confirming the results of training are a certificate of completion of training or a certificate of completion of training indicating the volume of the course completed;

- a student who has submitted an application for recognition of learning outcomes obtained as a result of non-formal education, including microqualifications, nano-credits and accretive degrees, provides the following documents for consideration by the Cathedral commission on transfer before the beginning of the academic period in which it is planned to study the discipline of transfer: an application in any form for recognition of learning outcomes obtained through informal training, including microqualifications, nano-credits and advanced degrees; a copy of the identity card; a document confirming the results of training;

- the cathedral commission checks the availability of documents and conducts an interview to determine the level of knowledge, skills and abilities available to the student. Based on the results of the interview, the cathedral commission decides on the recognition of the results of training or on refusal within 3 working days;

- the decision of the cathedral commission is made by a majority vote of the total number of participants in the commission meeting.

6.2.19 Transfer/reinstatement of a student from another university shall be executed in according to the following procedure:

a student shall apply to the centre for student services with an application addressed to the Vice-Chairman of the Board of Academic Affairs-Rector, drawn up in accordance with Appendix F-1/Appendix G-1 to these Regulations. The application shall be accompanied by a set of documents:

- a certificate of an educational grant holder (if any);
- certificate about passing of single national testing or complex testing (for bachelor);

- a university license to conduct educational activities for this EP;
- original transcript;
- the original application addressed to the head of the university where he/she studied (with the head's signature and stamp).

When transferring/reinstating a student from a foreign educational institution, the following documents shall be provided:


- a document on mastered educational programmes (academic transcript or transcript);
- extract from the transfer order from course to course;
- a document on the completion of the previous level of education, which undergoes the procedure of nostrification in the Republic of Kazakhstan in the order established by the Rules of recognition and nostrification of documents on education;
- The results of entrance examinations for admission to foreign educational organizations
- a copy of university's license of international specialized accreditation of foreign accreditation bodies, included in registers and (or) associations of accreditation bodies of member states of the Organization for Economic SSCoperation and Development (OECD) in the field of education.

A map of the process - transfer/reinstatement of a student (from a foreign higher education institution to S. Seifullin KATU) is given in Appendix G.

The Student Services Centre (SSC) sends the application and the package of documents to the Head of Department (Enquirer) through the university's automated document management system to determine the difference/re-credit of the disciplines in the curriculum. The time for calculating the difference is 3 working days.

The academic difference, indicating the name of the disciplines, the number of credits, the period of their completion (academic period or summer semester) and the course of study (group of studies), the adviser / head of the department prescribes in a memo addressed to the dean of the faculty. In the event that there is a decision of the cathedral commission on the transfer of disciplines, then the protocol of the cathedral commission is attached to the memo. These documents, after approval by the dean of the faculty, are transmitted for familiarization through the automated document flow of the university to the chief manager of the DAA (SSC) for the design of the draft order of transfer / restoration.

Once the disciplinary differences have been established, the Student Services Centre (SSC) informs the applicant of the disciplinary differences and of the deadlines, the same day the applicant must provide a receipt for the payment and conclude an agreement between the applicant and the university.

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The student completes a personal card in the university's electronic system with the help of the SSC manager.

The Student Services Centre (SSC) prepares a draft order for the transfer/reinstatement of the student, indicating the date of the student's application, upon submission of the receipt of payment.

The document package, scanned application and payment receipt, as well as the draft order on transfer/reinstatement of the student shall be approved through the automated workflow of the higher education institution by the General Manager of DAA (SSC), Dean of Faculty, Accounting Office, Deputy Chairman of the Management Board for Corporate Affairs, Director of DAA and approved by the Deputy Chairman of the Management Board for Academic Affairs-Rector.

After approval on the 5th working day, the SSC registers the transfer/reinstatement order of the student both in the university's automated document management system and in AIS Platonus.

A map of the process - recovery can be found in Appendix G.

A map of the process - transfer of a student (from another higher education institution to S.Seifullin KATU)/reinstatement is given in Appendix F.

6.2.20 The deadline for provision of the service is 5 working days from receipt of the student's application and issuance of the order.


6.2.21 Upon 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 was previously trained to send his personal file. A copy of the student's transfer enrollment order is attached to the request. It is allowed to receive a personal file directly from the student.

6.2.22 Within 3 working days from the date of the transfer/reinstatement order, the student, jointly with the educational adviser, generates his/her individual educational plan (hereinafter IEP) in AIS Platonus. The student will be monitored by the student's legal adviser.

6.2.23 Within 3 working days of the issuance of the transfer/reinstatement order, the registrar's office enters the re-credited courses into the AIS Platonus.

6.2.24 The EP Advisor is responsible for the timely submission of the established differences in the academic period/summer semester of students who have been transferred from other institutions of higher education/reinstated for further studies.

6.3 Requirements for transferring students to another institution of higher education

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6.3.1 Students of the university are transferred to another higher educational institution after their transfer to the next course.

6.3.2 A student's application for transfer is accepted at the SSC from the 1st to the 25th of the month during the winter and summer holidays. During the summer holidays, transfer to another university is allowed to the student only after the approval of the transfer order from course to course.

6.3.3 The reason for transferring the student to another university may be the student's own wish or reasons related to the objective impossibility to continue studies at the university (moving to a new place of residence, the need to change the educational program due to illness, etc.).

6.3.4 A student studying on an educational grant may transfer with the retention of the educational grant to another institution of higher education.

6.3.5 The procedure of transferring students to another institution of higher education shall executed as follows:

The student shall apply to the SSC with an application to the Vice-Chair of the Board of Academic Affairs-Rector, drawn up in accordance with Appendix H-1 to these Regulations. In the application, the student indicates the name of the receiving institution and the basis on which he or she is transferring (contractual basis or educational grant).

The SSC accepts the application, registers it and at the same time issues the bypass sheet. In the case of the distance educational technologies, the bypass sheet shall be signed online via the university's automated document management system.


The SSC issues the student with copies of the following documents: the certificate of passing the certificate of Unified National Test or complex test, the certificate of the holder of the educational grant (if it is such a person), extract from the order from course to course, the license of the university to carry out educational activities on the given EP.

The student's transcript shall be printed from the university's electronic system and signed by the DAA Principal Manager (SSC) and the Vice-Chairman of the Board of Academic Affairs-Rector. The transcript shall be embossed with a seal at the Administrative Department (hereinafter "AD").

The paper original of the student's application or the electronic application via AIS Platonus shall be approved by the Vice-Chairman of the Board of Academic Affairs-Rector.

The application is embossed with a seal at the Administrative Department.

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

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After receiving a written request from the other institution to transfer the student's file and a copy of the transcript of enrolment, the SSC prepares a draft order of expulsion with the wording "expelled due to transfer to (name of institution)". The date of termination of the student's education contract shall be the current date (during holiday time), unless the request from another university is received at a later date (in the academic year), the date of the beginning of the trimester shall be taken as the date of expulsion. Within three working days of the approval of the expulsion order, the SSC shall forward the student's file to another higher education institution.

A map of the process - transfer of a student from S. Seifullin KATU to another higher education institution is given in Appendix H.

An extract from the order shall be filed in the student's file when transferring to another university. The university retains the transcript and the inventory of the transferred documents. Information on the students expelled shall be kept in the electronic database of the university.

6.4 The procedure for transferring students at S. Seifullin KATU within a higher education institution

6.4.1 Transfer of students from one year of study to the other year of study

The transfer from course to course is carried out after the completion of the summer examination session on the basis of the student's achievement of an average academic performance score (GPA) not lower than the established transfer score for the last course of study.


Transfer from course to course of students who have a transferable score and at the same time have no arrears in disciplines is carried out within a month after the end of the summer examination session. The remaining students are transferred to the next course after the end of the summer semester until August 31.

The transfer GPA for students who have completed the 1st year must be at least 1.86; for students who have completed the 2nd year 2.0; for students who have completed the 3rd, 4th year 2.1.

The transferable GPA for postgraduate students in all EPs is 2.3.

The transferable GPA for doctoral students in all EPs is 2.5.

Students with a GPA lower than that of a transfer student, but with no outstanding courses, may be transferred to the next course. The dean of the faculty sends a list of such a category of students through a memo addressed to the Deputy Chairman of the Board for Academic Activities-the Rector through the automated document flow of the university to the chief manager of the Department for Academic Affairs (SSC) for the execution of the transfer order from course to course.

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A student on a state educational grant who has reached the set transfer point and has been promoted to the next course, if there are academic arrears, will eliminate them on a fee basis, while retaining the educational grant.

Students on a state educational grant may only transfer to a lower course of study on a fee-paying contractual basis.

The transfer of a student from one course to another shall be formalized by order of the Vice-Chairman of the Board of Academic Affairs-Rector.

A map of the process - transfer from course to course is given in Appendix I.

An extract from the order of transfer from year to year is filed in the learner's personal file.

The educational program advisor is responsible for supervising the learning of the educational program after the end of the course.

6.4.2 Transferring students from a fee-paying basis to a state educational order

Vacant educational grants, released in the process of obtaining higher and postgraduate education, are awarded on a competitive basis to students on a paid basis in groups of educational programs on the basis of the Rules of awarding educational grants for payment of higher or postgraduate education with the award of "bachelor" or "master" degree, [approved by the Government of the Republic of Kazakhstan from January 23, 2008 № 58.](#)


The competition is based on the results of a mid-term assessment based on the GPA of the entire period of study, with the issuance of a certificate of educational grant award.

The announcement of the open call is posted on the website <http://kazatu.edu.kz> under the tab "[Announcements](#)", indicating the number of vacant educational grants by training area and course.

In the case of the same GPA, preference shall be given to students with A, A- ("excellent") grades only, followed by grades from A, A- ("excellent") to B+, B, B-, C+ ("good"), then mixed grades for the whole period of study.

An application to the Vice-Chair of the Board of Academic Affairs-Rector, drawn up in accordance with Annex L-1 to these Regulations, shall be submitted by the learner to the SSC, requesting transfer to further study on a state educational grant.

The entire procedure for transferring to vacant educational grants is prescribed in the QMS 02.2027-2019 "Regulation on the procedure for awarding vacant educational grants released in the process of obtaining higher education".

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A map of the process - transfer of a learner to vacant educational grants is given in Appendix L.

6.4.3 Transferring students from one educational programs to another, from one language department to another

The transfer of students from one educational programs to another, from one language department to another shall be made on the student's application with the surrender of the academic discrepancy.

Acceptance of a student's application for transfer / reinstatement is carried out in the SSC until August 20 during the summer holidays and 5 days before the beginning of the academic academic period during the winter holidays. During the summer holidays, transfer within the university is allowed to the student only after the approval of the transfer order from course to course.

The main condition for transfer is the successful completion of the first academic period of the programme being studied according to the individual educational plan (hereinafter IEP).


If a student is transferred from one educational programme to another with an "F" grade in subjects (not of the first study period) not covered by the curriculum of the study programme to which he/she is transferring, it is not necessary to retake these subjects.

Transferring students from one group of an educational programme to another is only possible on a fee-paying basis.

A student on an educational grant who has an opinion from a medical advisory board that he or she is not allowed to study in the speciality as a result of a disease acquired during the period of study is transferred from one study programme to another available vacant place on the educational grant.

When a student transfers from one language department to another within the same educational program, there is no academic difference in the disciplines. The grant shall be retained if the student studies free of charge. When transferring from one educational program to another, the EP supervisor determines the list of prerequisites required to pass them in the academic period of the current academic year or in the summer semester. Re-assessment of learning outcomes is carried out in accordance with the curriculum (see para. 6.2.16).

The procedure for transfer from one educational program to another, from one language department to another is carry out as follows:

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The student shall apply to the SSC with an application to the Vice-Chairman of the Board of Academic Affairs-Rector, drawn up in accordance with Appendix M-1 to these Regulations. The original transcript shall be attached to the application.

The SSC sends the application and the transcript to the Head of Department (academic adviser) through the HEI's automated workflow to determine the disciplines difference/re-credit in the syllabus. The time for calculating the difference is 3 working days.

The adviser prescribes the academic difference with the name of the disciplines, the number of credits, the period of their completion (academic period or summer semester) and the course of study (group of studies) in a memo addressed to the dean of the faculty. In the event that there is a decision of the cathedral commission on the transfer of disciplines, then the protocol of the cathedral commission is attached to the memo. These documents, after approval by the dean of the faculty, are transmitted for familiarization through the automated document flow of the university to the chief manager of the DAA (SSC) for the execution of the draft transfer order.

Once the disciplinary differences have been established, the SSC informs the applicant of the disciplinary differences and of the deadlines, the same day the applicant must provide a receipt for the payment as well as renegotiate the contract between the applicant and the university.


The SSC prepares a draft transfer order for the student, indicating the date of the student's application, upon submission of the payment receipt.

The application and the scanned payment receipt, as well as the draft transfer order of the learner shall be approved via the HEI's automated document management system by the General Manager of DAA (SSC), Dean of Faculty, Accounting Office, Deputy Chairman of the Management Board for Corporate Affairs, Director of DAA and shall be approved by the Deputy Chairman of the Management Board for Academic Affairs-Rector.

After approval on the 5th working day, the SSC registers the transfer order of the student both in the university's automated document management system and in AIS Platonus. A process map - transferring students from one educational programme to another, from one language department to another within a higher education institution is shown in Appendix M.

The deadline for provision of the service is 5 working days from receipt of the student's application and issuance of the order.

Within 3 working days from the date of the transfer order, the student, together with his or her academic adviser, generates his or her IEP in AIS Platonus. The student will be monitored by the student's supervisor.

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The academic advisor is responsible for monitoring the timeliness of the submission of the established differences in the academic period/summer semester of the students who have been transferred to educational program (EP).

6.4.4 Transfer of "conditionally enrolled students for 1st course" to the number of students.

Students who have not received a passing score upon admission to a university (conditionally enrolled in 1st course) take the UNT, the terms of which are set by the Ministry of Education and Science of the Republic of Kazakhstan (during the academic year, it is possible to pass the UNT several times).

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

After successfully passing the UNT, the student submits to the SSC an application addressed to the Deputy Chairman of the Board for Academic Activities-Rector, drawn up in accordance with Appendix N-1 to these Regulations with a request to be accepted as a student.

The SSC accepts and registers the application and, based on the UNT result, 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 date of the application.

The scanned application and the draft order for the transfer to the number of 1st year students are endorsed through the automated document flow of the university by the chief manager of DAA (SSC), the dean of the faculty, the accounting department, the deputy chairman of the Board for corporate issues, the director of DAA and are approved by the Deputy Chairman of the Board for Academic Activities-Rector.

After approval for the 3rd working day, the SSC registers the order for the transfer of the student, both in the automated document flow of the university and in the AIS "Platonus".

If the student has not scored a passing score on the UNT, then contacting the center, he writes an application for expulsion of his own free will. At the same time, the SSC issues him a bypass sheet.

On the basis of the student's application, an order for expulsion is issued within 3 working days, which is registered both in the automated document flow of the university and in the AIS "Platonus".

If the student has not applied for expulsion, then the adviser submits to the dean's office a list of such a category of students for expulsion. The dean of the faculty sends a memo addressed to the Deputy Chairman of the Board for Academic

Activities-Rector through the automated document flow of the university for approval to the Director of the DAA and approval by the Deputy Chairman of the Board for Academic Activities-Rector. After approval, the memo is sent for familiarization to the chief manager of DAA (SSC) for drawing up a draft order for expulsion with the wording “to deduct as a conditionally credited person who did not pass the UNT”.

Process map - translation of "conditionally admitted students for 1 year" is given in Appendix N.

Control over students who enrolled in conditional training in the bachelor's EP (provision of applications and UNT certificates to the SSC) is entrusted to the EP advisers.

6.5 Requirements for retraining trainees

6.5.1 Students with a low transferable score (GPA) with academic debts from previous semesters can stay for re-education.

6.5.2 A student who has not received a transfer score at the end of the academic year, taking into account the results of the summer semester, remains for a second course of study only on the basis of his application. The student submits an application to the SSC during the summer holidays until August 31.


6.5.3 Students on a state educational grant who have received the right to re-study due to a low transferable GPA are deprived of state educational grants. At the same time, an agreement for the provision of educational services for bachelors (undergraduates) with full reimbursement of costs is concluded between the student and the university.

6.5.4 *The content of the procedure for the re-training course of the student:*

The student applies to the SSC with an application addressed to the Deputy Chairman of the Board for Academic Activities-Rector, drawn up in accordance with Appendix O-1 to these Regulations. The original transcript is attached to the application.

The SSC, through the automated document flow of the university, sends an application to the head of the department (advisor) to determine the difference / transfer of disciplines according to the curriculum.

The adviser prescribes the list of academic disciplines required for re-education with an indication of the number of credits in a memo addressed to the dean of the faculty and transmits it to the chief manager of the Academic Affairs Department (SSC) for reviewing through the automated document flow of the university for the preparation of a draft order for a re-course of study within 3 working days. In the

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event that there is a decision of the cathedral commission on the transfer of disciplines, then the protocol of the cathedral commission is attached to the memo.

After establishing the difference in disciplines, the SSC informs the applicant about the differences in disciplines, on the same day the applicant must provide a receipt for payment, as well as renegotiate the contract between him and the university.

The SSC, after providing a receipt for payment, prepares a draft order for a second course of study, indicating the date of the student's application.

The scanned application and receipt of payment, as well as the draft order for the repeated course of study, are endorsed through the automated document flow of the university by the chief manager of DAA (SSC), the dean of the faculty, the accounting department, the deputy chairman of the Board for corporate affairs, the director of DAA and are approved by the deputy chairman of the Board for academic activity-Rector.

After approval on the 5th working day, the SSC registers the order, both in the automated document flow of the university and in the AIS "Platonus".

A map of the process for a second course of study is given in Appendix O.

6.5.5 The term for the provision of services from the receipt of the student's application and the release of the order is 5 working days.

6.5.6 Within 3 working days from the date of the order for a second course of study, the student, together with the adviser, forms his IEP in the AIS "Platonus". Control is carried out by an adviser.


6.5.7 Control over the development of EP by students after the end of the course is assigned to the EP adviser.

6.6 Requirements for the restoration of doctoral students to defend the final certification

6.6.1 A doctoral student who has mastered the full course of theoretical training of the educational program of doctoral studies, who has completed research and development (EIRD), but has not defended his doctoral dissertation, the results of training and academic credits are assigned and given the opportunity to defend his dissertation for two years after graduation on a free basis, and in subsequent years on a paid basis in the amount of at least 4 academic credits.

At the same time, after 3 years after graduation, the doctoral student is defended only after the re-approval of the scientific justification of the dissertation research (research proposal)) on a paid basis

6.6.2 Before submitting documents to the dissertation Council of the university, a doctoral student applies to the CSO with an application for reinstatement addressed

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to the Deputy Chairman of the Board for Academic Activities-the Rector, issued in accordance with Appendix Z-1/Z-1 to this Regulation.

The doctoral student provides an extract from the order on restoration to the dissertation council of the university.

6.6.3 After the award of the degree of Doctor of Philosophy (PhD) (doctor in profile) The Department of Science provides the following set of documents:

- a copy of the order on awarding a degree by the Committee for Quality Assurance in Education and Science of the Ministry of Science and Higher Education of the Republic of Kazakhstan (hereinafter-the Committee);
- a copy of the order on the restoration of the final attestation (if a doctoral student, studied at another university);
- title of the thesis topic in Kazakh, Russian and English;
- surname, first name and patronymic (if any) and scientific degree of scientific consultants and reviewers (strictly according to the identity document) (in two languages);
- data on the date and place of defense of the dissertation, including the number of the protocol of the dissertation council;
- a copy of the identity card (if a doctoral student, studied at another university);
- the original transcript (if a doctoral student, studied at another university).

6.6.4 Persons who have been awarded the degree of Doctor of Philosophy (PhD), Doctor of the profile by the order of the university, are issued diplomas of their own sample within a month from the date of publication of the order. The diploma supplement is issued to a doctoral student who studied at our university.


7 The procedure for granting academic leave to students of S.Seifullin KATU

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 Academic leave is granted to students on the basis of:

- conclusions of a medical advisory commission (hereinafter - VKK) at an outpatient clinic for a period of 6 to 12 months due to illness. The certificate must be approved by the student clinic of the university;
- certificates of conscription for military service;
- certificates of birth, adoption or adoption of a child before he reaches the age of three;

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7.4 The 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

7.5 Content of the procedure for granting academic leave to students:

The student submits an application addressed to the Deputy Chairman of the Board for Academic Activities-Rector, drawn up in accordance with Appendix P-1 to these Regulations, to the SSC. The student shall attach one of the following documents to the application: a certificate of the VKK on the state of health / a summons to the army / a child's birth certificate.

The SSC prepares a draft order with the wording "Grant an academic leave" indicating its start and end dates.

The application and the supporting document provided for in clause 6.6.4 in scanned form, as well as the draft order for the granting of academic leave are endorsed through the automated document flow of the university by the chief manager of DAA (SSC), dean of the faculty, accounting, deputy chairman of the Board for corporate issues, director of DAA and approved by the Deputy Chairman of the Board for Academic Affairs-Rector.

After approval for the 3rd working day, the SSC registers the order, both in the automated document flow of the university and in the AIS "Platonus".

A process map - granting an academic leave to a student is given in Appendix P.


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

After leaving the academic leave, the student submits an application addressed to the Deputy Chairman of the Board for Academic Activities-Rector, drawn up in accordance with Appendix R-1 to this Regulation and submits a certificate of health from the healthcare organization that observed the patient, with a conclusion about the possibility of continuing training for this EP - when the student is on academic leave due to illness / certificate of demobilization / birth certificate of the child.

The certificate must be endorsed by the student health center of the university. Applications will not be accepted without a student health center visa.

The SSC, through the automated document flow of the university, sends an application and documents to the head of the department (adviser) to determine the difference / transfer of disciplines according to the curriculum. The time for calculating the difference is 3 working days.

The academic difference, indicating the name of the disciplines, the number of credits, the period for their delivery (academic period or summer semester) and the

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training group, the adviser prescribes in a memo. In the event that there is a decision of the department commission on the transfer of disciplines, then the protocol of the department commission is also attached to the memo. These documents, after approval by the dean of the faculty, are transmitted for familiarization through the automated document management of the university to the chief manager of the DAA (SSC) for the preparation of a draft order to leave academic leave.

After establishing the difference in disciplines, the SSC informs the applicant about the differences in disciplines and the timing of their delivery.

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

The application and the draft order for the withdrawal from the academic leave of the student are endorsed through the automated document flow of the university by the chief manager of the DAA (SSC), the dean of the faculty, the accounting department, the deputy chairman of the Board for corporate affairs, the director of the DAA and approved by the Deputy Chairman of the Board for Academic Activities-Rector.

After approval for the 5th working day, the SSC registers the order for the student to leave the academic leave, both in the automated document flow of the university and in the AIS "Platonus".

The process map - the student's exit from academic leave is given in Appendix R.


The term for the provision of services from the receipt of the student's application and the release of the order is 5 working days.

Within 3 working days from the date of the order to leave the academic leave, the student, together with the adviser, corrects his IEP in the AIS "Platonus". Control is carried out by an adviser.

Control over the timely delivery of the established differences in disciplines in the academic period / summer semester for a student who has retired from academic leave is assigned to the EP advisor.

7.7 Upon returning from academic leave, the student continues his studies from the course (and the academic period)

7.8 If the date of leaving academic leave or going on academic leave does not coincide with the beginning or end of the academic period, the student performs all academic tasks according to an individual schedule and scores the points necessary for the admission rating, or is enrolled in the summer semester in the disciplines for which the difference has formed.

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7.9 The student enters into an additional agreement to the main agreement of educational services between him and the university on a paid basis.

7.10 Control over the timely exit of the student from the academic leave is assigned to the manager of the DAA (SSC).

8 Change of student's personal data

8.1 Content of the procedure for changing the student's personal data:

8.1.1 The student, when changing his personal data, applies to the SSC with an application addressed to the Deputy Chairman of the Board for Academic Activities-Rector, drawn up in accordance with Appendix S to these Regulations with the provision of a copy of the supporting document (identity card / passport).

8.1.2 The student enters into an agreement with the university to the Agreement for the provision of educational services on the change of personal data.

8.1.3 The PSC prepares a draft order on the basis of a document on the change of personal data within 3 working days.

8.1.4 The application with the attached documents and the draft order on the change of the student's personal data are endorsed through the automated document flow of the university by the chief manager of DAA (SSC), the dean of the faculty, the accounting department, the deputy chairman of the Board for corporate affairs, the director of DAA and approved by the deputy chairman of the Board for academic activities - Rector.


8.1.5 After approval on the 3rd working day, the SSC registers the order to change the student's personal data, both in the automated document flow of the university and in the AIS "Platonus".

The term for the provision of services from the receipt of the student's application and the release of the order is 3 working days.

9 Requirements for paperwork

9.1 The student's application for expulsion, transfer, restoration, registration of academic leave, withdrawal from academic leave is accepted in paper form with a signature and with an indication of the date or through the student's personal account (hereinafter referred to as SPA) in the AIS "Platonus", signed with an electronic digital signature (hereinafter referred to as EDS).

9.2 Orders for the student are formed in the AIS "Platonus", after signing the paper version on the official form by the chief manager of the DAA (SSC) and the

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Deputy Chairman of the Board for Academic Activities-Rector, orders are registered both in the automated document flow of the university and in the AIS "Platonus" .

9.3 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.

9.4 In the personal file of the expelled student, the following are filed: a transcript, sealed with the seal of the SSC and the student's bypass sheet in paper form.

The student's workaround sheet is signed electronically through the automated document flow of the university or through the SPA in the AIS "Platonus".

9.5 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 transcript form is approved by the order of the Ministry of Education and Science of the Republic of Kazakhstan by the 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, indicating all the marks received for the final control (exam), including FX and F marks, corresponding to the equivalent of "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 in paper form is registered in the registration log, where the number and date of issue are stamped. The document is certified by the chief manager of DAA (SSC) and the Deputy Chairman of the Board for Academic Activities-Rector and sealed. The issuance of transcripts in paper form is carried out by the Student Service Center up to 3 working days (when using DLT, the Center sends the student a scanned transcript using any means of communication for transmitting information: student's email address; WhatsApp). Also, the student can receive an electronic transcript with the print of the QR code through the LKO in the AIS "Platonus".

9.6 Students admitted from foreign countries to undergraduate educational programs during the first academic period (1 trimester) must provide nostrification of their previous education. Otherwise, for failure to provide documents within the

specified time frame, the student is expelled from the university for violation of the Internal Regulations and the University Charter.

9.7 At the request of the student, the SSC issues copies of documents from the student's personal file, while the application is sent through the LKO to the AIS "Platonus". The CCO sends copies of the documents to the student's email address.

In exceptional cases, at the request of the student addressed to the Deputy Chairman of the Board for Academic Activities-Rector, 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 violating the Internal Regulations and the University Charter.

9.8 All types of training certificates are issued to students only in electronic form with a QR code stamp. The student sends applications for them through LKO to AIS "Platonus", where in 3 working days in the "Issued document" tab they can download ready-made certificates.


9.9 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, an application and a transcript, as well as an agreement for the provision of educational services.

A standard contract for the provision of educational services for each academic year is approved by the Department of Legal Support.

The contract for the provision of educational services to the student, as agreed by the Deputy Chairman of the Management Board for Corporate Finance, is approved by the Deputy Chairman of the Management Board for Academic Activities-the Rector, either in paper form or in electronic form (through the AIS "Platonus").

9.10 A student who has passed the final attestation and confirmed the development of the educational program of higher and (or) postgraduate education, by the decision of the attestation commission, is awarded a "bachelor" or "master" degree or is awarded the qualification of a specialist in the corresponding educational program and is issued a free diploma with an attachment within a month from the date of issuance of the release order. In addition, the graduate is issued a pan-European supplement to the diploma (Diploma Supplement) in English (upon application).

In the appendix to the diploma (transcript), the latest grades are indicated according to the point-rating letter system of grades for all types of educational and (or) scientific research (experimental research) work, indicating their volume in academic credits and hours.

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Since 2021, universities have issued their own diplomas with the indication of the logos or names of accreditation agencies for institutional and specialized accreditation of educational programs. Our own documents use the technology of automatic identification and data collection (QR code).

The number and QR codes of education documents of their own sample are generated in a special service provided by the authorized body in the field of education.

Documents on the formation of their own sample that do not have generated numbers and QR codes are considered invalid.

The approval of the form and the requirements for completing the documents on the formation of its own sample is the exclusive competence of the Board of Directors.

A student in a higher education educational program who has final grades A, A- “excellent”, B-, B, B +, C + “good” in academic disciplines and other types of educational activities, with an average grade point (GPA) of at least 3, 5, as well as those who have passed a comprehensive exam or defended their thesis (project) with grades A, A - "excellent", are awarded a diploma with honors (excluding grades for additional types of education).


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 surnames, 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 in the monthly the period after the publication of the corresponding order, and is also posted on the website of the university.

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 journal.

9.11 All documents related to the execution of transfers, deductions, restoration and graduation of students should be kept in the appropriate divisions of the DAA University and the archive of the university, as documents of strict reporting.

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

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10.1 The following officials are involved in the provision of the service:

- General Manager of DAA (SSC);
- Dean of the Faculty;
- accounting;
- Deputy Chairman of the Management Board for Corporate Issues;
- Director of DAA;
- Deputy Chairman of the Board for Academic Affairs-Rector.

10.2 The entire procedure for electronic approval must be completed within the first day from the date of receipt of the student's application / memo of the dean of the faculty;

10.3 The order form signed by the chief manager of DAA (SSC) must be submitted for signature to the Deputy Chairman of the Board for Academic Affairs-Rector by 15.00 on the second day from the date of receipt of the student's application / memo of the dean of the faculty;

10.4 The signed order must be registered on the third day from the date of submission of the student's application / memo of the dean of the faculty;

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

And within three working days from the moment of transfer, expulsion, admission, enrollment of students, makes appropriate changes to the unified information system of education of the authorized body in the field of education.

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

10.7 After issuing educational documents to graduates, the SSC enters these data into the unified information system of education of the authorized body in the field of education within a month.

The university ensures the functioning of an electronic system for issued educational documents and creates an electronic database (archive) of educational documents, including previously issued.

11 Procedure for payment of educational services

11.1 The total cost of training (for the entire period of study) under a state educational grant (order) is established annually by a special decree of the Government of the Republic of Kazakhstan. After the conclusion of an agreement between the organization of education and the Ministry of Education and Science of

the Republic of Kazakhstan for the training of students under the state order, according to the financing plan from the republican budget, tuition fees are paid.

11.2 Cost of a loan, size, terms of payment for tuition

set in tenge and approved annually by the Chairman of the Board of the university.

11.3 A student on a paid basis (bachelor) pays for tuition for the academic year in the following order:

- upon admission to full-time education and subsequent years of study, pay annually in two stages: prepayment in the amount of 50% - by August 25 of the current year, 50% - until December 25 of the current academic year.

11.4 Students for master's and doctoral studies are paid monthly. The first payment is until August 25, the payment date for the last month is May 25.

11.5 Monthly payment (installment plan) for certain categories of undergraduate students is provided subject to its payment in advance, no later than the 25th day of the month preceding the paid month. The first payment is until August 25, the payment date for the last month is May 25.


11.6 In case of non-payment of the monthly installment plan, the SSC, in order to avoid the formation of unjustified accounts receivable, is obliged, no later than the 25th day of the relevant month, to create a draft order for the expulsion of the student on the basis of the memorandum of the dean of the faculty. The student's expulsion date is the 1st day of the upcoming month.

11.7 Students on a paid basis who are expelled during the semester for not paying for tuition, in the event of payment of the payment arrears, 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 payment arrears, within three working days on the basis of the student's application.

After the expiration of the specified one month period from the date of expulsion - the application for restoration and payment will not be accepted.

11.8 When transferring / reinstating on the fifth working day from the date of application (after determining the number of credits for the difference in disciplines), the student provides 2 separate receipts from each other: according to the cost of training for contractual training of specialists for the academic year from the next academic month in which the transfer / restoration was carried out and 100% payment for academic difference (when mastering credits in academic period in the academic year). The number of credits is indicated in the draft order for transfer / restoration.

In the event that the academic difference is mastered in the summer semester, then the student is paid for the difference during registration for the summer semester.

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11.9 A student returning from an academic leave surrenders the difference in disciplines free of charge. In the event that the student had debts on disciplines before going on academic leave, then after leaving the academic leave, the student is obliged to pass these disciplines on a paid basis.

11.10 When transferring to an educational program with the preservation of the grant, the student takes the difference in disciplines on a fee basis.

11.11 A graduate student expelled for academic failure / voluntarily and reinstated for the next academic year pays at the cost of one credit on the fifth working day from the date of application (after determining the number of credits for differences in disciplines). Payment is made by the student in full or upon restoration at the beginning of the academic year, payment is allowed: 50% - until August 25 and 50% - until December 25 in accordance with the contract for the provision of educational services.

11.12 A student transferred / reinstated to a course lower or reinstated to the same course makes payment at the cost of one credit on the fifth working day from the date of application (after determining the number of credits for the difference in disciplines). Payment is made by the student in full or when transferring / restoring at the beginning of the academic year, payment is allowed: 50% - until August 25 and 50% - until December 25 in accordance with the contract for the provision of educational services. Or payment is made by the student in full.

In some cases, if a student was reinstated for the same course, but at the same time he did not study any discipline in this course, then on the fifth working day from the date of application submission (after determining the number of credits for the difference in disciplines) the student provides 2 separate receipts from each other: according to the cost of training for contractual training of specialists for the academic year from the next academic month in which the transfer / restoration was carried out and 100% payment for academic difference (for the development of credits in the academic period in the academic year). The number of credits is indicated in the draft order for transfer / restoration.

In the event that the academic difference is mastered in the summer semester, then the student is paid for the difference during registration for the summer semester.

11.13 A student left for a second course of study makes payment at the cost of one credit on the fifth working day from the date of application (after determining the number of credits for the difference in disciplines). Payment is made by the student in full or payment is allowed: 50% - until August 25 and 50% - until December 25 according to the contract for the provision of educational services. Or payment is made by the student in full.

11.14 If the adviser incorrectly determines the difference in disciplines, the SSC makes a change to the order on the basis of a memo from the head of the department (adviser) with a visa of the Deputy Chairman of the Board for Academic Affairs-Rector.

11.15 A doctoral student who has mastered the full course of the educational program is given the opportunity to defend his dissertation for 2 years free of charge.

12 Refunds

12.1 Funds for training, paid in advance, are retained 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. (A sample application for a refund is provided in Appendix T).

12.2 Refunds are not made if the student is expelled:

- for failure to comply with the terms of the contract for the provision of educational services during the period of his studies.

13 Process responsibility


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

13.2 Control over the execution of orders for the movement of students is carried out by the Deputy Chairman of the Board for Academic Affairs-Rector.

13.3 The SSC is responsible for the timely delivery of orders for the movement of students to the departments of the university.

13.4 The SSC is responsible for the timely entry of orders for the movement of students in the AIS "Platonus" and for the correctness of entering orders into the system (full name of the student, course, RUP, etc.).

13.5 The adviser is responsible for the timely formation of the IEP in the AIS "Platonus" transferred / restored / returned from academic leave / remaining on the second course of study of students and for the correct calculation of the difference by discipline.

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13.6 The Registrar's Office is responsible for the timely entry into AIS "Platonus" of the scores of the recalculated disciplines / differences in disciplines transferred / restored / returned from academic leave of students.

13.7 Transferred / reinstated / returned from academic leave / remained on the second course of study, the student is responsible for the timely delivery of the difference by discipline.

13.8 The Department of Accounting and Analysis maintains a record of the arrears for the training of students, with the provision of information to the Department of Academic Affairs.

13.9 A student on a paid basis is responsible for the timely payment of tuition fees.

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 PPOPVPAOO 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 Ya).

15 Storage and distribution

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

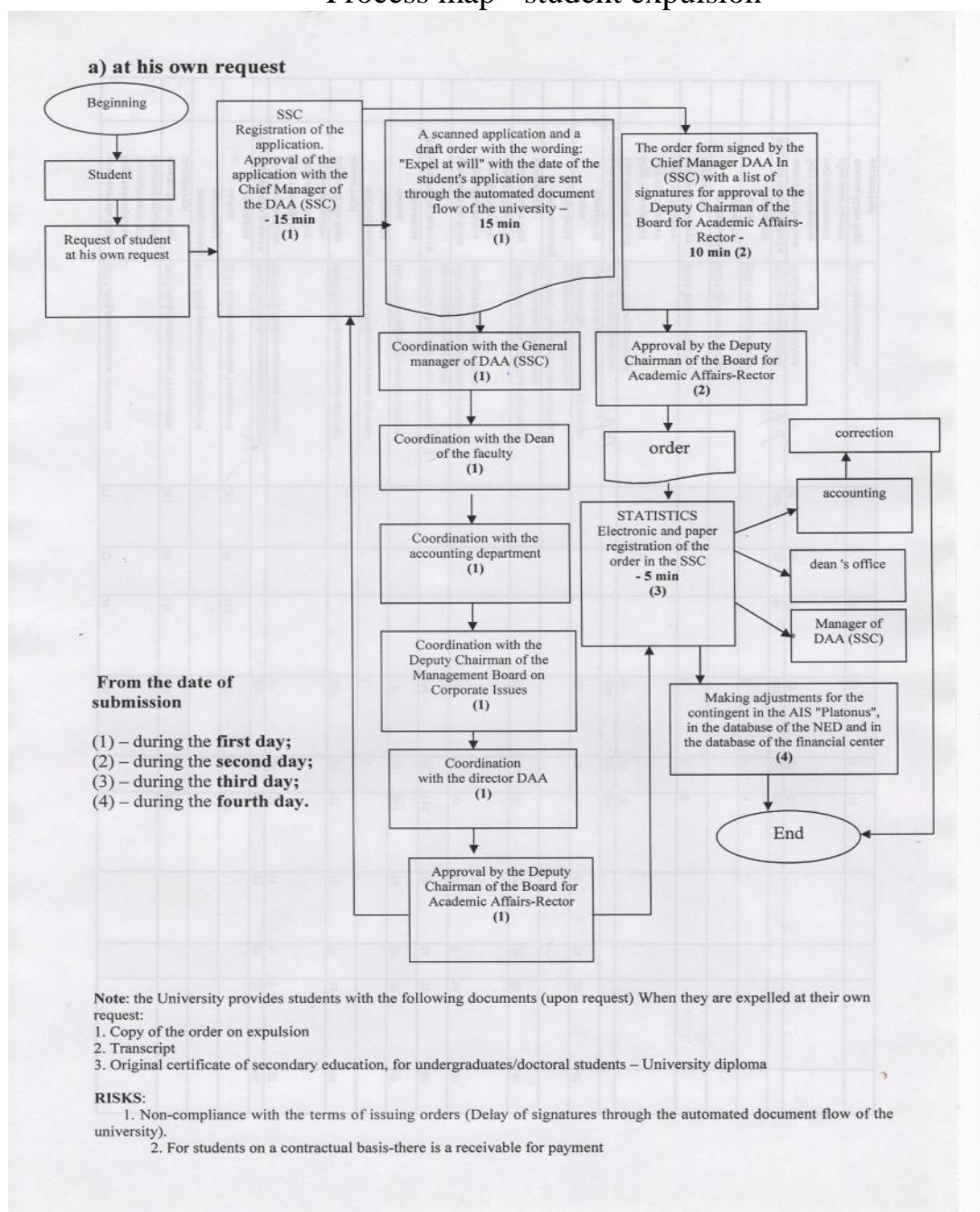
15.2 Regulations are registered in electronic format in the electronic document management system of the university and are sent to the following addresses: DAA, deans and departments of the university.

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

Appendix A (required)

F.02.2040 - 01

Process map - student expulsion





Appendix A-1
(required)

F.02.2040 - 02

Sample application for student expulsion
(of your own free will)

Deputy Chairman of the Management Board
for academic activities-Rector
NJSC " S. Seifullin KATU"

_____ student of group _____

_____ Code and name of the educational program

_____ course _____

_____ faculty _____

_____ (Full name of a student)

_____ IIN of the student _____

_____ Mobile. _____

_____ E-mail _____

Statement

I ask you to expel me from the number of students since _____ 202_
year **of my own will** (_____)
(indicate the reason for expulsion).

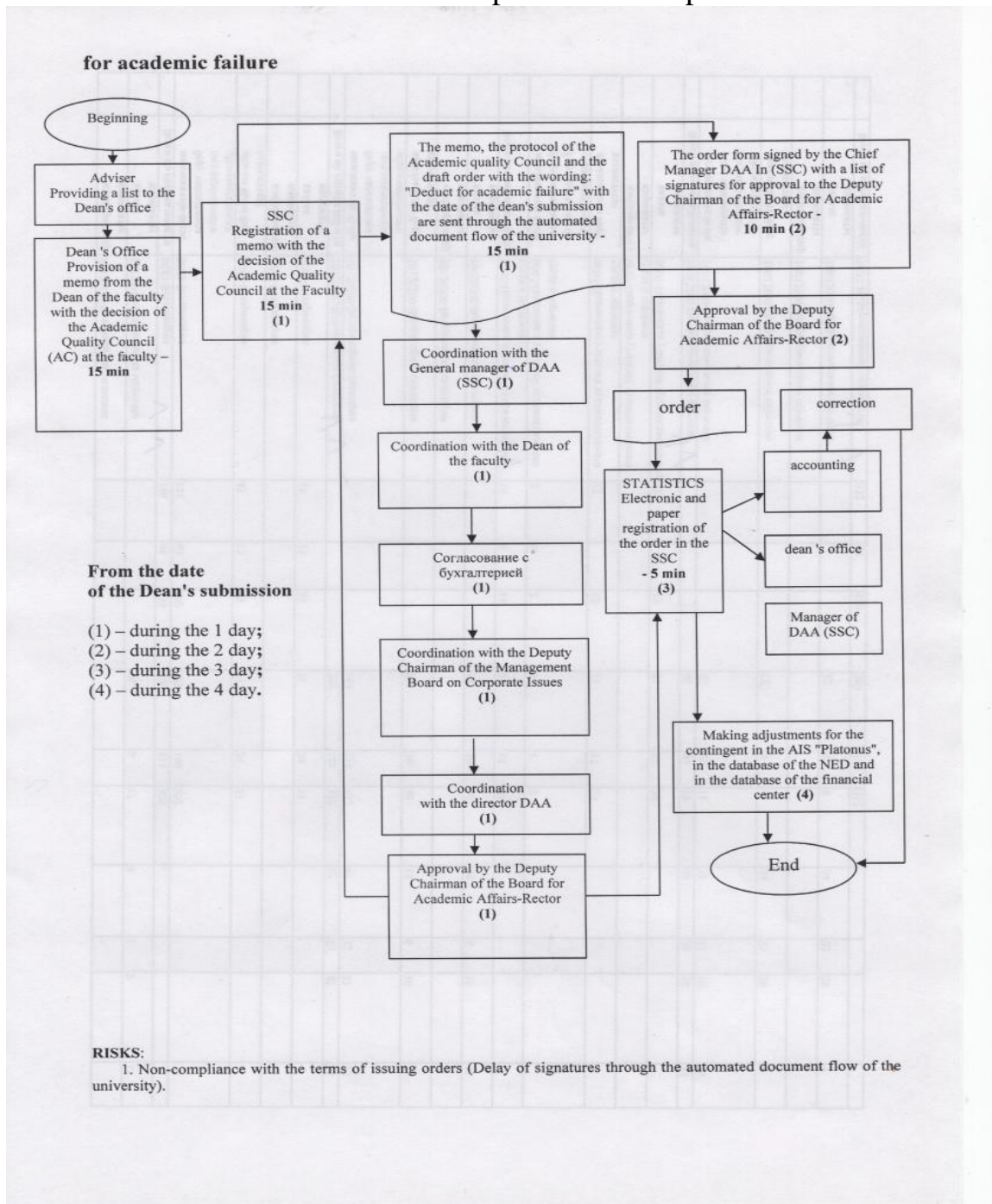
« _____ » _____ 20 _____ year

_____ (signature)

Appendix B (required)

F.02.2040 - 03

Process map - student's expulsion



Appendix B-1
(required)

F.02.2040 - 04

Sample memo from the dean of the faculty
on student expulsion

Deputy Chairman of the Management Board
for academic activities-Rector
NJSC " S. Seifullin KATU"

Dean of the faculty of

Service note

I ask you to deduct the following students for
_____ according to the decision of the Academic
indicate the reason for expulsion
Quality Council at the faculty. I enclose the protocol..

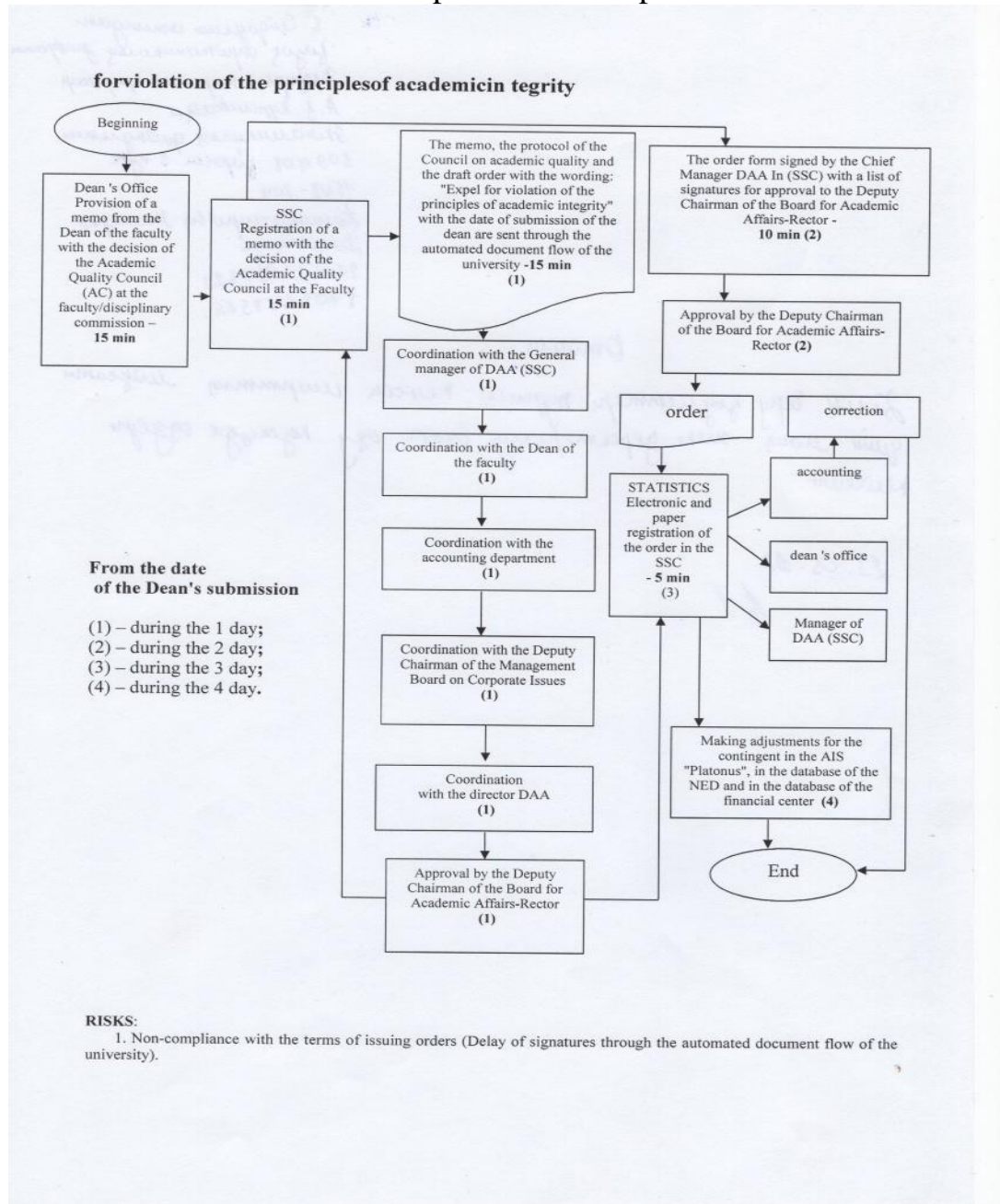
« ____ » _____ 20 ____ year

(signature)

Appendix C (required)

F.02.2040 - 05

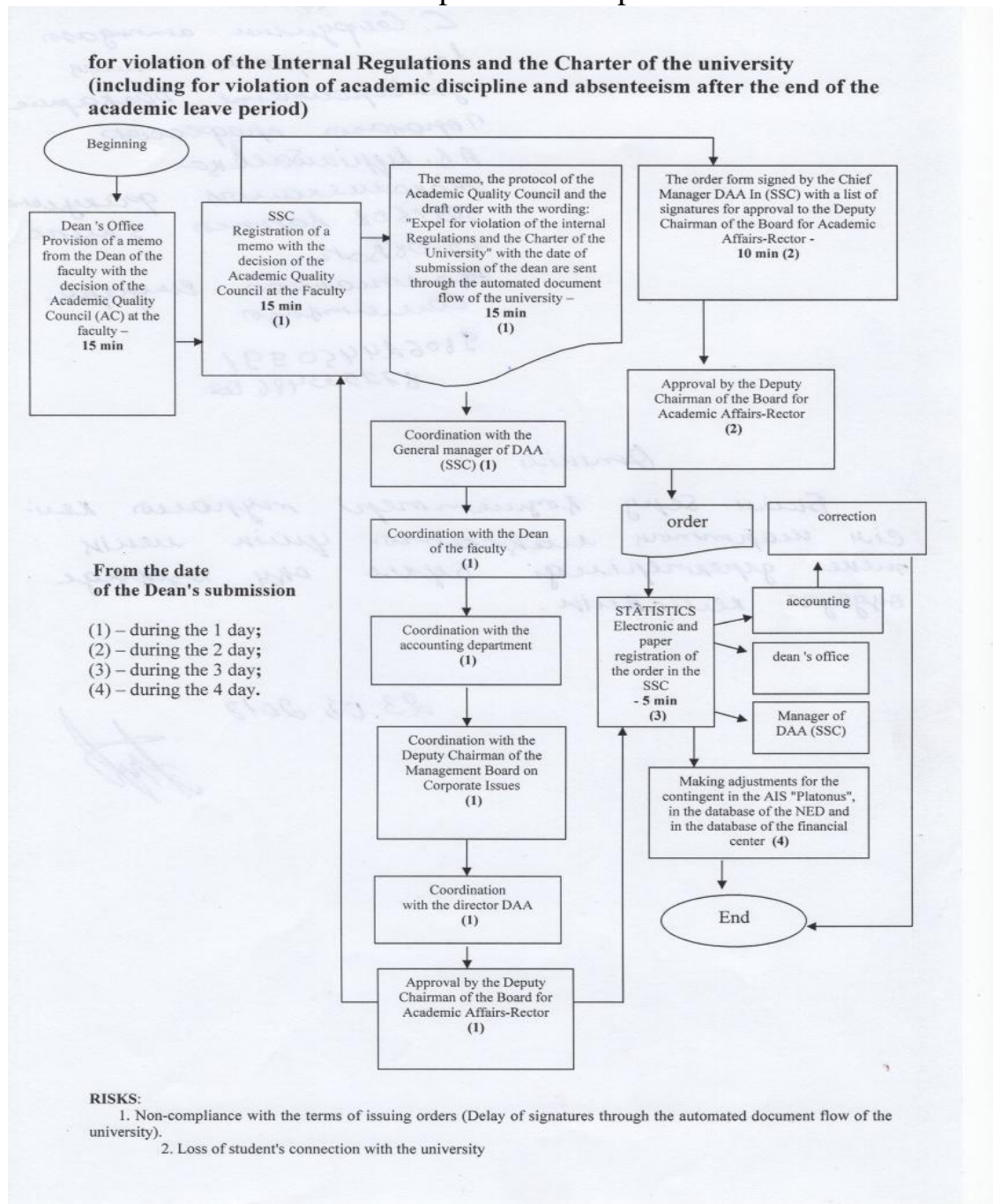
Process map - student's expulsion



Appendix D (required)

F.02.2040 - 07

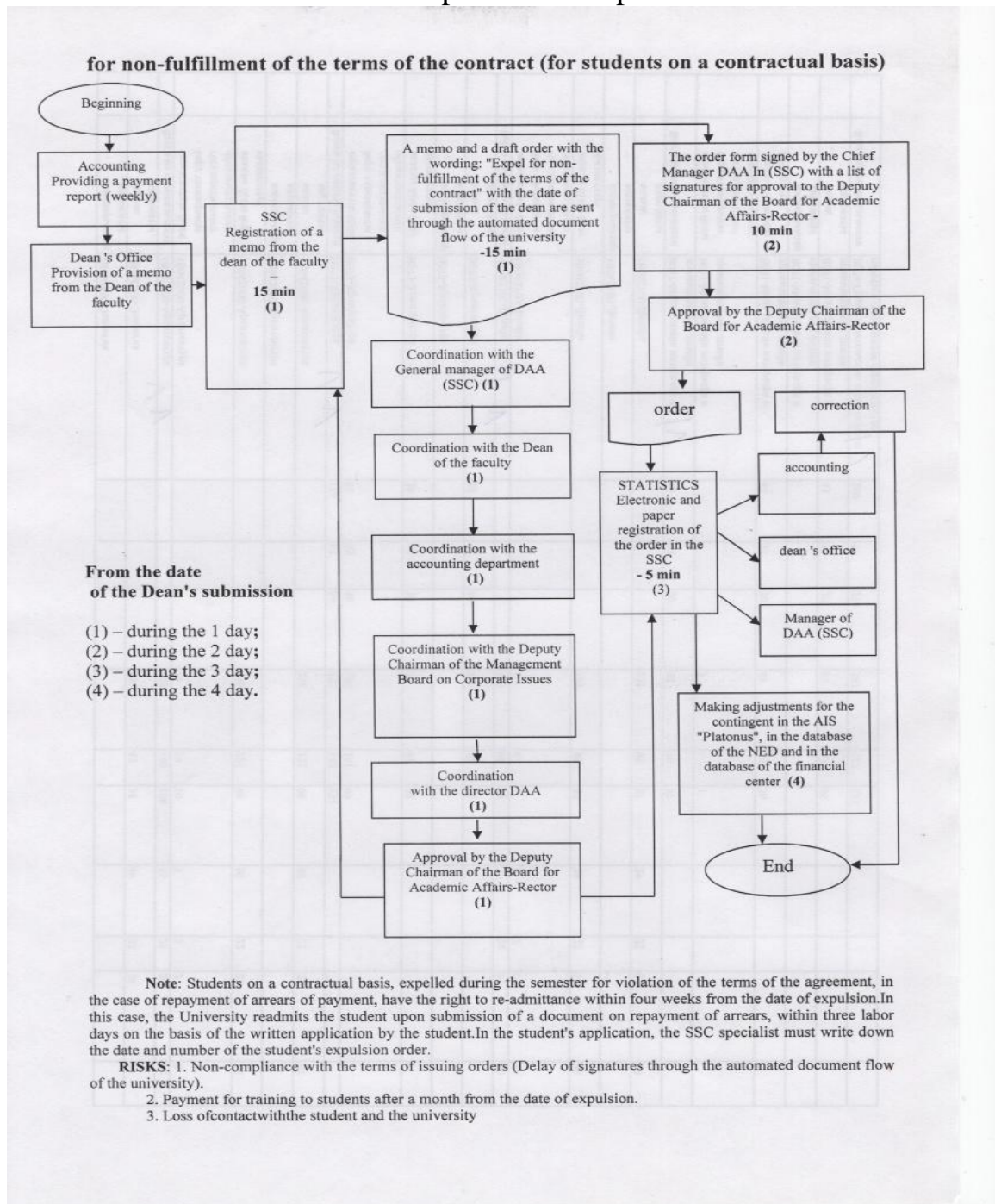
Process map - student expulsion




Appendix E (required)

F.02.2040 - 09

Process map - student expulsion



<p align="center">Quality Management System Regulation on the procedure of expulsion, transfer, re-enrolment and granting leave of absence to students in S. Seifullin KATU</p>	 <p align="center">SEIFULLIN UNIVERSITY</p>	<p align="center">JSC «S.SEIFULLIN KAZAKH AGRO TECHNICAL UNIVERSITY»</p>
<p align="center">QMS PPSSS 02.2040 - 2022 Page 50-77 4 -Version</p>		

**Appendix E-1
(required)**

F.02.2040 - 10

Sample student application for monthly tuition fees

Deputy Chairman of the Management Board
for academic activities-Rector
NJSC " S. Seifullin KATU"

_____ a student of the group _____

_____ Code and name of the educational program
course _____
faculty _____

_____ (Full name of a student)
IIN of the student _____
Mobile. _____
E-mail _____

Statement

I ask you to allow me to pay for the 202_-202_ academic year on a monthly basis according to the schedule until the ___ day of each month due to family circumstances. I am attaching copies of documents.

The remainder of the debt is _____ tenge.

Monthly payment - _____ tenge.

The last month of payment is May.

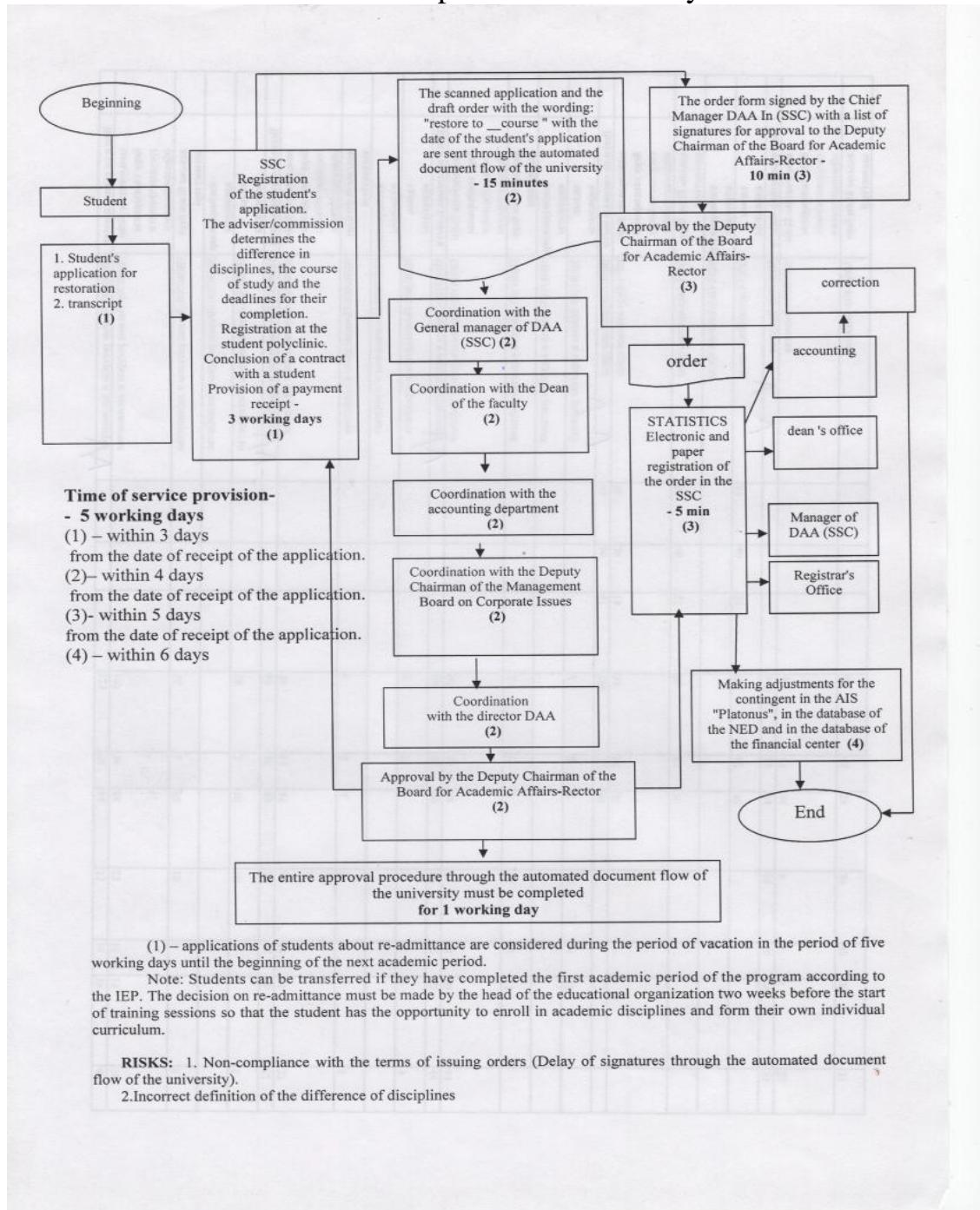
« _____ » _____ 20____ year

(signature)

Appendix F (required)

F.02.2040 -12

Process map - Student recovery



Appendix F-1
(required)

F.02.2040 -13

Sample application for the reinstatement of a student

Deputy Chairman of the Management Board
for academic activities-Rector
NJSC "S. Seifullin KATU"

(Full name of a student)

IIN of a student _____

Mobile: _____

E-mail: _____

Statement

I ask you to restore me to the number of students of the ___ course of the educational
program _____

_____ faculty on a paid basis.

Timely payment is guaranteed.

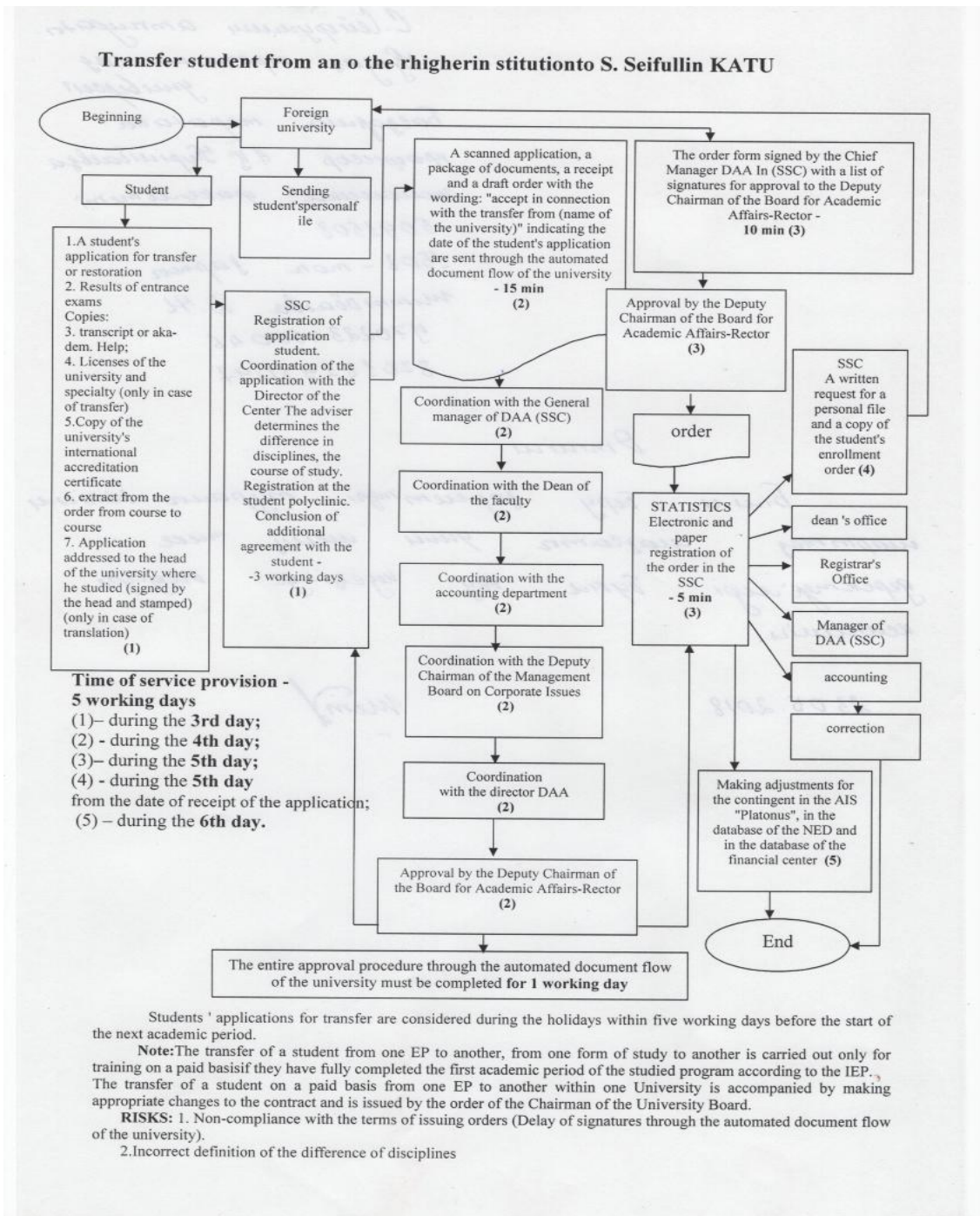
I attach a copy of the receipt for the difference by discipline.

« ___ » _____ 20___ year

(signature)

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

F.02.2040 - 19





Appendix G-1
(required)

F.02.2040 - 19

Sample application for transfer of a student
(from another higher education institution)

To the Deputy Chairman of the Board
for Academic Activities-Rector
NJSC "S. Seifullin KATU"

_____ student of the educational program

_____ the code and name of the educational program
course

_____ (Full name of the student)

Student's IIN _____

Phone
number _____

Email address (email) _____

Application

I ask you to allow the **transfer from** _____
(the name of another University)
on _____ the course of the **educational program** _____
name EP
fee based / on the basis of the grant (*underline*).

I guarantee timely payment (for students on a contractual basis).

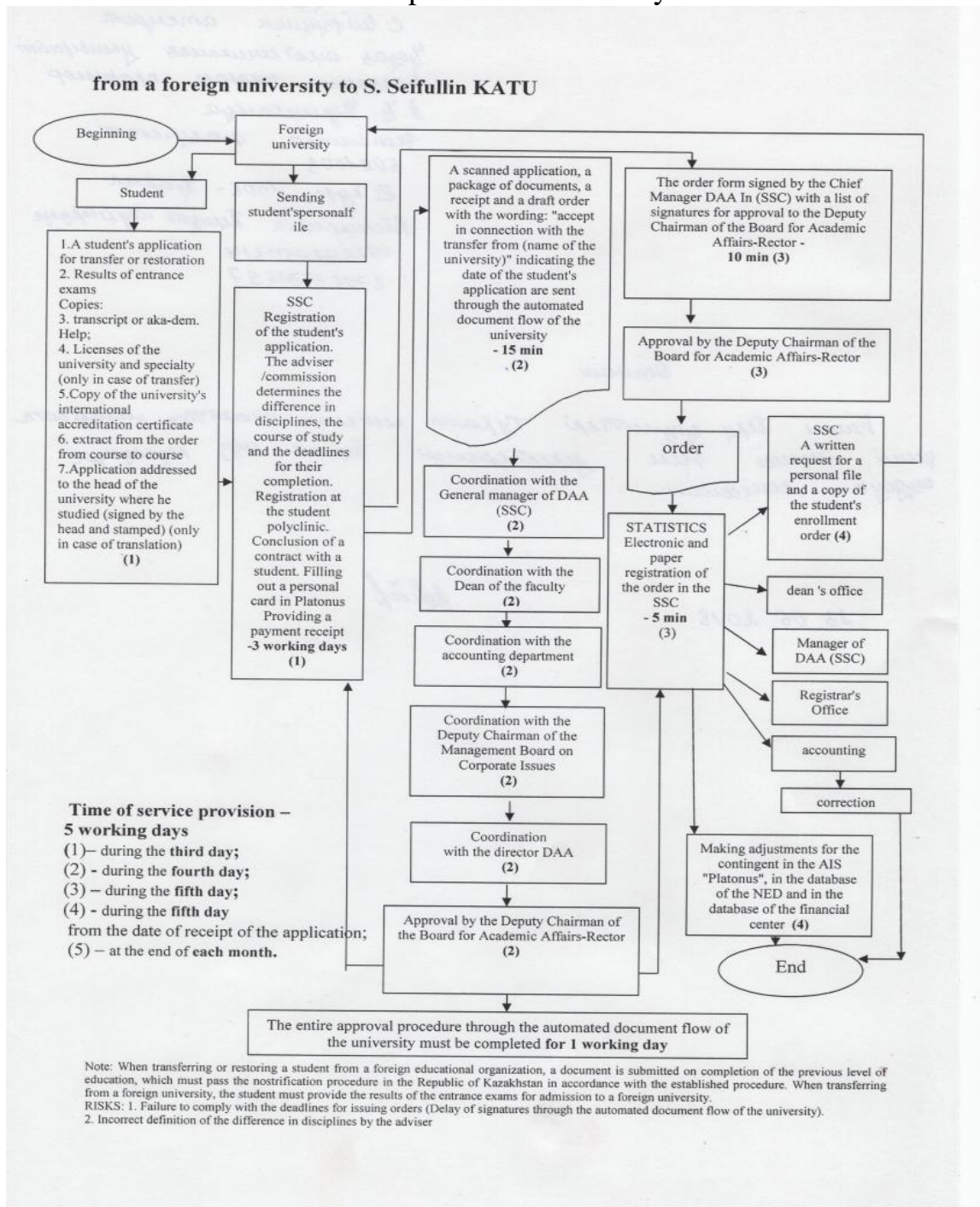
" ____ " _____ 20 ____ year

(signature)

Appendix H (required)

Ф.02.2040 - 21

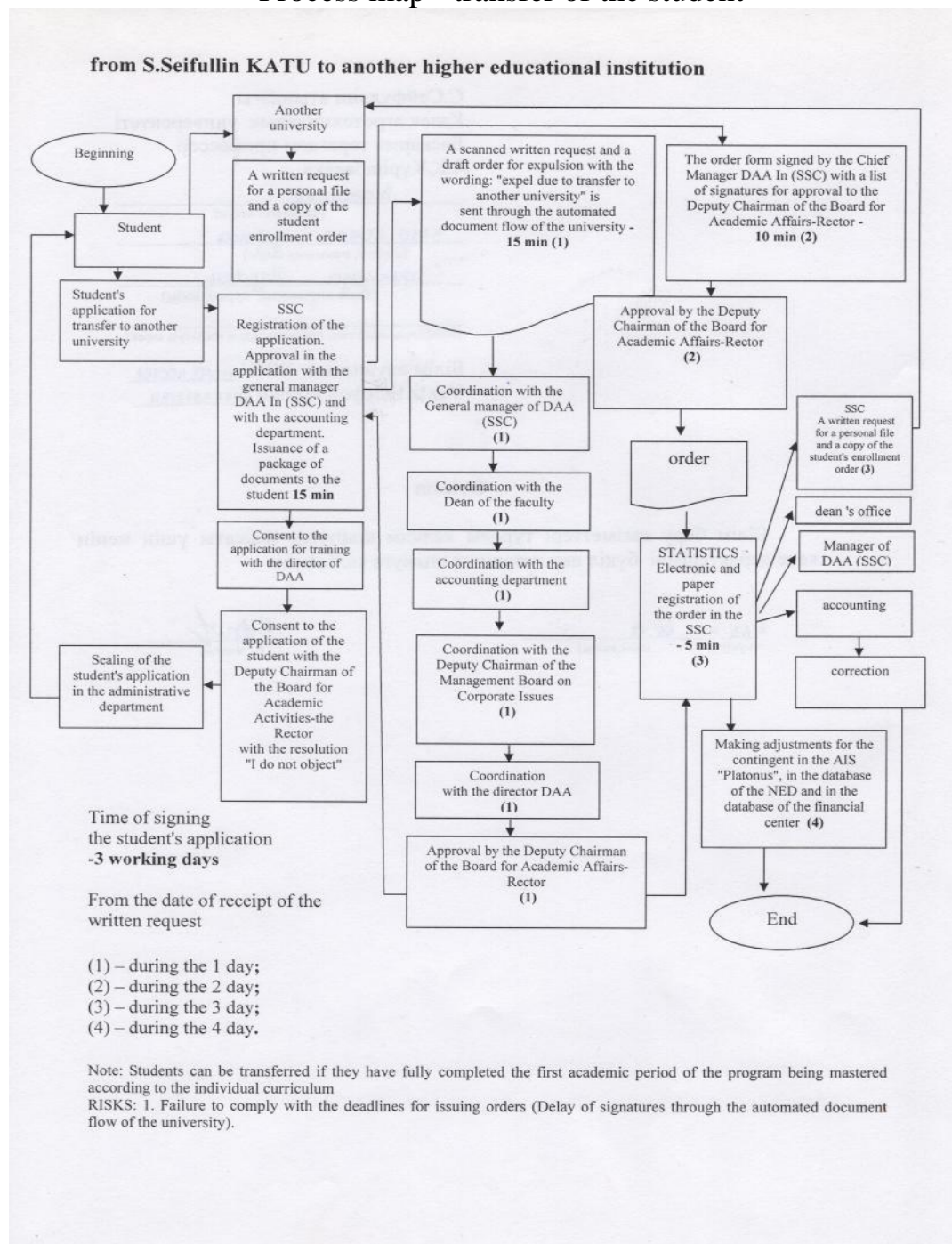
Process map - transfer/recovery of the student




Appendix I (required)

F.02.2040 - 22

Process map - transfer of the student



<p>Quality Management System Regulation on the procedure of expulsion, transfer, re-enrolment and granting leave of absence to students in S. Seifullin KATU</p>	 <p>SEIFULLIN UNIVERSITY</p>	<p>JSC «S.SEIFULLIN KAZAKH AGRO TECHNICAL UNIVERSITY»</p>
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Appendix I-1
(required)

F.02.2040 - 23

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

To the Deputy Chairman of the Board
for Academic Activities-Rector
NJSC "S.Seifullin KATU"

_____ student group _____

_____ the code and name of the educational program
course _____
faculty _____

(Full name of the student)

Student's IIN _____

Cell phone number. _____

Email address (email) _____

Application

Please allow **transfer to** _____
(name of receiving institution)

_____ on a paid basis / on the basis of a grant.

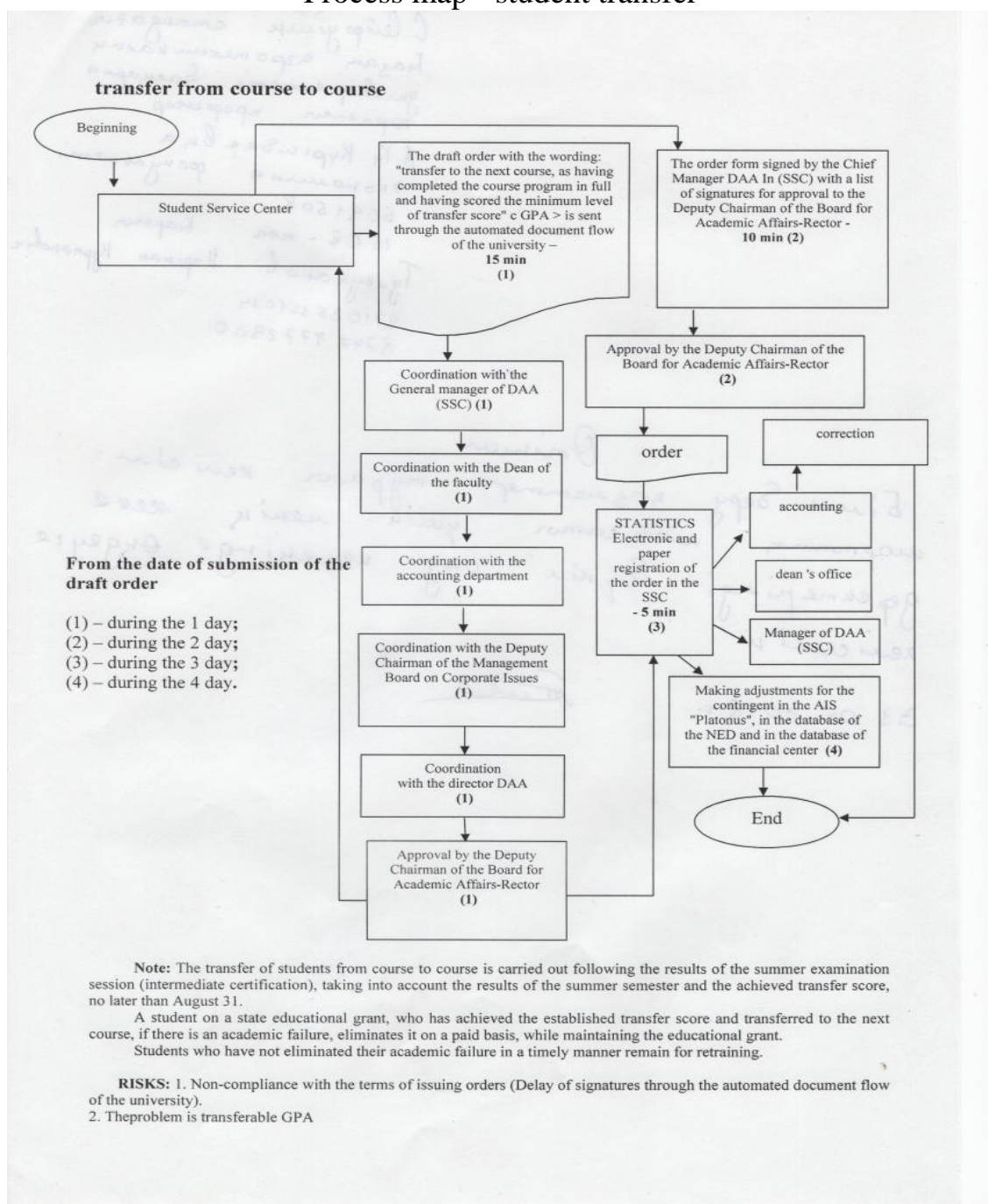
" ____ " _____ 20 ____ year

_____ (signature)

Appendix K (required)

F.02.2040 - 14

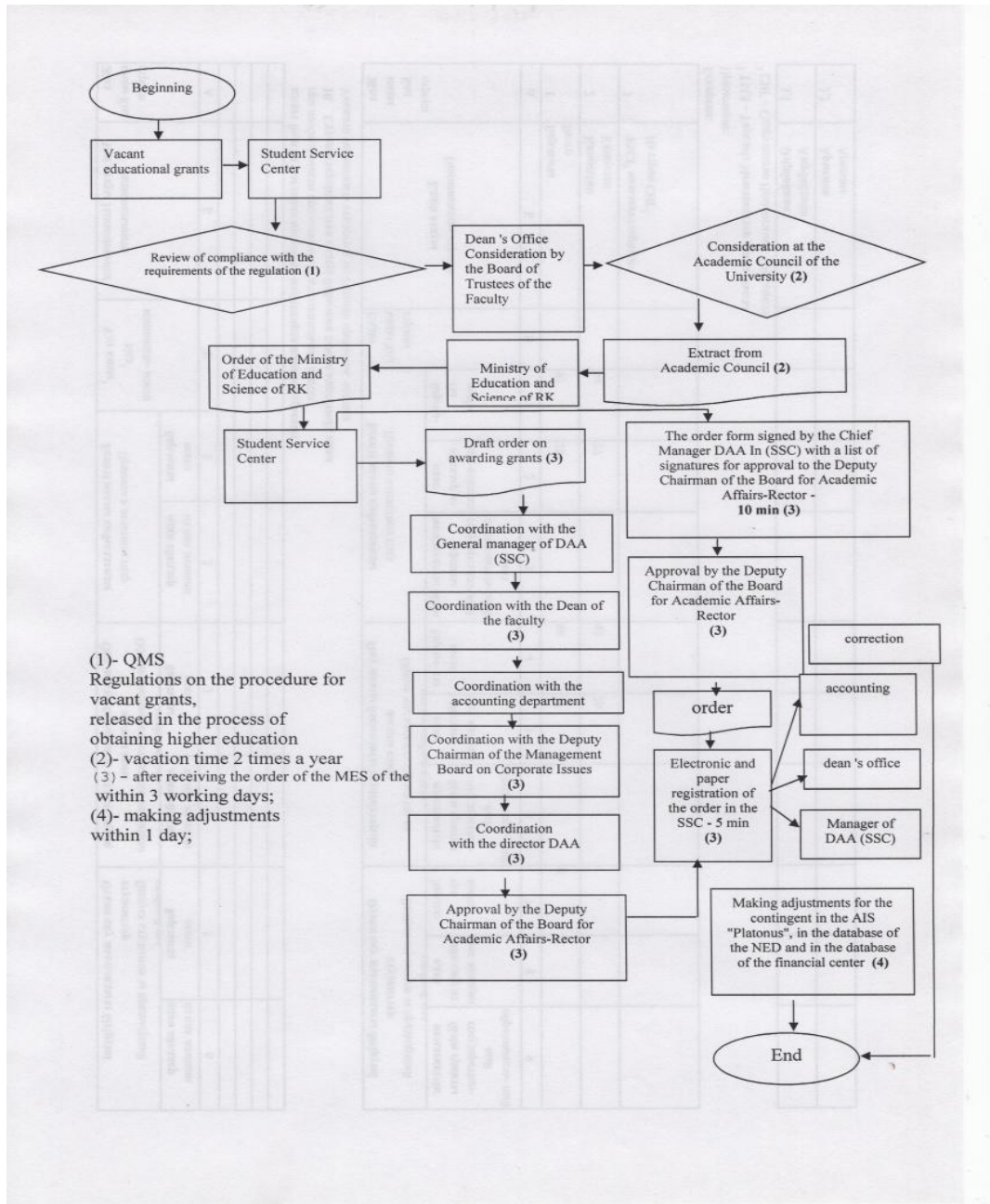
Process map - student transfer




Appendix L (required)

F.02.2040 - 24

Process Map - transfer to vacant educational grants



<p>Quality Management System Regulation on the procedure of expulsion, transfer, re-enrolment and granting leave of absence to students in S. Seifullin KATU</p>	 <p>SEIFULLIN UNIVERSITY</p>	<p>JSC «S.SEIFULLIN KAZAKH AGRO TECHNICAL UNIVERSITY»</p>
<p>QMS PPSSS 02.2040 - 2022 Page 60-77 4 -Version</p>		

Appendix L-1
(required)

F.02.2040 - 25

Sample application for participation in the competition
for vacant educational grants

To the Deputy Chairman of the Board
for Academic Activities-Rector
NJSC "S.Seifullin KATU"

_____ student group_____

_____ the code and name of the educational program

_____ course _____

_____ faculty_____

(Full name of the student)

Student's IIN_____

Cell phone number._____

Email address (email)_____

Application

I ask you to consider my candidacy at the Academic Council of the University to participate
in the competition for a vacant place under the state educational grant under the educational program

(Code and name of the educational program)

Copies of the documents are attached.

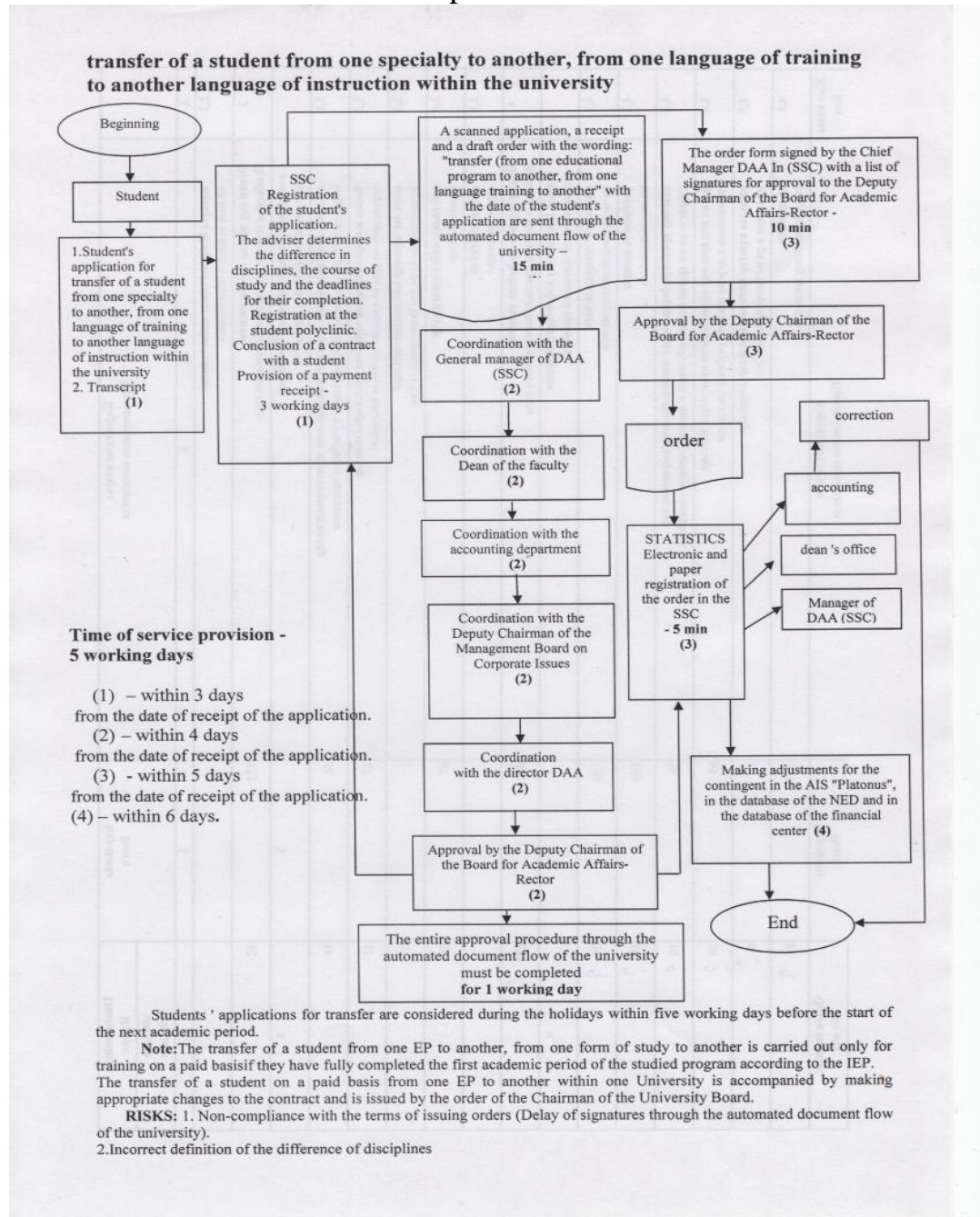
" ____ " _____
(number) (date, year)

(signature)

Appendix M (required)

F.02.2040 -17

Process map - student transfer



Appendix M-1
(required)

F.02.2040 – 18

Sample application for transfer of a student (from one EP to another,
from one language of instruction to another language of instruction within the
university)

To the Deputy Chairman of the Board
for Academic Activities-Rector
NJSC " S.Seifullin KATU"

_____ student group_____

_____ the code and name of the educational program

course _____

faculty_____

_____ (Full name of the student)

Student's IIN_____

Cell phone number._____

Email address (email)_____

Application

I ask you to allow me to **transfer to an educational program** _____

(name of the EP)

_____ faculty on a paid basis.

(name of the faculty)

I attach a copy of the receipt for payment for the difference in disciplines.

**Quality Management System
Regulation on the procedure of expulsion, transfer,
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students in S. Seifullin KATU**




**SEIFULLIN
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« » 20
(number) (date,year)

(signature)

<p>Quality Management System Regulation on the procedure of expulsion, transfer, re-enrolment and granting leave of absence to students in S. Seifullin KATU</p>	 <p>SEIFULLIN UNIVERSITY</p>	<p>JSC «S.SEIFULLIN KAZAKH AGRO TECHNICAL UNIVERSITY»</p>
<p>QMS PPSSS 02.2040 - 2022 Page 64-77 4 -Version</p>		

Appendix M-1 continuation
(required)

F.02.2040 – 18

Sample application for transfer of a student (from one EP to another,
from one language of instruction to another language of instruction within the
university)

To the Deputy Chairman of the Board
for Academic Activities-Rector
NJSC " S.Seifullin KATU"

_____ student group _____

_____ the code and name of the educational program
course _____

_____ faculty _____

(Full name of the student)

Student's IIN _____

Cell phone number. _____

Email address (email) _____

Application

I ask you to allow me to translate from _____ the language of instruction on
_____ the language of instruction.

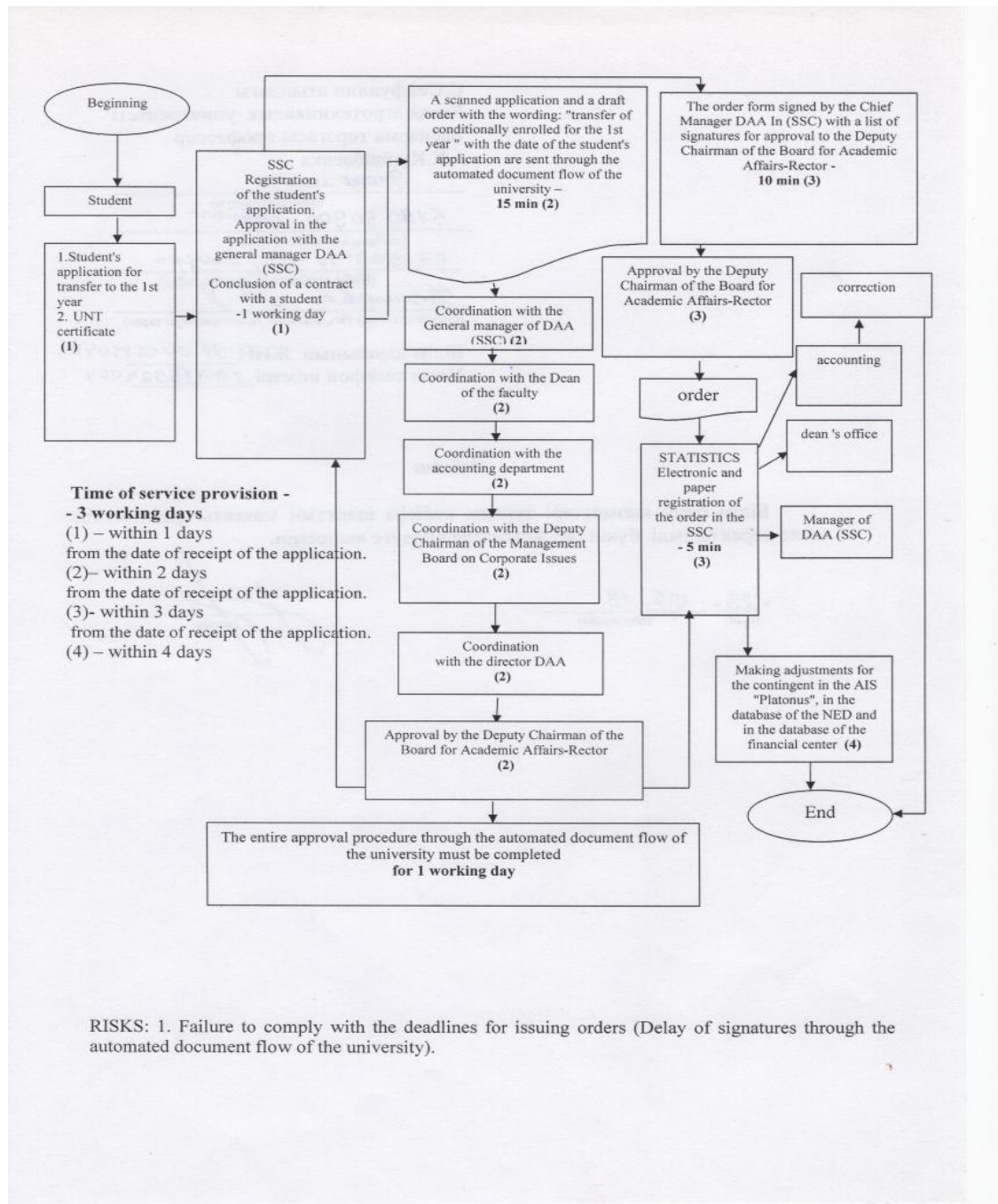
« _____ » 20 _____
(number) (date, year)


(signature)

Appendix N (required)

F.02.2040 - 26

Process map - transfer of "conditionally enrolled students for the 1st year" to
the number of students



<p>Quality Management System Regulation on the procedure of expulsion, transfer, re-enrolment and granting leave of absence to students in S. Seifullin KATU</p>	 <p>SEIFULLIN UNIVERSITY</p>	<p>JSC «S.SEIFULLIN KAZAKH AGRO TECHNICAL UNIVERSITY»</p>
<p>QMS PPSSS 02.2040 - 2022 Page 66-77 4 -Version</p>		

Appendix N-1
(required)

F.02.2040 - 27

Sample application for the transfer of "conditionally enrolled students for the 1st
year" to
the number of students

To the Deputy Chairman of the Board
for Academic Activities-Rector
NJSC " S.Seifullin KATU"

_____ student group_____

_____ the code and name of the educational program
course _____

_____ faculty_____

_____ (Full name of the student)

Student's IIN_____

Cell phone number._____

Email address (email)_____

Application

In connection with the successful completion of the UNT, I ask you to transfer me from the
"conditionally enrolled 1st year students" to the number of students.
I attach a copy of the UNT certificate.

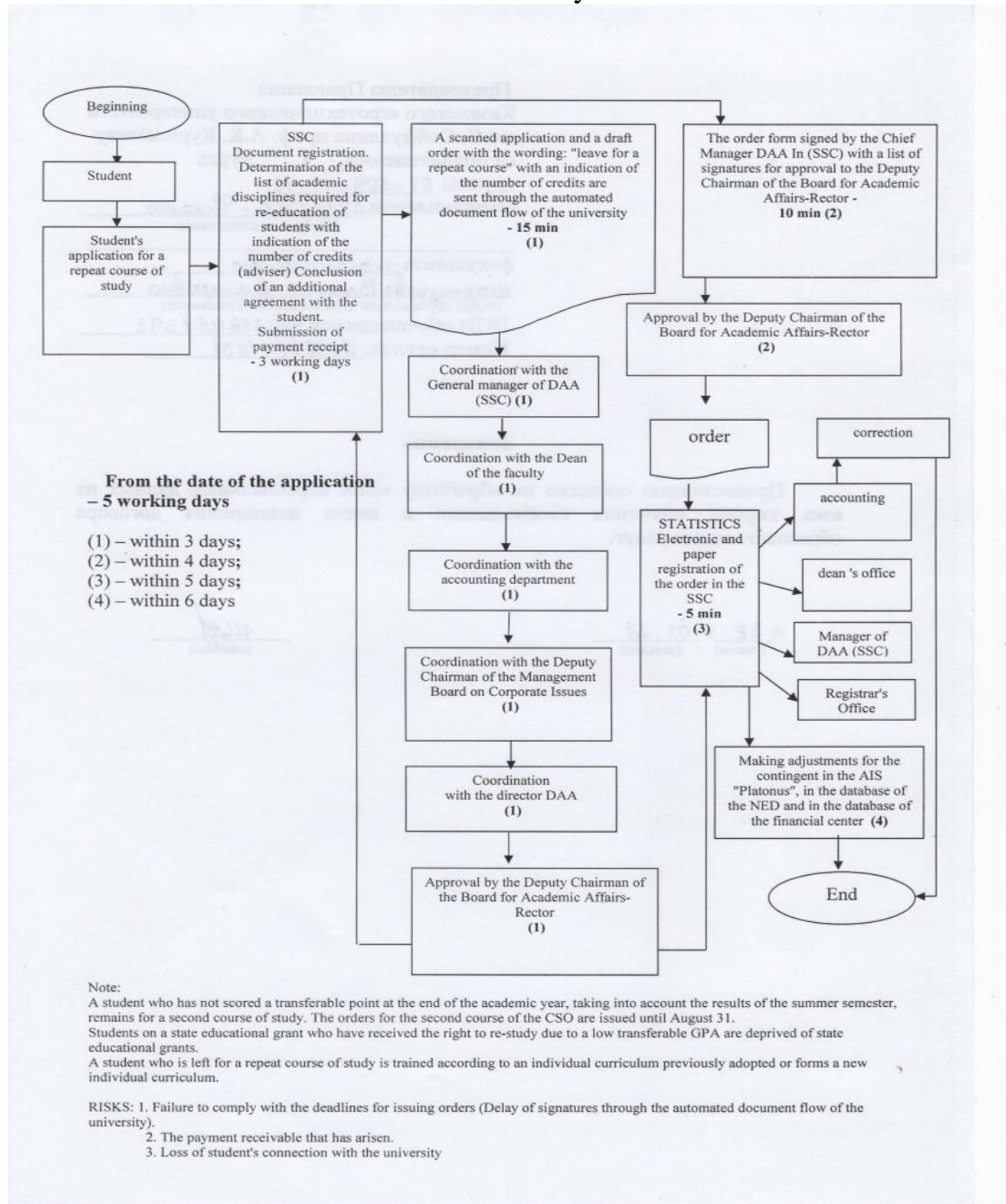
" ____ " _____ 20____ year


_____ (signature)

Appendix O (required)

F.02.2040 -28

Process map - for a repeat course of Study



<p align="center">Quality Management System Regulation on the procedure of expulsion, transfer, re-enrolment and granting leave of absence to students in S. Seifullin KATU</p>	 <p align="center">SEIFULLIN UNIVERSITY</p>	<p align="center">JSC «S.SEIFULLIN KAZAKH AGRO TECHNICAL UNIVERSITY»</p>
<p align="center">QMS PPSSS 02.2040 - 2022 Page 68-77 4 -Version</p>		

**Appendix O-1
(required)**

F.02.2040 -29

Sample application of a student for a repeat course of study

To the Deputy Chairman of the Board
for Academic Activities-Rector
NJSC " S.Seifullin KATU"

_____ student group_____

_____ the code and name of the educational program
course _____
faculty_____

_____ (Full name of the student)
Student's IIN_____
Cell phone number. _____
Email address (email)_____

Application

I ask you to allow a repeat course of study on a paid basis.

The arrears in the disciplines are:

1. _____ - _____ credit;
2. _____ - _____ credit;
3. etc.

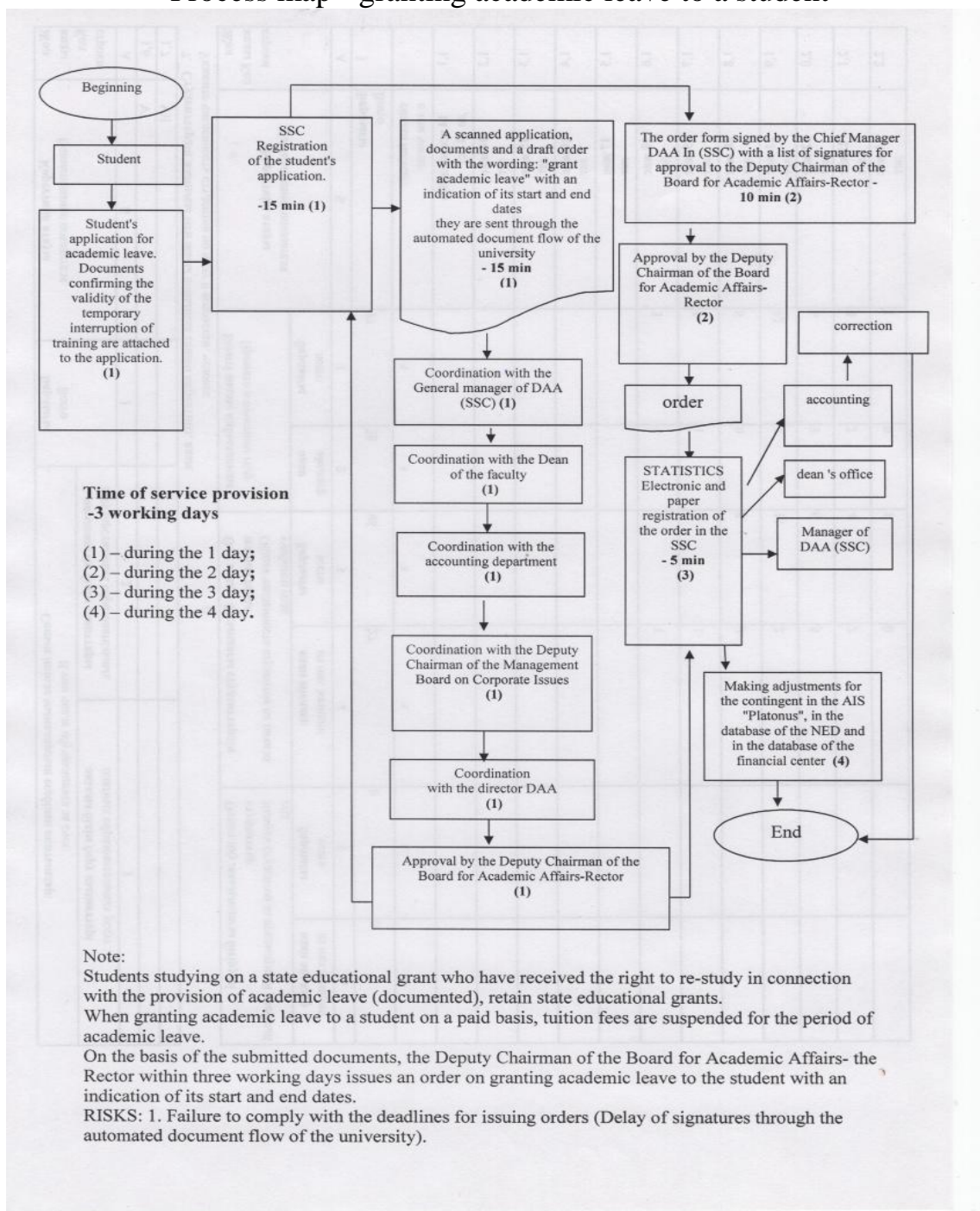
I attach a copy of the payment receipt.


" ____ " _____ 20 ____ year _____
(signature)

Appendix P (required)

F.02.2040 -30

Process map - granting academic leave to a student



<p>Quality Management System Regulation on the procedure of expulsion, transfer, re-enrolment and granting leave of absence to students in S. Seifullin KATU</p>	 <p>SEIFULLIN UNIVERSITY</p>	<p>JSC «S.SEIFULLIN KAZAKH AGRO TECHNICAL UNIVERSITY»</p>
<p>QMS PPSSS 02.2040 - 2022 Page 70-77 4 -Version</p>		

Appendix P-1
(required)

F.02.2040 –31

Sample application for provision of academic leave to a student

To the Deputy Chairman of the Board
for Academic Activities-Rector
NJSC " S.Seifullin KATU"

_____ student group_____

_____ the code and name of the educational program

_____ course _____

_____ faculty_____

(Full name of the student)

Student's IIN_____

Cell phone number._____

Email address (email)_____

Application

I ask you to provide me an academic leave in connection with

_____ (specify the reason)

A certificate (VCC/ child's birth certificate/ summons to the military forces) is attached (underline).

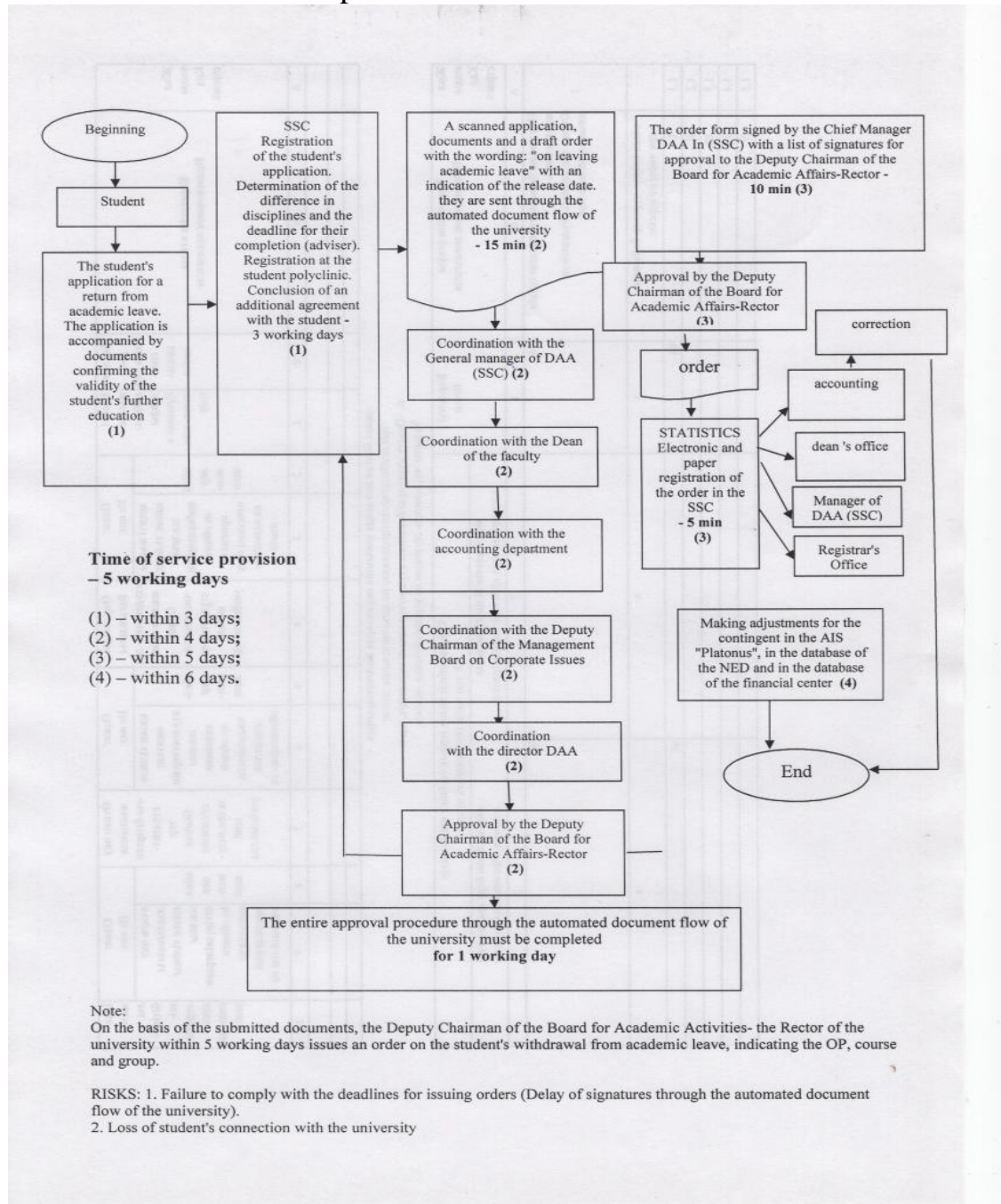
" ____ " _____ 20 ____ year


_____ (signature)

Appendix R (required)

F.02.2040 -32

Process map - exit from academic leave of the student



<p>Quality Management System Regulation on the procedure of expulsion, transfer, re-enrolment and granting leave of absence to students in S. Seifullin KATU</p>	 <p>SEIFULLIN UNIVERSITY</p>	<p>JSC «S.SEIFULLIN KAZAKH AGRO TECHNICAL UNIVERSITY»</p>
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Appendix R-1
(required)

F.02.2040 –33

Sample application for withdrawal from academic leave of the student

To the Deputy Chairman of the Board
for Academic Activities-Rector
NJSC " S.Seifullin KATU"

_____ student group_____

_____ the code and name of the educational program

_____ course _____

_____ faculty_____

(Full name of the student)

Student's IIN_____

Cell phone number._____

Email address (email)_____


Application

Please consider me **out of academic leave** and started classes with _____ 202__
year.

A certificate (MAC/child's birth certificate/certificate of demobilization) is attached (underline).

" ____ " _____ 20____ year

(signature)

<p>Quality Management System Regulation on the procedure of expulsion, transfer, re-enrolment and granting leave of absence to students in S. Seifullin KATU</p>	 <p>SEIFULLIN UNIVERSITY</p>	<p>JSC «S.SEIFULLIN KAZAKH AGRO TECHNICAL UNIVERSITY»</p>
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Application S
(required)

F.02.2040 -34

Sample application for changing the student's personal data

To the Deputy Chairman of the Board
for Academic Activities-Rector
NJSC " S.Seifullin KATU"

_____ student group_____

_____ the code and name of the educational program
course _____
faculty_____

(Full name of the student)

Student's IIN_____

Cell phone number._____

Email address (email)_____

Application

Please consider me under the surname _____ based on the certificate of
(new surname)

custody/divorce/about the change of name series №_____, issued

_____ (specify the organization that issued the document, and date of issue)

and identity cards (passports) series _____ №_____, issued

_____ (specify the organization that issued the document and the date of issue).

The following documents are attached to the application: a copy of the marriage certificate / a copy of the identity card (passport).

" _____ " _____ 20____ year

_____ (signature)



Appendix T
(required)

F.02.2040 -34

Sample application for refund of the amount paid

To the Deputy Chairman of the Board
for Academic Activities-Rector
NJSC " S.Seifullin KATU"

_____ student group_____

_____ the code and name of the educational program

_____ course_____

_____ faculty_____

_____ (Full name of the student)

Student's IIN_____

Cell phone number._____

Email address (email)_____

Application

Please return the money for tuition in the amount of _____ tenge, in connection
with

_____ (specify the reason)

I enclose the payment receipt.

" ____ " _____ 20____ year

_____ (signature)

Note: the application is written on behalf of **the person who paid for the training.**

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