

**Quality management system
Regulations on the procedure of
awarding vacant educational grants
that were released in the process of
obtaining higher education**



**" S. SEIFULLIN KAZAKH
AGROTECHNICAL UNIVERSITY" JSC**

RPAVEGFPOHEQMS 02.2027 - 2019 P.1 of 11 Version 2

Approved

By the order of the Board Chairman
No. 611-N from 23.08.2019

QUALITY MANAGEMENT SYSTEM REGULATION

ABOUT THE PROCEDURE of AWARDING VACANT EDUCATIONAL GRANTS THAT WERE RELEASED IN THE
PROCESS OF OBTAINING HIGHER EDUCATION

RPAVEGFPOHE QMS 02.2027- 2019

Exe. _____

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NUR-SULTAN 2019

Foreword

**1 DEVELOPED AND INTRODUCED by work group in cooperation with the
quality service**

name of the structural division that developed the regulations

Head of the HG-doctor of pedagogical sciences, Professor A. M. Abdyrov.

academic degree, academic title

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**" S. SEIFULLIN KAZAKH
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RPAVEGFPOHEQMS 02.2027 - 2019 P.2 of 11 Version 2

2 APPROVED AND PUT INTO by the order of the chairman of the board

(official approving the document)

dated 23.08.2019 No. 611-N.

(name, date and number of the approving organizational and administrative document)

3 DEVELOPERS:

- Director of the Department of academic affairs-

Serekpaev N. A.

academic degree, academic title

- Director of the student service center-

Zhusupova G. K.

academic degree, academic title

- Head of quality service-S. S. Aldabergenova

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**4 THE FIRST INSPECTION PERIOD
VERIFICATION PERIODICITY**

**2024
5 years**

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"S. Seifullin Kazakh Agrotechnical University" JSC

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1 Area of use

This regulation on the procedure for awarding vacant educational grants released in the process of obtaining higher education is an internal regulatory document that establishes the procedure for awarding vacant educational grants.

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

The regulation is included in the documentation of the quality management system (hereinafter QMS) of the S. Seifullin Kazakh Agrotechnical University (hereinafter S. Seifulin KATU).

2 Normative references

This regulation uses references to the following normative documents:

Law of the Republic of Kazakhstan "on education" dated July 27, 2007 No. 319-III;

Decree of the government of the Republic of Kazakhstan on approval of the Rules for awarding educational grants for higher or postgraduate education with the award of a bachelor's or master's degree dated January 23, 2008 No. 58, as amended and supplemented on June 8, 2020 No. 362.

ST RK ISO 9000: 2005 quality management Systems. Basic definitions and vocabulary;

ST RK ISO 9001: 2015 quality management Systems. Requirements;

ES QMS 1.1.01-2015 standard of the organization. General requirements for the construction, presentation and documentation of a quality management system;

DP QMS 01-2015 documented procedure. Document management;

DP QMS 02-2015 documented procedure. Managing quality records.

3 Designations and abbreviations

The following abbreviations are used in this regulation:

- S. Seifullin KATU -S. Seifullin Kazakh Agrotechnical University;
RPAVEGFPOHE - regulations on the procedure of awarding the vacant educational grants freed up in the process of obtaining higher education;

- QS -quality service;

- QMS-quality management system;

- RQM -representative of the quality management;

- AAD -Department of academic Affairs;

- SSC -student service center;

- MES RK-Ministry of education and science of the Republic of Kazakhstan.

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4 Responsibility and authority

4.1 the Director of the Department of academic Affairs (hereinafter AAD) is responsible for implementing and managing the processes specified in this regulation.

4.2 Responsibility and authority for the development of regulations on the procedure for awarding vacant educational grants that were released in the process of obtaining higher education, its approval, and registration for entry into force are distributed as follows:

- the Director is responsible for the content, structure and implementation of the regulation.;
- the decision on the final version of the draft regulation is made by a representative of the quality management (hereinafter referred to as the RQM);
- this provision is approved by the Chairman of the Board of S. Seifullin KATU;
- simultaneously with the approval of the regulation, the QS prepares an order on its implementation, which is also approved by the Chairman of the Board.

4.3 Responsibility for communicating to all employees participating in the process of awarding vacant educational grants released in the process of obtaining higher education is borne by his immediate supervisor. The acquaintance record must be made in the "Acquaintance Sheet" (Appendix B).

5 General regulations

5.1 Vacant educational grants that were released in the process of obtaining higher or postgraduate education (hereinafter-vacant grants) are awarded on a competitive basis to students on a paid basis for groups of educational programs.

5.2 In the case of identical indicators of the average GPA (Grade Point Average – great point average), students with grades only A, A-("excellent"), then - grades from A, A – ("excellent") to B+, B, B -, C+ ("good"), then - mixed grades for the entire period of study.

5.3 The award of vacant educational grants, released in the process of obtaining higher education and (or) postgraduate education, is carried out during the summer and winter holidays, on the available vacant places in the University's specialties on a competitive basis.

5.4 The Competition is held based on the results of the intermediate certification based on the average GPA (Grade Point Average-great point Everage) with the issuance of a certificate of awarding an educational grant.

5.5 Student service Center (hereinafter referred to as SSC) places an ad about an open competition on the University's website with an indication of the number of vacant educational grants in the context of the direction of training and the course.

5.6 Vacant educational grants released in the process of obtaining higher educa-

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tion and (or) postgraduate education and submitted to the authorized body in the field of education, due to the absence of applicants, are redistributed by the Commission on a competitive basis.

5.7 The List of vacant educational grants released in the process of obtaining higher and (or) postgraduate education and submitted by universities due to the absence of applicants is published on the website of the authorized body in the field of education.

5.8 The Competition is held among students on a fee-based basis from other Universities who have submitted documents for participation in the competition, in the context of groups of educational programs, courses and forms of study based on the results of the intermediate attestation.

6 Description

6.1 The procedure for awarding vacant educational grants that were highlighted in the process of obtaining higher education and (or) postgraduate education is carried out in the following order:

6.1.1 Student on a paid basis submits an application to the SSC addressed to the Chairman Of the Board of the University with a request for further training on an educational grant of higher or postgraduate education and a copy of his / her identity document. The transcript for the entire period of training is provided by the SSC;

- The SSC accepts and registers the student's application and set of documents in the registration log;

- The University administration, having reviewed these documents, together with the decision of the Academic Council and (or) the Board of Trustees and (or) the Board of Directors, sends the list of applicants for transfer to vacant educational grants to the MES of the Republic of Kazakhstan for final decision-making before August 5 and January 25. The student's application, along with the decision of the academic Council and (or) the Board of Trustees and (or) the Board of Directors, is accompanied by a transcript of the student, a copy of the identity document, the certificate of the educational grant holder (original) and a copy of the student who was expelled from the University;

- MES considers the submitted documents in the context of groups of educational programs, forms and terms of training given the year of receipt, and upon a positive decision, issues an order on awarding the vacant educational grants higher and (or) postgraduate education (in the absence of candidates in the group educational programs, vacant educational grants freed up in the process of getting higher and (or) in postgraduate education, are redistributed inside the write direction key or the field of education);

- based on the order of the Ministry of education of the Republic of Kazakhstan in the field of education, the national center for testing issues a certificate of awarding

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an educational grant and transmits it to the S. Seifullin KATU within 3 working days;
- on the basis of issued certificates of educational grant award and the order of the MES issued an order for the University specifying the date of the transfer to further training on an educational grant.

6.2 the award of vacant educational grants of local executive bodies (hereinafter referred to as LEB), released in the process of obtaining higher and (or) postgraduate education, is carried out by the LEB-mission during the summer and winter holidays for the available vacant places on a competitive basis in the manner provided for by the above – mentioned clauses.

6.3 the SSC is responsible for the timely return of unused vacant educational grants, which were highlighted in the process of obtaining higher and postgraduate (master's) education, to the authorized body in the field of education.

7 Procedure for making changes

7.1 changes to the RPAVEGFPOHE are made only with the permission of the RQM and must be documented and signed by the RQM. Sheets removed from the amended version of the regulation are stored with the document on the permission to make changes.

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

7.3 Changes to the regulation are made by the quality service with a mandatory note in the "change registration sheet" (Appendix B).

8 Approval, storage and distribution

8.1 Approval of the present regulations is carried out by the management representative for quality (hereinafter RQM), Deputy Chairman of the management Board for financial Affairs and infrastructure development, Director of AAD, Director, SSC, head of legal Department, head of the QS and it is made in the "approval Sheet" (Appendix A).

8.2 The QS is Responsible for storing and sending out a copy of the regulations by division

8.3 The Regulations are registered in electronic format in the electronic document management system "ARTA SYNERGY" and sent to all divisions.

Appendix G

(required)

List of accounting for periodic inspections

Date of verification	Full name of the person who performed the verification	Signature of the person who performed the verification	The comments
1	2	3	4