


<p>СӘТБАЕВ УНИВЕРСИТЕТИ</p> 	<p>MINISTRY OF EDUCATION AND SCIENCE OF THE REPUBLIC OF KAZAKHSTAN</p> <p>NON-PROFIT JOINT STOCK COMPANY "KAZAKH NATIONAL RESEARCH TECHNICAL UNIVERSITY named after K.I. SATPAYEV"</p>	
<p>QMC document Level 3</p>	<p>Revision № 1 "01".10 2021</p>	<p>R 029-05-01-02.8.01 – 2021</p>

REGULATION

on the provision of discounts on the educational services and financial incentives (encouragement) for the learners of NJSC "KazNRTU named after K.I. Satpayev"

R029-05-01-02.8.01 – 2021

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PREFACE

1 DEVELOPED by the Department for Social Work of Youth and Sports Department of NJSC “Kazakh National Research Technical University named after K.I.Satpayev”

2 AGREED

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3 APPROVED by the Academic Council dated " 07 " 10 2021 № 1

4 INTRODUCED for the first time

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1 General Provisions

1.1 Regulation on the provision of grants and discounts for educational services and financial incentives (stimulation) for learners at the expense of the University own funds (hereinafter referred to as the Commission) of NJSC “Kazakh National Research Technical University named after K.I.Satpayev” of the Ministry of Education and Science of the Republic of Kazakhstan (hereinafter referred to as the University) determines the aim, main objectives, functions and procedure for organizing work, as well as the rights and obligations of the Commission members.

2 Referenced code and acts

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

2.2 Standard rules for the activities of organizations implementing educational programs of higher professional education, approved by the Decree of the Government of the Republic of Kazakhstan dated May 17, 2013 No. 499.

2.3 Charter of NJSC “Kazakh National Research Technical University named after K.I. Satpayev” approved by the order of the Minister of Education and Science of the Republic of Kazakhstan.

2.4 International Organization for Standardization ISO 9001:2015 “Quality management systems. Requirements”.

2.5 Decree of the Government of RK “On Approval of the Rules for Awarding the Educational Grant to Pay for Higher Education” dated January 23, 2008 No. 58.

2.6 Decree of the Government of RK “On Provision of the material and financial support to learners from low-income and socially unprotected layers of the population” dated January 25, 2008 No. 64.

3 Terms and definitions

3.1 For the purposes of these Regulation, the listed terms and definitions will have the following meaning:

- **University** - Non-profit Joint-Stock Company "Kazakh National Research Technical University named after K.I. Satpayev”;

- **financial situation** - the presence or absence of wages, pensions, other incomes, their size; the presence of property, the degree of disability, the receipt or non-receipt of financial assistance from other family members;

- **large family** - a family with four or more minor children living together (including temporarily absent);

- **low-income citizens (families)** - individuals of working age who, in accordance with the legislation of the Republic of Kazakhstan, has a right to targeted social assistance and (or) to a monthly state allowance assigned and paid for children under eighteen years of age;

- **student** – learners of NJSC "KazNRTU named after K.I. Satpayev”;

- **student-orphan** - a student whose both or only parent died;
- **student left without parental care** - a student who was left without a single or both parents in connection with the restriction or deprivation of their parental rights, the recognition of parents as missing, declaring them dead, recognizing them as incapable (partially incapacitated), serving their sentences in places of deprivation of liberty evasion of parents from raising a child or from protecting his rights and interests, including when parents refuse to take their child from an educational or medical institution, as well as in other cases of lack of parental care;
- **employee** – an employee at NJSC "KazNRTU named after K.I. Satpayev"
- **undergraduate** – a student of Master's programs at NJSC "KazNRTU named after K.I.Satpayev";
- **doctoral student** – a student of Doctoral programs at NJSC "KazNRTU named after K.I. Satpayev".

4 Procedure for providing discounts to learners

4.1 To consider the learners' application, the composition of the Commission for providing discounts to learners is created and approved by the Chairman of the Board - the Rector.

4.2 The composition of the Commission includes the Chairman, Secretary and members of the Commission. The composition of the Commission is approved by the order of the Head of the university, the draft order is submitted by the Department of Youth and Sports.

4.3 The Commission is headed by the Chairman - Vice-Rector for Social and Cultural Development, who manages the organization of the Commission's activities and is personally responsible for implementing the objectives and functions assigned to the Commission.

4.4 The commission consists of the heads of the department for finance and accounting, the department for legal support, the department for youth and sports, the Registrar's Office, as well as representatives of the Institutes.

4.5 Changing the composition of the Commission is carried out by order of the Rector in the following cases:

- by decision of the Rector;
- by decision of the Commission;
- upon dismissal of an employee who is a member of the Commission;
- on the own initiative of a member of the Commission (resignation).

4.6 Members of the Commission are obliged:

- to take part in meetings of the Commission and vote on all matters on the agenda;
- in case of impossibility to participate in the meeting of the Commission, to notify the Secretary of the Commission in advance;
- maintain confidentiality with respect to the personal data of employees, not disclose to employees and other persons information about the issues considered at the meetings of the Commission and the decisions taken.

- have the right to express their point of view and put it to a vote.

4.7 Chairman of the Commission:

- informs the members of the Commission about the goals and objectives of the Commission, about their rights, duties and responsibilities;
- organizes the work of the Commission and ensures compliance with the requirements of this Regulation;
- convene meetings of the Commission;
- chairs the meetings of the Commission;
- organizes the keeping of minutes at meetings;
- signs documents issued on behalf of the Commission;
- represents the position of the Commission and reports to the Rector of the University;

4.8 Secretary of the Commission:

- carries out the organizational preparation of meetings, collection, register and storage of personal students' and employees' applications, reports and other documents on matters submitted for consideration by the Commission;
- notifies the members of the Commission about the date, time, place of the meeting and issues included in the agenda.
- keeps minutes of the meeting of the Commission.

4.9 In the absence of the Secretary of the Commission at the meeting, keeping the minutes of the meeting may be entrusted by decision of the Chairman to one of the members of the Commission.

4.10 Work of the Commission:

- for the proper performance of the functions assigned to it, the Commission has the right to request and receive from the structural units and officials of the University documents and materials necessary for making informed decisions on issues included in the agenda;
- Proposals and decisions of the Commission are documented in minutes. The protocol is signed by the Chairman and the Secretary of the Commission. The protocol is kept by the Secretary of the Commission.
- making a decision on the provision of social assistance is carried out by an open vote of the Commission members. In case of an equal number of votes, the vote of the Chairman of the Commission is decisive.
- The agenda of the Commission is approved by its Chairman.

5 Main goals, objectives and functions of the Commission

5.1 The main goal of the Commission is to provide both grants and discounts for educational services for learners and financial incentives for learners.

5.2 The main objectives of the Commission are:

- stimulate the educational activities of learners;
- social support for persons belonging to the category of orphans, disabled children, children from the socially unprotected layers of the population (large families, disabled parents, etc.).

5.3 The Commission performs the following functions

- provision of University grants for obtaining higher professional education in the specialties of the University, in accordance with the Rules for awarding educational grants of the University (Appendix 1).
- establishment of discounts for educational services of higher and postgraduate professional education in a contractual form of education according to the Rules for the provision of discounts for educational services (Appendix 2-3).
- establishment of discounts for educational services for learners in the additional (summer) semester in accordance with the Rules for the provision of discounts, for educational services of higher and postgraduate professional education for learners in the additional (summer) semester (Appendix 4).
- moral and financial stimulation (encouragement) of learners (Appendix 5).

6 Final provisions

6.1 The function of monitoring the implementation of this Regulation is vested on the Chairman of the Commission, who ensures that it is brought to the attention of subordinate employees and interested officials of the University, control over execution and timely updating of the provision.

6.2 Students who have concluded a 3-party contract for the provision of educational services for the training of specialists between the university, the student and the organization (enterprise), in case of payment for tuition by enterprises, discounts are not provided.

6.3 For students who received state educational grants in the process of obtaining higher education, previously provided discounts are cancelled.

6.4 If the applicant meets several categories, the discount is provided only for one category, which has the maximum size.

6.5 Amendments and additions to these Regulations are made by drawing up a provision in a new edition or formalizing changes (additions) in the form of annexes to this regulation based on the decision of the Academic Council or other authorized official of the University, and are brought to the attention of employees and interested officials of the University.

6.6 This Regulation comes into force from the date of its approval and is valid until it is canceled in accordance with the established procedure by the head or other authorized official of the University.

Appendix 1

**Rules for awarding educational grants of the University for
Bachelor's degree programme**

Category	Name	Founder	Number	Holders		Criteria		Document	
				Form of study	Course	Content	Form	authorities	
Bachelor's degree programme	Grant	Head of the University	100	full-time	I-4	1	Winners of international and republican Olympiads and scientific competitions and competitions in general education subjects (awarded with diplomas of the first, second and third degree)	Certificate, diplomas	The relevant commission
						2	School graduates from among orphans and children left without parental care, children with disabilities and from the socially unprotected layers of the population	Certificate, protocols	Academic Council of the University, University admission office. Akimat of the district, city, region, pedagogical council of the school
						3	Sportsmen with a sports category - Master of sports of the Republic of Kazakhstan, Master of sports of the International class of the Republic of Kazakhstan	Certificate of MS of RK, MSIC (MES RK)	The relevant commission, Academic Council of the University
						4	Winners of subject Olympiads organized by	Certificate, diplomas	The relevant commission,

							Satbayev University (Rector's grant)		
Bachelor's degree programme		Head of the University	50	full-time	I-4		ACM/ICPC Winners of the International Student Programming Olympiad ACM/ICPC (at least the semi-finals)	Certificate, diplomas	The relevant commission,
Bachelor's degree programme		Head of the University	25	full-time	1-4		Winners of significant hackathons organized by Astana Hub, state authorities and large companies	Certificate, diplomas	The relevant commission,
Master's degree programme		Head of the University	10	full-time	1-2	5	Learning employee, undergraduate GPA	Undergraduate GPA	Academic Council of the University, Admission Committee of the University
Doctoral programme		Head of the University	5	full-time	1-3	6	Learning employee	Recommendation	Academic Council of the University, Admission Committee of the University

Appendix 2

**Rules for providing discounts for educational services
for Bachelor's degree program**

Categories	Form	Course	Criteria	Document		Size of discounts
			Content	Type	authorities	
1 Holders of the certificate of a special sample "Altyn belgi"	full-time	I	Achievement "excellent"	Certificate of Secondary Education	Secondary school	100%
2 "A" grade pupils	full-time	II-IV	Academic performance (GPA – 3,67 and above)	Transcript	Registrar's office	15%
3 Orphans	full-time	I-V		Certificates of parents' death	Civil Registration Office	25%
				Student's application	Directorate	
				Academic performance (GPA – 2,5 and above)	Registrar's office	
4 Students with disabilities (or both parents with disabilities)	full-time	I-IV		Certificate of disability	EELC	1 group - 20%
				Student's application	Directorate	2 group - 15%
				Academic performance (GPA – 2,5) and above	Registrar's office	3 group 10%
5 Large family (children under the age of 18)	full-time	I-IV		Birth certificates	Civil Registration Office	3 children 10%
				Academic performance (GPA – 2,5 and above)	Registrar's office	4 children 15% 5 or more children – 20%

Continuation of Appendix 2

**Rules for providing discounts for educational services
in Master's degree program**

Categories	Form	Course	Criteria	Document		Size of discounts
			Content	Type	Authorities	
6 Children from incomplete families and other socially unprotected groups of the population	full-time	I-IV		Student's birth certificates, death certificate of one of the parents, certificate of income of parents and other supporting documents	Civil Registration Office	10%
			Academic performance (GPA – 2,67 and above)	Transcript	Registrar's office	
7 Children of University employees	full-time	I-IV		certificate	Human Resources Department	Parents' work experience in KazNRTU: low wages from 5 years – 10% from 10 years -15% from 15 years – 20% from 20 years – 25%
				Parents' application	Head of the University	
				Student's application	Directorate	
			Academic performance (GPA – 2,5 and above)	Transcript	Registrar's office	
8 Sportsmen with a sports category - Master of sports of RK, Master of sports of the International class of RK	full-time	I-IV		Certificate of MS of RK, MSIC (MES RK)	Head of the University, Sport Club	Master of sports of RK – 15% Master of sports of IC of RK – 25%
9 Learners who have contributed to and promoted a positive image of the University	full-time	I-IV		Diplomas Certificates, Letter of recognition	Head of the University, Directorate	100%

(for courage, active participation in the social, scientific and cultural life of the University)						
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Appendix 3

**Rules for providing discounts for educational services
in Master's / Doctoral degree program**

Categories	Type of discount	Course	Document		Discount system
			Type	authorities	
Learner	In case of prepayment for the entire period of study	1	Recommendation	Admission Committee, DFA	10%
	In case of prepayment for the first year of study by August 30	1	Recommendation	Admission Committee, DFA	10%
	Sportsmen -winners, prize-winners of Republican and International competitions in individual and team championships	1-2	diplomas, medals, protocols	Admission Committee, DFA	I place– 15% II place - 10% III place - 5%
Postgraduate student with a GPA of 2.5 or more	Staff support	1-2	Recommendation, transcript	Admission Committee, DFA	30-50% (increase in the size of the discount with the increase in the length of service of the employee)
PhD student-employee	Staff support	1-3	Recommendation	Admission Committee, DFA	30-50% (increase in the size of the discount with the increase in the length of service of the employee)
A learner who has contributed to and promoted a positive image of the University (for courage, active participation in the social, scientific and cultural life of the University)	Learner's support	1-3	Diplomas, Certificates, Recommendation	Head of the University, Directorate	100%

Appendix 4

Rules for providing discounts for educational services to learners in the additional (summer) semester

Categories		Document		Discount system
		Type	authorities	
1	Orphans	Application, death certificates of parents	Civil Registration Office, Directorate, Department for Social Work	6 credits

Appendix 5

Rules for financial incentives (encouragement) for students

Categories	Form Course		Criteria	Document		Type of encouragement
			Content	Type	Authorities	
Winners of city, republican, international olympiads, competitions, projects, Spartakiads, sports competitions	full-time	I-IV undergraduate	Participation in competitions, Olympiads, Spartakiads, scientific projects (winners)	Recommendation	Heads of Institutes, Departments	
				certificates, diplomas, medals, letters	Organizing Committee	
		City			5 MCI Diplomas, gratitude	
		Republic			7 MCI Diplomas, gratitude	
				International level	10 MCI Diplomas, gratitude	
Those who passed the Presidential tests in 4 types of all-around competition	full-time staff members			diplomas, protocols	Presidential level	To students – 20 MCI, teaching staff and employees- 30 MCI
					National level	To students – 10 MCI, To the teaching staff and employees- 20 MCI

AMENDMENT RECORD SHEET

Sequential number of amendment	Section, paragraph of the document	Type of amendment (amend, cancel, add)	Notification number and date	Amendment made	
				Date	Surname and initials, signature, position