


<p>СӘТБАЕВ УНИВЕРСИТЕТІ</p> 	<p><b>NON-PROFIT JOINT STOCK COMPANY “KAZAKH NATIONAL RESEARCH TECHNICAL UNIVERSITY named after K.I. SATBAYEV”</b></p>	
<p>QMS document Level 3</p>	<p>Edition #1 «_14_»_06_2022_</p>	<p>Reg.029-03-01.1.01 – 2022</p>

## **REGULATIONS**

**on the diploma of its  
own sample**

**Reg.029-03-01.1.01 – 2022**

Almaty 2022

English translation prepared by the Office of the Registrar of NJSC "Kazakh National Research Technical University named after K.I. Satpayev"

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### 1 Field of application

1.1 The given Regulations of Kazakh National Research Technical University named after K.I.Satbayev (hereinafter - KazNRTU) determine the form of a diploma of its own sample.

1.2 Requirements of this Regulation apply to all structural divisions of KazNRTU.

1.3 This Regulation is an internal regulatory document of KazNRTU and is not subject to submission to other persons, except for auditors (upon their request) of certification bodies during inspections of quality management systems.

## **2 Regulatory references**

The regulation on the diploma of its own sample was developed in accordance with the requirements and recommendations of the following documents:

2.1 Law of the Republic of Kazakhstan dated July 27, 2007 "On Education";

2.2 "On approval of the Regulation on special status of organizations of higher and (or) postgraduate education" Resolution of Government of the Republic of Kazakhstan dated February 14, 2017 # 66; 1.3

2.3 Decree Minister of Education and Science of the Republic of Kazakhstan dated 10.30.2018 № 595 "On approval of Standard Rules for the activities of educational organizations of appropriate types";

2.4 Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated February 13, 2023 № 47 " On approval of the types of documents on higher and (or) postgraduate education, the form of documents on higher and (or) postgraduate education of the state standard and the rules for their registration and issuance, the basic requirements for the content of documents on higher and (or) postgraduate education of their own sample and the rules for their registration and issuance”;

2.5 Order of the Minister of Education and Science of the Republic of Kazakhstan dated April 20, 2011 No. 152 "On approval of the Rules for organizing the educational process on credit technology of education in organizations of higher and (or) postgraduate education"

2.6 Decree of Minister of Education and Science of the Republic of Kazakhstan dated December 8, 2020 # 512 "Methodological recommendations on organizing the issuance of documents of their own sample by organizations of higher and (or) postgraduate education";

2.7 Law of the Republic of Kazakhstan dated December 22, 1998 # 326-I "On National Archival Fund and Archives";

2.8 Charter of Kazakh National Research Technical University named after K.I. Satbayev;

2.9 Development strategy of Kazakh National Research Technical University named after K.I. Satbayev.

### 3 The used abbreviations

**RK MSHE** – RK Ministry of Science and Higher Education

**RK MCS** - Ministry of Culture and Sports of the Republic of Kazakhstan;

**WC** - Working curriculum;

**IC** - Individual curriculum;

**AC** – Attestation Commission;

**CE** – Comprehensive exam;

**FA** – Final attestation;

**ECTS** – European Credit Transfer and Accumulation System.

### 4 Terms and definitions:

**Academic period** - period of theoretical study: a semester lasting 15 weeks, a trimester lasting 10 weeks;

**Academic credit** is a unified unit of measurement for the volume of scientific and (or) academic work (workload) of a student and (or) a teacher;

**Academic calendar** - a calendar of educational and control events, professional practices during the academic year, indicating the days of rest (vacations and holidays);

**Bachelor's degree** is a vocational education program of higher education aimed at training specialists with the award of "Bachelor" academic degree in the relevant specialty;

**Master's degree** is a vocational postgraduate education program aimed at training scientific, scientific-pedagogical and managerial personnel with the award of "Master" academic degree in the relevant specialty;

**Educational achievements of students** – knowledge, abilities, skills and competencies of students acquired by them in the learning process and reflecting the achieved level of personal development;

**Final attestation of students** - (Qualification Examination) is a procedure carried out in order to determine the degree to which they master the scope of academic disciplines and (or) modules and other types of educational activities provided for in the degree program in accordance with the state mandatory standard of the appropriate level of education;

**Individual curriculum** is a curriculum formed for each academic year by students independently with the help of an adviser based on the degree program and the catalog of elective disciplines and (or) modules;

**Thesis (project)** - The final certification of a student (graduate) in the form of a scientific or calculated research work with its mandatory protection at State Attestation Commission;

**Transcript** is a document attached to a diploma and containing a list of disciplines that have passed the appropriate period of study, indicating credits and grades according to the point-rating letter system of knowledge assessment;

**The point-rating letter system for evaluating the educational achievements** is a system for evaluating the level of educational achievements in points corresponding to the letter system with a digital equivalent accepted in international practice, and allowing to set the rating of students;

**European Credit Transfer and Accumulation System (ECTS)** is a method of transferring credits received by a student abroad, including credits that are credited for their degree upon return to their educational institution, as well as the accumulation of credits within degree programs.

## **5 General provisions**

5.1 The given regulation was elaborated for the purpose of uniform application of the procedure at Kazakh National Research Technical University named after K.I. Satbayev (hereinafter referred to as KazNRTU) for the organization and issuance of diplomas of their own sample.

5.2 Types of educational documents of their own sample are: diploma of higher education with the award of an academic bachelor's degree, a diploma of postgraduate education with the award of an academic master's degree; a certificate for a master's degree, a diploma of postgraduate education with the award of a doctor's degree.

## **6 Organizing the issuance of documents of their own sample and registration of diplomas**

6.1 The basis for issuing documents of their own sample is the decision of Attestation Commission, indicating that the students have passed the final certification and confirming that they have fully mastered the appropriate level of education.

6.2 Documents on education of their own sample are issued to University graduates free of charge no later than thirty working days from the date of making the appropriate decision after the student provides a workaround sheet to the graduating department.

6.3 The forms of inserts, appendices to the documents on education of their own sample, as well as certificates are printed in a typographic way (without taking into account the data that are filled in manually or using printing devices).

6.4 Basic requirements for the content of educational documents of their own sample.

The forms and appendices to the documents on education of their own sample contain:

- 1) the name of Organization of higher and postgraduate education (further - OHPE);
- 2) the last name, first name, patronymic (if any) of the graduate;
- 3) the code and name of the degree program (specialty);
- 4) the degree awarded (if any);

5) the date and number of the meeting minutes of the attestation commission on awarding the degree (if any).

In the diplomas of Doctor of Philosophy (PhD), doctors by profile, data on scientific consultants and official reviewers, date, number of the meeting minutes of Dissertation Council (for OHPE with a special status) or date, number of Committee's decree (for OHPE with no special status);

- 6) the form of education;
- 7) signature of OHPE head;
- 8) serial registration number;
- 9) date and place (city) of issue;
- 10) OHPE seal.

6.7 The logo and (or) the name of the accreditation agency for institutional accreditation shall be placed in the documents on the formation of their own sample.

6.8 Logos (or) names of accreditation agencies for specialized accreditation of degree programs are placed in the appendix to the documents on education of their own sample.

The forms of inserts and appendices of documents on education of their own sample are printed on special paper with degrees of protection.

6.9 Ministry of Science and Higher Education of the Republic of Kazakhstan establishes a series and ordinal numbering for each type of education document of its own sample.

Documents on education of their own sample have the following series: 1) a diploma of higher education with the award of a bachelor's degree – BD;

2) diploma of higher education with qualification – BQ;

3) diploma of postgraduate education with the award of a master's degree – MD;

4) diploma of postgraduate education with the degree of Master of Business Administration – MBA;

5) diploma of postgraduate education with the degree of Doctor of Business Administration – DBA;

6) certificate for a master's degree – CMD;

7) certificate of pedagogical retraining – CPR;

8) diploma of postgraduate education with the award of the degree of Doctor of Philosophy – PhD;

9) diploma of postgraduate education with the award of a doctor's degree in the profile – PD.

The numbering for each type of document on the formation of its own sample is generated using a special service.

The generation of numbers of educational documents of their own sample is carried out on the basis of information about students entered into National Educational Database.

6.10 Forms of documents of their own sample are made using special protected materials.

6.11 Filling in documents of their own sample is carried out using the printing devices.

6. 12 Forms and appendices to the documents on education of their own sample are filled in the state, English and (or) other (Russian, etc.) languages.

## **7 Receiving, storing, issuing and writing off forms of documents of their own sample**

7.1 In order to control the organization of reception, storage, issuance and write-off of forms of documents of the own sample, a permanent commission consisting of at least 5 people is established at the university, approved by the decree of University Head.

7.2 A report on using the forms of documents of the own sample in the relevant academic year is provided by the financially responsible person to University's accounting department (Appendix # 5).

7.3 Unused forms of documents of the own sample, their number is indicated in reports on the movement of forms (Appendix # 6).

7.4 In case of detecting the facts of shortage of documents forms of the own sample, the commission draws up an act indicating the place and date of inventory (Appendix # 7).

7.5 In cases of detecting the lost forms of documents of the own sample, the commission draws up an act and transfers it to the financially responsible person (Appendix # 8).

7.6 In case of damage to documents forms of their own sample when they are used in work, an act is drawn up on the damaged forms. The numbers and series of damaged forms cut out and pasted on a sheet of paper are attached to the act on damaged forms, the remaining parts of the forms are crushed or burned (Appendix # 9).

7.7 If changes are made to the content of documents forms of their own sample, the old-style forms are destroyed at the university on the basis of the decision of University Head and are issued with an act of destruction of documents forms on education. The numbers and series of forms cut out and pasted on a sheet of paper are attached to the act, the remaining parts of the forms are crushed or burned (Appendix # 10).

7.8 Forms of documents of their own sample are stored in fireproof safes, iron cabinets or a specially equipped room that ensures the safety of forms without time limits (Appendix # 11).

7.9 In order to control the reliability of reporting data, proper storage of copies of reports is ensured. Reports are stored in separate folders according to the dates of their compilation.

7.10 Responsibility for organizing the order, storage, accounting and issuance of documents forms of their own sample is assigned to the financially responsible person of University.



7.11 The supervision of the order, issuance and storage of forms is entrusted to University Head.

7.12 Filling in documents of the own sample is carried out using printing devices or in calligraphic handwriting (with the ballpoint pen with black paste).

## **8 Filling out the forms**

8.1 The forms of inserts, appendices to the documents on education of their own sample are filled in the state, Russian and other languages appendix (Appendix # 4).

8.2 The forms of inserts are filled in three languages as follows:

1) in the line "surname, first name and patronymic (if any)" for citizens of the Republic of Kazakhstan who have completed their studies, they are written in full in accordance with the entry in the identity document (or its replacement document);

2) in the line "surname, first name and patronymic (if any)" of a foreign citizen are recorded according to the data of a foreign passport;

3) in the line "full name of the educational organization" the official name of the educational institution is indicated;

4) in the line "degree/qualification awarded" - the name of the degree/qualification awarded;

5) in the line "code and name of the specialty and (or) degree program", the code, name of the specialty and (or) degree program is indicated;

6) the line "form of education" indicates the form of education. When students master more than 50% of the disciplines of degree programs using distance learning technologies, the corresponding mark "using distance learning technologies" is indicated in the line "form of education";

7) the form indicates the series and number of the issued diploma, the city, village, district, region where the educational organization is located, the date of issue of the form: the number (in numbers), month (in words) and year (in four digits), registration number of the form according to the registration log of the issued forms.

8) the date and number of the protocol of Attestation Commission are indicated.

8.3 The signatures of University Head in the forms are affixed with a ballpoint pen with black paste. The seal of the educational institution is placed on the place reserved for printing.

8.4 After filling out the document form, it must be carefully checked for the accuracy and error-free entries made in it. A document drawn up with errors is considered damaged and must be replaced.

8.5 Appendices to the documents on education of their own sample in three languages are filled in as follows:

1) surname, first name, patronymic (if any) are indicated in full;

2) the name of the disciplines, the number of academic credits – ECTS. Assessment (in letter equivalent, in points and traditional (in words));

3) in the line "Final attestation", the name, the number of academic credits - ECTS and the score (in alphabetical equivalent, in points and traditional (in words) are indicated. If a comprehensive exam is passed, then the name of the disciplines included in the comprehensive exam is indicated and one grade is given;

4) in the line "Previous educational document", the name of the educational document on the basis of which the person was enrolled in the university, the document number and the year of its issuance are indicated. If the previous document on education was received abroad, its name is indicated in translation into the state, Russian and other languages, and the name of the country in which the given document was issued and the date of nostrification;

5) in the line "Enrolled in" and "Completed the studies at", four-digit numbers are indicated, respectively, the year of admission and the year of graduation, as well as the full name of the educational institution to which this person enrolled, and the name of the university that this person graduated from.

6) in the line "Total number of completed academic credits – ECTS" - the number of credits is indicated in numbers;

7) in the line " Grade Point Average (GPA) of training" – the average score for the entire period of training is indicated;

8) the line "Professional practice" indicates the name, the number of academic credits - ECTS and the score (in alphabetical equivalent, in points and traditional (in words));

9) in the line "Number of credits of theoretical training" and "number of ECTS credits of theoretical training" - the number of credits of theoretical training is indicated in numbers;

10) in the line "By the decision of Attestation Commission", the numbers of the protocol number and the date are indicated;

11) the degree/qualification is indicated in the line "Awarded (assigned)";

12) in the line "By specialty and (or) degree program", the code and name of the specialty and (or) degree program are indicated;

13) in the line "The level of compliance with the national qualification framework", the level is indicated in numbers: for bachelor's degree – 6, for master's degree – 7, for doctoral studies – 8.

8.6 In the column "During their studies they passed intermediate and final exams in the following disciplines", disciplines previously studied in all other OHPE in which they studied are entered, re-credited by the university in accordance with the established procedure. At the same time, next to the name of the disciplines, all educational organizations in which they were studied are indicated with appropriate footnotes.

8.7 Supplements to the documents on education of their own sample are signed by University Head. The seal of the educational institution is placed on the place reserved for the seal.

8.8 Diploma of higher and postgraduate education without a supplement to the diploma is invalid.

## Appendix #1

<p> <b>СӘТБАЕВ</b>  <b>SATBAYEV</b>  <b>УНИВЕРСИТЕТИ</b> <b>UNIVERSITY</b> </p> <p>         «Қ.И. Сәтбаев атындағы Қазақ ұлттық техникалық зерттеу университеті»          коммерциялық емес акционерлік қоғамы       </p> <p>         Аттестаттау комиссиясының жылғы « »          шешімімен (№ хаттама)       </p> <p>         мамандығы және (немесе) білім беру бағдарламасы бойынша       </p> <p> <b>БАКАЛАВРЫ</b>          дәрежесі берілді       </p> <p>         Оқыту нысаны       </p> <p>         Басқарма Төрағасы – Ректор/          Председатель Правления – Ректор _____       </p> <p>         М.О. _____       </p> <p>         жылғы « »          қаласы _____       </p> <p>         Тіркеу          нөмірі _____          Қазақстан Республикасы       </p>	<p> <b>СӘТБАЕВ</b>  <b>SATBAYEV</b>  <b>УНИВЕРСИТЕТИ</b> <b>UNIVERSITY</b> </p> <p>         Некоммерческое акционерное общество          «Казакский национальный исследовательский технический университет имени К.И. Сатпаева»       </p> <p>         Решением Аттестационной комиссии от « »          года (протокол № )       </p> <p>         присуждена степень  <b>БАКАЛАВРА</b> </p> <p>         по специальности и (или) образовательной программе       </p> <p>         Форма обучения _____          « » _____ года          Город _____       </p> <p>         _____       </p> <p>         Регистрационный          номер _____          Республика Казахстан       </p>
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1934



Logo of  
Agency for  
Institutional  
Accreditation



## Приложение №2

**SATBAYEV UNIVERSITY**

Non-profit joint-stock company  
«K.I. Satbayev Kazakh National Research Technical University»

By the Decision of the Attestation Commission

on \_\_\_\_\_ № \_\_\_\_\_

awarded the degree of BACHELOR

on the specialty and (or) educational program

Accreditation Committee

Logo of Agency for Institutional Accreditation

Chairman of the Board – Rector \_\_\_\_\_

Registration number \_\_\_\_\_

Republic of Kazakhstan  
Almaty

## Appendix # 3

1. Тегі:
2. Аты, әкесінің аты (болған жағдайда):
3. Туған күні:
4. Білім туралы құжат (құжат түрі, нөмірі, берілген күні):
5. Оқуға түсу сынақтары (құжат түрі, нөмірі, берілген күні):

6. Оқуға түсті (ЖОО, түскен аылы):

7. Оқуға бітірді (ЖОО, бітірген жылы):

8. Жалпы игерілген академиялық кредиттердің саны – ECTS:

9. Оқудың орташа өлшемді бағасы (GPA):

#### 10. Кәсіптік практика

Практикашып түрі	Академиялық кредиттердің саны – ECTS	Баға		
		әріптік	балдық	дәстүрлі

#### 11. Қорытынды аттестаттау

Диплом жобасының (жұмысының) немесе диссертацияның тақырыбы	Академиялық кредиттердің саны – ECTS	Баға		
		әріптік	балдық	дәстүрлі



**СӘТБАЕВ**  
УНИВЕРСИТЕТІ

«Қ.И. Сәтбаев атындағы  
Қазан ұлттық техникалық  
зерттеу университеті»  
коммерциялық емес  
акционерлік қоғамы

Алматы қаласы

Logo of  
Educational  
Program  
Accreditation  
Agency

**ДИПЛОМҒА  
ҚОСЫМША  
(транскрипт)**

№ \_\_\_\_\_

(берілген күні)

(берілген күні)

Басқарма Төрағасы –  
Ректор

М.О.

## 12. Теориялық оқу:

№	Пән коды	Пән атауы	Академиялық кредиттердің саны – ECTS	Баға		
				әріптік	баллық	дәстүрлі
1	2	3	4	5	6	7

Д И П Л О М С Ы З Ж А Р А М С Ы З

## 13. Теориялық оқудың академиялық кредиттерінің саны – ECTS:

14. Мемлекеттік аттестаттар және (немесе) Аттестаттау комиссиясының (..... 20 ж. № ..... хаттамалық шешімімен ..... мемлекеттік және (немесе) білім беру бағдарламасы бойынша ..... (қорықаспайыншы) ..... тағайындалды (берілді)

## 15. Ұлттық білімділік шеңберіне сәйкестік деңгейі:

\* ҚР ІсәТМ 2018 жылғы 30 қаңтардағы № 393 бұйрығымен бекітілген Жоғарғы және (немесе) жоғарғы оқу орнындағы кейбір білім беру үйемдеріне қатысты Үлгілік шарттардың сәйкес әріптік және баллық "С+" бағасы дәстүрлі "Жақсы" бағасымен баламады



## Appendix # 4

1. Фамилия:
2. Имя, отчество (при его наличии):
3. Дата рождения:
4. Предыдущий документ об образовании (вид, номер документа, дата выдачи):
5. Вступительные испытания (вид, номер документа, дата выдачи):
6. Поступил(-а) (вуз, год поступления):
7. Окончил(-а) (вуз, год окончания):
8. Общее число освоенных академических кредитов – ECTS:
9. Средневзвешенная оценка (GPA) обучения:

## 10. Профессиональная практика

Вид практики	Количество академических кредитов – ECTS	Оценка		
		буквенная	в баллах	традиционный

## 11. Итоговая аттестация

Тема дипломного проекта (работы) или диссертации	Количество академических кредитов – ECTS	Оценка		
		буквенная	в баллах	традиционный



**SATBAYEV  
UNIVERSITY**

Некоммерческое  
акционерное общество  
«Казанский национальный  
исследовательский  
технический  
университет  
имени К.И. Сатпаева»

город Алматы

Logo of Educational  
Program  
Accreditation Agency

**ПРИЛОЖЕНИЕ  
К ДИПЛОМУ  
(транскрипт)**

№ .....

(дата выдачи)

(подпись ответственного лица)

Председатель Правления –  
Ректор

М.П.

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## 12. Теоретическое обучение:

№	Код дисциплины	Наименование дисциплины	Количество академических кредитов – ECTS	Оценка		
				буквенная	в баллах	традиционная
1	2	3	4	5	6	7

Б Е З Д И П Л О М А Н Е Д Е Й С Т В И Т Е Л Ь Н О

## 13. Количество академических кредитов – ECTS теоретического обучения:

14. Решение: Аттестационной комиссии (протокол № ..... от ..... 20 ..... г.)

Присуждена (присвоена) .....

(подпись/подпись)

По специальности и (или) образовательной программе .....

## 15. Уровень соответствия Национальной рамки квалификации:

\* в соответствии с Законом Республики Казахстан «Об образовании и развитии человеческого капитала» (далее – Закон) от 20.10.2018 г. № 593, оценки по буквенной системе «С+» – эквивалентны традиционной оценке «хорошо»



## Appendix # 5

1. Last Name:

2. First Name, Patronymic (if any):

3. Date of birth:

4. Previous educational background (document type, number of document, date of issue):

5. Entrance Examinations (type, number of document, date of issue):

6. Enrolled (higher education institution, year of enrollment):

7. Graduated (higher education institution, graduation year):

8. Total number of academic credits earned, ECTS:

9. Grade point average (GPA):

10. Professional internship

Internship type	Number of academic credits – ECTS	Grade		
		Letter Grade	Numeric Grade	Traditional Grade

11. Final attestation

Topic of thesis project (thesis) or dissertation	Number of academic credits – ECTS	Grade		
		Letter Grade	Numeric Grade	Traditional Grade



**SATBAYEV  
UNIVERSITY**

Non-profit  
joint-stock company  
«K.I. Satbayev Kazakh  
National Research  
Technical University»

Almaty

Logo of Educational  
Program  
Accreditation  
Agency

**SUPPLEMENT  
TO DIPLOMA  
(Transcript)**

№ .....

(date of issue)

(registration number)

Chairman  
of the Board – Rector

Stamp

NOT VALID WITHOUT DIPLOMA

NOT VALID WITHOUT DIPLOMA

## 12. Theoretical training:

№	Code of discipline	Name of discipline	Number of academic credits – ECTS	Grade		
				Letter Grade	Numeric Grade	Traditional Grade
1	2	3	4	5	6	7

NOT VALID WITHHOUT DIPLOMA

13. Total number of academic credits – ECTS of theoretical training:

14. By the Decision of the Attestation Commission (Minutes No. \_\_\_\_\_ dated \_\_\_\_\_ )

\_\_\_\_\_ was awarded  
 \_\_\_\_\_  
 (degree/qualification)

in the specialty and (or) educational program \_\_\_\_\_

15. Level of compliance with the National Qualification Framework: \_\_\_\_\_

\* In accordance with the Standard Rules of the activities of organizations of higher and (or) graduate education, approved by the order of the Ministry of Education and Science of the Republic of Kazakhstan No. 395 dated October 30, 2018, the "C+" letter grade is equivalent to the traditional "Good" grade.

## Appendix # 6

Ministry of Science and Higher Education of the Republic of Kazakhstan  
NPJSC “Kazakh National Research Technical University named after K.I. Satbayev”

«Approved» Board Member - Vice-Rector for  
Academic Affairs  
NPJSC “Kazakh National Research Technical  
University named after K.I. Satbayev”  
\_\_\_\_\_ «\_\_» \_\_\_\_\_ 2022.

**Report**  
**on the use of documents forms of their own sample on education**  
**NPJSC “Kazakh National Research Technical University named after K.I. Satbayev”**  
\_(name of the educational organization)  
in \_\_\_\_\_ academic year

periodicity - annually

**1. Forms received**

#	name of the form	series and number of the form	year of receipt of the form	amount of forms
1				
	TOTAL			

**2. Issuance of forms / issue/**

#	name of the form	series and number of the form	year of receipt of the form	amount of forms
1				
	TOTAL			

**3. Issuing the duplicates**

#	name of the form	series and number of the form	year of receipt of the form	amount of forms
1				
	TOTAL			

**4. Damaging the forms**

**5.**

#	name of the form	series and number of the form	year of receipt of the form	amount of forms
1				
	TOTAL			

**6. The remainder of the forms**

#	name of the form	series and number of the form	year of receipt of the form	amount of forms
1				
	TOTAL			

The act was drawn up on the basis of monthly reports of the current commission for accounting, storage and issuance of forms

Financially responsible person

\_\_\_\_\_ Full name

\_\_\_\_\_ signature

Appendix # 7

**Ministry of Science and Higher Education of the Republic of Kazakhstan  
NPJSC “Kazakh National Research Technical University named after K.I. Satbayev”**

«Ap  
proved» Board Member - Vice-Rector for  
Academic Affairs  
**NPJSC “Kazakh National Research Technical  
University named after K.I. Satbayev”**  
\_\_\_\_\_ «\_\_» \_\_\_\_\_ 2022.

**Report on the movement of documents forms of the own sample on education\_  
NPJSC “Kazakh National Research Technical University named after K.I. Satbayev”**  
\_(name of the educational organization)  
in \_\_\_\_\_ academic year

periodicity – at the end of the month

**The circle of persons providing information: Information is provided by responsible officials of University**

Name of the forms	The received on request number of forms	Movement information		
		the issued	is damaged	the remainder
<b>TOTAL</b>				

Chairperson of Commission

_____	Full name _____	signature
	Members of Commission:	
_____	Full name _____	signature
_____	Full name _____	signature
_____	Full name _____	signature
_____	Full name _____	signature
	Secretary of Commission	
_____	Full name _____	signature

## Appendix # 8

**Ministry of Science and Higher Education of the Republic of Kazakhstan  
NPJSC “Kazakh National Research Technical University named after K.I. Satbayev”**

«Approved» Board Member - Vice-Rector for  
Academic Affairs  
**NPJSC “Kazakh National Research Technical  
University named after K.I. Satbayev”**

\_\_\_\_\_ « \_\_\_\_ » \_\_\_\_\_ 2022.

**Act # \_\_\_\_\_ dated " \_\_\_\_\_ " \_\_\_\_\_  
of the lost forms  
of education documents of their own sample**

We, the undersigned,  
(full name – the position of the responsible official from the educational organization for the work on  
accounting, storage and issuance of forms) \_\_\_\_\_

(full name (if any) – positions of members of the permanent commission for the control of the  
organization of reception, storage, issuance and write-off of forms in educational institutions) have  
drawn up this act in that when

\_\_\_\_\_

\_\_\_\_\_

(to describe the situation, the conduct of a secondary check and others in which the lost forms were  
found)

the following lost forms of documents of their own sample were found:

#	name of the form	series and number of the form	year of receipt of the form	amount of forms
1				
2				
3				

Chairperson of Commission

\_\_\_\_\_ Full name \_\_\_\_\_ signature

Members of Commission:

\_\_\_\_\_ Full name \_\_\_\_\_ signature

\_\_\_\_\_ Full name \_\_\_\_\_ signature

\_\_\_\_\_ Full name \_\_\_\_\_ signature

\_\_\_\_\_ Full name \_\_\_\_\_ signature

Secretary of Commission

\_\_\_\_\_ Full name \_\_\_\_\_ signature

## Appendix # 9

**Ministry of Science and Higher Education of the Republic of Kazakhstan  
NPJSC “Kazakh National Research Technical University named after K.I. Satbayev”**

**«Approved» Board Member - Vice-Rector for  
Academic Affairs  
NPJSC “Kazakh National Research Technical  
University named after K.I. Satbayev”**

\_\_\_\_\_ «\_\_» \_\_\_\_\_ 2022.

Act # \_\_\_\_\_  
dated " \_\_\_\_\_ " \_\_\_\_\_  
**of shortage of forms of education documents of their own sample**

We, the undersigned,  
(full name – the position of the responsible official from the educational organization for the work on  
accounting, storage and issuance of forms)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(full name (if any) – positions of members of the permanent commission for controlling the organization of  
reception, storage, issuance and write-off of forms in educational institutions)

have drawn up this act in that during the audit,  
the shortage of the following forms of documents of their own sample was discovered:

#	name of the form	series and number of the form	year of receipt of the form	amount of forms
1				
2				
3				

Chairperson of Commission

\_\_\_\_\_ Full name \_\_\_\_\_ signature

Members of Commission:

\_\_\_\_\_ Full name \_\_\_\_\_ signature

\_\_\_\_\_ Full name \_\_\_\_\_ signature

\_\_\_\_\_ Full name \_\_\_\_\_ signature

\_\_\_\_\_ Full name \_\_\_\_\_ signature

Secretary of Commission

\_\_\_\_\_ Full name \_\_\_\_\_ signature

Appendix # 10

**Ministry of Science and Higher Education of the Republic of Kazakhstan  
NPJSC “Kazakh National Research Technical University named after K.I. Satbayev”**

«Ap  
proved» Board Member - Vice-Rector for  
Academic Affairs  
**NPJSC “Kazakh National Research Technical  
University named after K.I. Satbayev”**  
\_\_\_\_\_ «\_\_» \_\_\_\_\_ 2022.

**Act # \_\_\_\_\_ dated " \_\_ " \_\_  
of damaging the forms of education documents of  
their own sample when using them in work**

We, the undersigned,  
(full name – the position of the responsible official from the educational organization for the work on  
accounting, storage and issuance of forms)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(full name (if any) – positions of members of the permanent commission for controlling the organization of  
reception, storage, issuance and write-off of forms in educational institutions)

have drawn up this act in that when

filling out documents forms of their own sample during the work, the following forms of education documents  
of the

own sample were damaged:

#	name of the form	series and number of the form	year of receipt of the form	amount of forms
1				
2				
3				

Chairperson of Commission

\_\_\_\_\_ Full name \_\_\_\_\_ signature

Members of Commission:

\_\_\_\_\_ Full name \_\_\_\_\_ signature

\_\_\_\_\_ Full name \_\_\_\_\_ signature

\_\_\_\_\_ Full name \_\_\_\_\_ signature

\_\_\_\_\_ Full name \_\_\_\_\_ signature

Secretary of Commission

\_\_\_\_\_ Full name \_\_\_\_\_ signature

## Appendix # 11

**Ministry of Science and Higher Education of the Republic of Kazakhstan  
NPJSC “Kazakh National Research Technical University named after K.I. Satbayev”**

«Ap  
proved» Board Member - Vice-Rector for  
Academic Affairs  
NPJSC “Kazakh National Research Technical  
University named after K.I. Satbayev”  
\_\_\_\_\_ « \_\_\_\_ » \_\_\_\_\_ 2022.

**Act # \_\_\_\_\_ dated " \_\_\_\_\_ " \_\_\_\_\_  
of annihilation of forms of education  
documents of their own sample in  
connection with making of changes to the  
forms content**

We, the undersigned,  
(full name – the position of the responsible official from the educational organization for the work on  
accounting, storage and issuance of forms)

\_\_\_\_\_

(full name (if any) – positions of members of the permanent commission for controlling the organization of  
reception, storage, issuance and write-off of forms in educational institutions)  
have drawn up this act in that, in connection with changes to the forms content,  
the following forms of documents on education of their own sample were annihilated:

#	name of the form	series and number of the form	year of receipt of the form	amount of forms
1				
2				
3				

Chairperson of Commission

\_\_\_\_\_ Full name \_\_\_\_\_ signature

Members of Commission:

\_\_\_\_\_ Full name \_\_\_\_\_ signature

\_\_\_\_\_ Full name \_\_\_\_\_ signature

\_\_\_\_\_ Full name \_\_\_\_\_ signature

\_\_\_\_\_ Full name \_\_\_\_\_ signature

Secretary of Commission

\_\_\_\_\_ Full name \_\_\_\_\_ signature



## Appendix # 12

**Ministry of Science and Higher Education of the Republic of Kazakhstan  
NPJSC “Kazakh National Research Technical University named after K.I. Satbayev”**

«Ap  
proved» Board Member - Vice-Rector for  
Academic Affairs  
NPJSC “Kazakh National Research Technical  
University named after K.I. Satbayev”  
\_\_\_\_\_ «\_\_» \_\_\_\_\_ 2022.

**ACT  
of depositing the reports and acts on diploma forms, as well as accounting  
for unused forms  
in \_\_\_\_\_ academic year**

In accordance with Methodological recommendations on organizing the issuance of documents of their own sample /decree of RK MES # 512 dated 08.12.2020/, the undersigned permanent commission for accounting, storage and issuance of forms has drawn up an act of transfer for storage: / full name. position/ to the person financially responsible for the forms of bachelor's degrees, copies of reports and acts on the forms of diplomas of the academic year, as well as accounting of unused forms of diplomas to be stored:

#	name of the document	date, number	amount
1			

accounting for unused forms / the remainder for the next \_\_\_\_\_ academic year:

#	name of the form	series and number of the form	year of receipt of the form	amount of forms
1				

Full name. position/ the originals of reports and acts on the forms of diplomas of the academic year to be stored in the accounting department were deposited:

#	name of the document	date, number	amount
1			

Chairperson of Commission

\_\_\_\_\_ Full name \_\_\_\_\_ signature

Members of Commission:

\_\_\_\_\_ Full name \_\_\_\_\_ signature

\_\_\_\_\_ Full name \_\_\_\_\_ signature

\_\_\_\_\_ Full name \_\_\_\_\_ signature

\_\_\_\_\_ Full name \_\_\_\_\_ signature

Secretary of Commission

\_\_\_\_\_ Full name \_\_\_\_\_ signature

## REGISTRATION SHEET ON CHANGES

Serial number of the change	Section, item of the document	Type of the change (to replace, cancel, add)	Notification number and date	The change was made	
				Date	Surname and initials, signature, position
a 1:	App. 1.	replace	a 1		Shermatkanova
a 2	App. 2	replace	dated		A. - head of
a 3	App. 3	replace	29.07.2022		Department
a 4	App. 4	replace			
a 5	Title page	cancel	a 2 dated		Sankabayeva
a 6.	6 ch. 6.9	replace	19.06.2023		A. - head of
a 7	App. 6, 7, 8.	replace			Department
a 8	9, 10, 11, 12	replace			