 SATBAYEV UNIVERSITY	NON-COMMERCIAL JOINT STOCK COMPANY «KAZAKH NATIONAL RESEARCH TECHNICAL UNIVERSITY NAMED AFTER K.I. SATPAYEV»	
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REGULATION

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

R.029-04-14-02.8.01 – 2024


Almaty 2023

FOREWORD

1 DEVELOPED by the Department of Social Work of the Department of Youth and Sports of NJSC "KazNRTU named after K.I. Satpayev"

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3 APPROVED by the Academic Council dated «22» 01. 2024 № 6

4 Introduced replacing revision №1 of 06.16.2022

CONTENT

1	General provision	4
2	Referenced code and acts	4
3	Terms and definitions	5
4	The procedure for providing discounts to learners	6
5	Main objectives and functions of the commission	7
6	Final provisions	8
	Appendix	10
	Amendment Record Sheet	18

1 General Provisions

This “Regulation on the provision of grants and discounts on educational services and material incentives (reward) for students of the NJSC “Kazakh National Research Technical University named after K.I. Satpayev” (hereinafter referred to as the Regulation) defines the goals, main objectives, categories of students and criteria for the provision of grants and discounts on educational services at the expense of the NJSC “Kazakh National Research Technical University named after K.I. Satpayev” (hereinafter referred to as the University).

2 Reference code and acts

- Constitution of the Republic of Kazakhstan dated August 30, 1995;
- Law of the Republic of Kazakhstan "On Education" dated July 27, 2007 No. 319-III.
- Labor Code of the Republic of Kazakhstan dated November 23, 015, No. 414-V.;
- Law of the Republic of Kazakhstan "On Education" dated 27.07.2007, No. 318-III LRK;
- Law of the Republic of Kazakhstan "On Combating Corruption" dated November 18, 2015, No. 410-V.;
- Law of the Republic of Kazakhstan "On Languages in the Republic of Kazakhstan" dated July 11, 1997, No. 151-I.;
- Law of the Republic of Kazakhstan "On Joint-Stock Companies" dated May 13, 2003, No. 415-II.;
- Law of the Republic of Kazakhstan "On Non-Commercial Organizations" dated February 16, 2001, No. 142;
- 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;
- Decree of the Government of the Republic of Kazakhstan "On Approval of the rules for awarding an educational grant to pay for higher education" dated January 23, 2008, No. 58 (as amended and supplemented as of 06.08.2021);
- Decree of the Government of the Republic of Kazakhstan "On Provision of material and financial support to learners from low-income and socially unprotected layers of the population" dated January 25, 2008, No. 64;
- MS ISO 9001:2015 "Quality management systems. Requirements".
- Charter of the NJSC "Kazakh National Research Technical University named after K.I. Satpayev";
- Internal regulatory documents of KazNRTU;
- this Regulation.

3 Terms and definitions

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

- **University grant** - the right to study free of charge. The University grant covers the full tuition fee and is assigned to students to stimulate and/or support their mastering of the relevant educational programs for the entire period of study;

- **universal SU certificate** - the right to study on a University grant or to receive a monthly stipend of 10 MCI for special merits and achievements. Holders of this certificate receive a stipend in the established amount upon admission on the basis of a state educational grant.

- **discount** - a percentage expression of the reduction in payment for educational programs established by this Regulation;

- **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;

- **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";

employee – an employee at NJSC "KazNRTU named after K.I. Satpayev".

4 Procedure for providing discounts to learners

4.1 To consider the learners' application, the Chairman of the Board – Rector shall establish and approve a Commission for the provision of grants and discounts on educational services and financial incentives (encouragement) for the learners (hereinafter referred to as the Commission). The draft order shall be

submitted by the Department of Youth and Sports. The Commission shall include a chairman, a secretary and members of the Commission.

4.2 The Commission is headed by a chairman – Vice-Rector for Administrative, Social and Educational Work, who manages the organization of the Commission's activities and bears personal responsibility for the implementation of the tasks and functions assigned to the Commission.

In the absence of the Vice-Rector for Administrative, Social and Educational Work, his duties are performed by an interchangeable member of the Board of KazNRTU.

4.3 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).

4.4 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.

4.5 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.

4.6 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.

4.7 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.

4.8 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 stimulate the educational activities of students, as well as 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.).

5.2 The main objectives of the Commission is to provide students with discounts on educational services based on their academic performance, financial situation and social status.

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 In the event of a 3-party agreement between a student, a university and an organization (enterprise) on payment for educational services by enterprises, discounts and grants are not provided during the period of validity of the concluded agreement (without making changes to the Order on the provision of a discount or grant).

6.3 Students who have received educational grants in the process of obtaining higher education will have previously provided grants and discounts automatically cancelled (without making changes to the Order on the provision of discounts or grants).

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

6.5 All discounts granted to students by decision of the Commission are valid for the current academic year and are subject to revision based on the results of their academic performance.

6.6 In the presence of academic debt, discounts for repeating courses are not provided to any category of students.

6.7 Discounts apply to students in all full-time bachelor's, master's and doctoral degree programs.

6.8 Applicants who have received a University grant for admission to the educational program "Architecture and Design" must pass a creative exam.

6.9 Changes and additions to this Regulation shall be made by drafting a new version of the Regulation or by formalizing changes (additions) in the form of appendices to this Regulation based on the decision of the Academic Council or other authorized official of the University, and shall be communicated to the employees and interested officials of the University.

6.10 This Regulation shall enter into force on the date of its approval and shall remain in effect until it is cancelled in the established manner by the head or other authorized official of the University.

6.11 The Commission meets twice a year, at the beginning of the fall and spring semesters. Thus, in the fall semester, the discount is provided for one academic year, in the spring semester for one semester until the end of the current academic year. In some cases, the decision to provide grants and discounts on tuition fees to students, master's students and doctoral students of the university can be made by the decision of the Academic Council of KazNRTU named after K.I. Satpayev during the academic year.

6.12 Students applying for a grant or discount write an application to the Member of the Board - Vice-Rector for Science and Corporate Development for the provision of the appropriate type of discount. Applications with supporting documents are transferred to the Department of Social Work for processing.

6.13 The right to choose is granted to holders of the Universal SU Certificate once. The provided grant or scholarship is valid for one academic year and is also subject to revision based on the results of the student's academic performance and annual achievements.

Appendix 1

Rules for awarding educational grants of the University for bachelor's/master's/doctoral degree programme

Category	Number of grants	№	Category of applicants and students	Required documents
1. Bachelor's degree	100	1.1	Holders of a special certificate "Altyn belgi" or "Uzdik attestat"; College graduates with honors	Certificate "Altyn Belgi" or "Uzdik attestat", diploma with honors
		1.2	Winners of international and republican Olympiads and scientific competitions and contests in general education subjects (awarded with diplomas of first, second and third degree)	Certificate, diplomas
		1.3	School graduates from among orphans and children left without parental care, children with disabilities and from the socially unprotected layers of the population	Death certificates of parents
				Certificate of absence of guardians
				Certificate of disability
		1.4	Winners of intellectual games, competitions, tournaments and subject Olympiads organized by Satbayev University	Certificate, diplomas, medals
		1.5	Winners of significant competitions, festivals, tournaments, hackathons, makeathons at the national level organized by government agencies and large companies; Prize winners of sports competitions (Asian, European and World Championships)	
		1.6	Quota for persons affected by emergency situations, events and conditions of natural and man-made nature	Certificate of Status Confirmation
		1.7	Students who have contributed to promoting the positive image of the University (for courage, active participation in the social, scientific and cultural life of the university)	Recommendation, Diplomas, Certificates

R.029-04-14-02.8.01 – 2024		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 of NJSC “KazNRTU named after K.I.Satpayev”		Page 10 out of 19
		1.8	Holders of the universal SU certificate (grant or scholarship) for special skills, achievements, scientific projects, technical developments, business startup projects	Certificates, diplomas, patents, certificates for the last 3 years
		1.9	Candidates who have achieved high results and achievements in scientific competitions and olympiads, sports competitions at the international and national level, recommended by the heads of educational organizations on the basis of agreements and/or memorandums concluded by them with KazNRTU named after K.I. Satpayev.	Letter of recommendation, Certificates, Diplomas
2. Master's degree/MBA	10	2.1	KazNRTU employee, Achievements in science, GPA not less than 3.5 (bachelor's/master's degree)	Letter of recommendation, Performance
				Diplomas, Certificates
				HR-Service Reference
				Transcript
				Publications indexed in Scopus
3. Doctoral degree/DBA	5	3.1	KazNRTU employee, Achievements in science, GPA not less than 3.5 (master's/doctoral)	Letter of recommendation, Performance
				Diplomas, Certificates
				Publications indexed in Q1, Q2
				HR-Service Reference
				Transcript

Notes:

1. The threshold score for the UNT/CT to receive a bachelor's degree grant is 65 points; for a master's degree program - 75 points.

2. The requirement for maintaining a grant or scholarship for the category of subparagraphs **1.1, 1.2, 1.2.1, 1.3, 1.4, 1.5, 1.6, 1.9, 2.1, 3.1**: at the end of the academic year, GPA of at least 3.0.

If this requirement for academic performance is not met, the student loses the University grant without the right to receive it again. For students actively involved in the social life of the University, the threshold GPA may be reduced to 2.75 upon the recommendation of the student government.

3. Requirements for maintaining the grant under category subparagraph **1.7**: gain a transferable GPA score from course to course, active participation in social, cultural and scientific events during the academic year.

4. Requirements for maintaining the Universal Certificate under category subparagraph **1.8**: at the end of the academic year, GPA – 3.0 and above, active participation in social, cultural and scientific events during the academic year.

Appendix 2

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

№	Categories	Criteria	Required documents	Discount size
1	Excellent students	Academic performance (GPA – 3.0 / and above)	Student Statement Transcript	15%
2	Orphans	Academic performance (GPA – 2,5 and above)	Student Statement Death certificates of parents Transcript	25%
3	Students with disabilities (or parents with disabilities)	Academic performance (GPA – 2,5 and above)	Student Statement Transcript Certificate of disability	Group III – 10% Group II – 15% Group I – 20%
4	Large family (children under 18 years of age)	Academic performance (GPA – 2,5 and above)	Student Statement Transcript Birth certificates of all children	3 children – 10% 4 children – 15% 5 or more children – 20%
5	Children from single-parent families and other socially vulnerable groups of the population	Academic performance (GPA – 2,5 and above)	Student Statement Birth certificates Death certificate of one of the parents Student certificate of parents' income and other supporting documents Transcript	10%

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

№	Categories	Criteria	Required documents	Discount size
6	Children of University employees	Academic performance(GPA – 2,5 and above)	Student Statement	Length of service and size of discounts for children of employees of subsidiaries of the University and for children of full-time employees of KazNITU, respectively: from 1 to 3 years – 10% and 20%; from 3 to 5 years – 20% and 30%; from 6 to 9 years – 30% and 40%; over 9 years – 40% and 50%
			Parents' statement	
			HR-Service Reference	
			Transcript	
7	Sportsmen with a sports category - Master of sports of RK, Master of sports of the International class of RK	Master of sports of RK, Master of sports of IC of RK	Student Statement	Master of sports of RK – 15% Master of sports of IC of RK – 25%
			Certificate of MS of RK, MSIC (MESRK)	

Notes:

1. to receive discounts for categories 2, 3, 4, 5, 6, first-year students are not required to have a GPA score;

2. under paragraph 6, the specified discounts do not apply to children of employees working part-time on a part-time basis.

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

№	Categories	Criteria	Course	Required documents	Discount size	
1	Learner	In case of prepayment for the first year of study by August 30	I	Statement	10%	
				Receipt for payment of tuition fees		
		1.2 Sportsmen - winners, prize-winners of Republican and International competitions in individual and team championships with one diploma	I-III	Statement	1st place – 15% 2nd place – 10% 3rd place – 5%	
				diplomas, medals		
protocols						
1.2.1 Winners and prize winners - holders of two or more diplomas			Republican level – 50% International level 100%			
2	Learner	Contributed to the promotion of a positive image of the university (for courage, active participation in the social, scientific and cultural life of the university)	I-III	Recommendation, Diplomas, Certificates	100%	
3	Master's student	3.1 KazNITU employee Academic performance $3.0 \leq \text{GPA} < 3.5$	I-II	Certificate, diplomas	Increase in the discount size with the employee's length of service: 1-3 years – 30%; 4 years and more – 50%	
				HR-Service Reference		
				Transcript		
		3.2 Children of University Employees Academic Performance $3.0 \leq \text{GPA} < 3.5$	I-II	Student Statement		Length of service and size of discounts for children of employees of subsidiaries of the University and for children of full-time
				Parents' statement		
				HR-Service Reference		

R.029-04-14-02.8.01 – 2024	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 of NJSC “KazNRTU named after K.I.Satpayev”			Page 14 out of 19	
				Transcript	employees of KazNITU, respectively: from 1 to 3 years – 10% and 20%; from 3 to 5 years – 20% and 30%; from 6 to 9 years – 30% and 40%; over 9 years – 40% and 50%
4	Doctoral student	4.1 KazNITU employee Academic performance $3.0 \leq \text{GPA} < 3.5$	I-III	Certificate, Diplomas	Increase in the discount size with the employee's length of service: 1-3 years – 30%; 4 years and more – 50%
		4.2 Employee of a subsidiary of the university Academic performance $3.0 \leq \text{GPA} < 3.5$		Certificate from place of work	
				Certificate, diplomas	Increase in the discount size with the employee's length of service: 1-3 years – 20%; 4 years and more – 30%
				Certificate from place of work	

**Rules for providing discounts on educational services to learners
in the additional (summer) semester and at the military department**

№	Category	Criteria	Required documents	Discount size
1	Orphan	2.1 For the cost of 6 credits in the additional (summer) semester	Statement	100%
		2.2 For the cost of tuition at the military department	Death certificates of parents	50%
			Transcript	

Note:

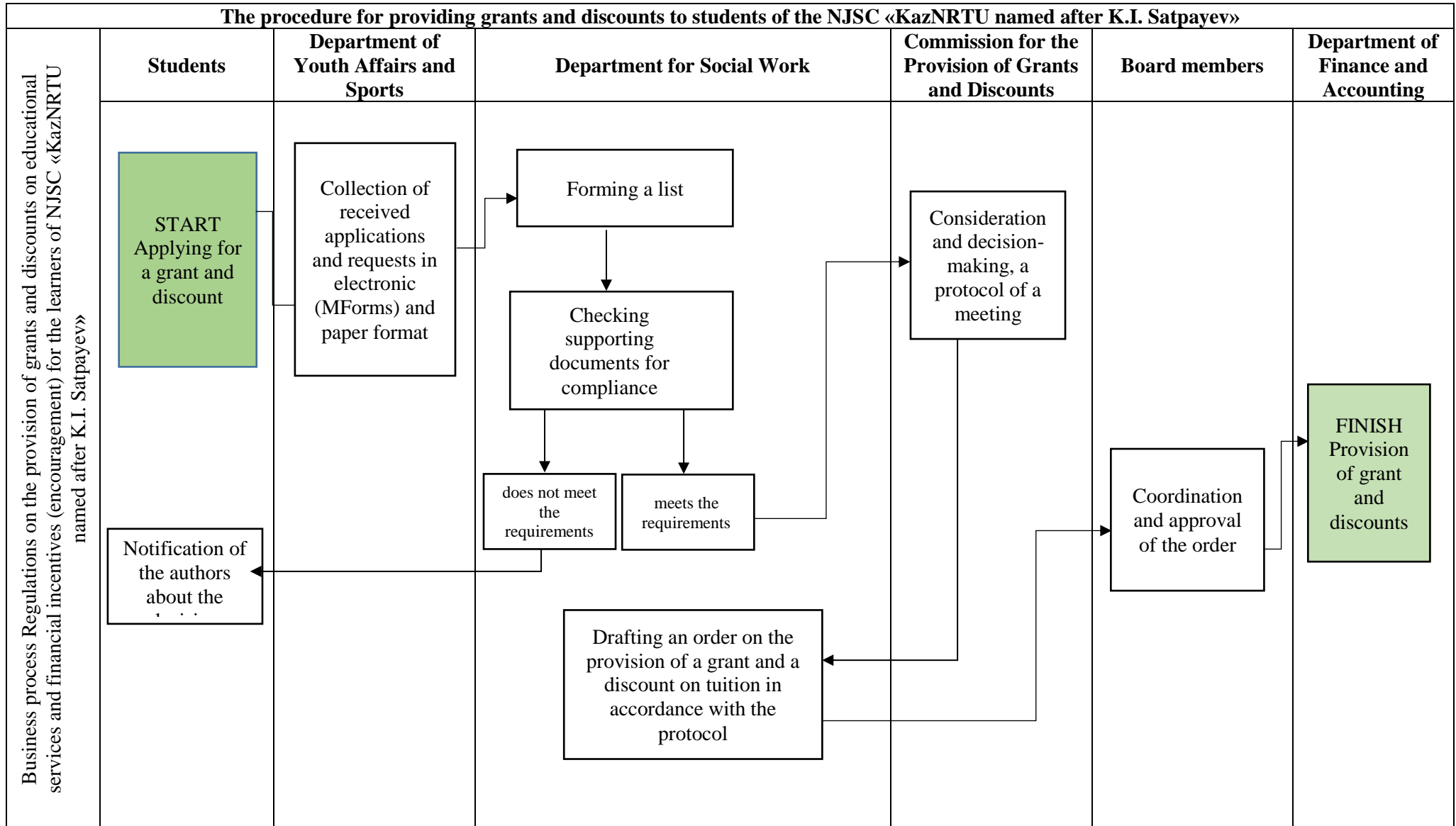
1. Orphans and children left without parental care are allowed to repay no more than 6 credits free of charge to repeat subjects during 1 academic year (subject to ensuring the profitability of the groups).

Appendix 5

Rules for material incentives (encouragement) for students and employees

№	Categories	Criteria	Document		Type of encouragement
		Content	Type	Authorities	
1	Winners of city, republican, international olympiads, projects, creative competitions and sports competitions	Participation in competitions, olympiads, sports competitions, scientific projects (winners)	Recommendation certificates, diplomas, medals, letters	Heads of Institutes, Departments	1st place - 10 MCI, 2nd place - 7 MCI, 3rd place - 5 MCI
				Organizing Committee	
				City	
				Republic	
				International level	1st place – 20 MCI, 2nd place – 15 MCI, 3rd place – 10 MCI
2	Full-time employees and students	Those who passed the Presidential tests in 4 types of all-around competition	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
3	Volunteers	Recommendation in major events of international and national level 2 or more times during the 1st academic year	Presentation from the organization Letters of thanks	International level	20 MCI
				Republican level	10 MCI

Block diagram of the process



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
α 1	Appendix	add Block.	α 1 08.08.2024		Zhyldyz
α 2	SH sp.4.2	amend.	α 2 08.09.2024		manager.
α 3	1 Appendix	add.	α 2 08.09.2024		Aziz
α 4	1 App. p.1.	amend	α 3 dated 25.09.2024		Zhyldyz A. manager Aziz
α 5	2 App p6	amend			
α 6	3 App p32	amend.			
α 7	4 App p.	amend.			