 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.029-05-14-02.8.01 – 2025

FOREWORD

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

Head of the Department of Social Work _____ Zh. Ibragimova
« » _____ 2025

2 AGREED

Board member - First Vice-Rector for International Cooperation and Strategic Development _____ S. Yermekbayev
«10» 01 2025

Board member - Vice-Rector for Administrative, Social and Educational Work _____ S. Shalabayev
«15» 01 2025

Board member - Vice-Rector for Science and Corporate Development _____ Y. Kuldeyev
«14» 01 2025

Vice-provost for academic administration _____ N. Kyzylbayev
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Director of the Department of Finance and Accounting - Chief Accountant _____ G.Tokzhigitova
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Director of the Department of Youth and Sports _____ A. Tolepbergen
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Acting Head of the Department of Legal Support and Public Procurement _____ T. Abukenov
«10» 01 2025

Head of the Department of Assessment and Quality _____ A. Sauranbayeva
«10» 01 2025

Head of the Department of Documentation

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Support and Development of the State Language Zh. Orakbayeva
« 09 » 01 2025

3 APPROVED by the Academic Council dated « 21 » 01 2025 № 7

4 Introduced replacing revision №2 of 22.01.2024

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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.Satbayev” (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.Satbayev” (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.;
- 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;

- **foreign citizens from far abroad** - foreign citizens from far abroad countries, whose representatives are represented in small numbers or are absent from KazNRTU;

- **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 – Board member - 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 Board member - 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;
- to 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 Chairman of the Board – 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

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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. If the discount is provided for one semester (fall/spring), the discount is valid on the basis of the approved academic calendar of the current academic year.

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.Satbayev 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 awarded scholarship is valid for one semester and is subject to revision depending on the student's academic performance and 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" with a UNT result of at least 100 points	Certificate "Altyn Belgi" or "Uzdik attestat", UNT Certificate
		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)	Prize places, diplomas (for the last 3 years)
		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, startup projects, tournaments and subject Olympiads organized by Satbayev University	Prize places, diplomas, medals (personal/team)
		1.5	Winners of significant competitions, festivals, tournaments, hackathons, makeathons at the national level organized by government agencies and large companies;	
		1.6	Prize winners of sports competitions (Asian, European and World Championships)	
		1.7	Quota for persons affected by emergency situations, events and conditions of natural and man-made nature	Certificate of Status Confirmation
		1.8	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

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		1.9	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
		1.10	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 retaining the grant for the category of subparagraph **1.1** based on the results of the academic semester is a GPA of at least 3.0; for the category of subparagraphs **1.2, 1.3, 1.4, 1.5, 1.6, 1.7, 1.10** based on the results of the academic year, a GPA of at least 3.2.

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 2.8 upon the recommendation of the student government and the institute.

3. Requirements for maintaining the grant under category subparagraph **1.8**: 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 scholarship under the category of subparagraph **1.9**: based on the results of the academic semester, GPA is 3.0 or higher, active participation in social, cultural and scientific events during the semester.

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5. Requirements for maintaining a grant under category subparagraphs **2.1, 3.1** based on the results of the academic year: GPA of at least 3.5; have published articles in highly rated journals, and be actively engaged in scientific research.

Appendix 2

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

№	Categories	Criteria	Required documents	Discount size
1	Holders of a special certificate "Altyn belgi" or "Uzdik attestat" College graduates with honors	with a UNT result of 80 to 100 points	Student Statement	50%
			Certificate with honors or "Altyn belgi";	
			Diploma with honors Transcript	
2	Excellent students	Academic performance (GPA – 3.0 / and above)	Student Statement	15%
			Transcript	
3	Students from among orphans	Academic performance (GPA – 2,5 and above)	Student Statement	50%
			Death certificates of parents	
			Transcript	
4	Students with disabilities (or parents/children with disabilities in the family)	Academic performance (GPA – 2,5 and above)	Student Statement	Group III – 15% Group II – 20% Group I – 25%
			Transcript	
			Certificate of disability	
5	Large family (children under 18 or full-time students under 23)	Academic performance (GPA – 2,5 and above)	Student Statement	4 children – 20% 5 or more children – 30%
			Transcript	
			Birth certificates of all children	
6	Children from single-parent families and other socially vulnerable groups of the population	Academic performance (GPA – 2,5 and above)	Student Statement	25%
			Birth certificates	
			Death certificate of one of the parents	
			Student certificate of parents' income and other supporting documents	
			Transcript	
7	Foreign citizens (migrants) with disabilities	Academic performance (GPA – 2,5 and above)	Student Statement	10-30%
			Transcript	
			Certificate of disability	
			Petition of the Institute and the Office of International Cooperation	

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8	Foreign citizens from far abroad countries	Academic performance (GPA – 2,5 and above)	Student Statement	10-100%
			Transcript	
			Non-Resident National Passport	
			Petition of the Institute and the Office of International Cooperation	
9	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	
10	Children of foreign diplomats in Kazakhstan	Academic performance (GPA – 2,5 and above)	Student Statement	10-100%
			Birth certificates	
			Appeal/Petition of a foreign consulate/embassy in the Republic of Kazakhstan	
			Petition of the Institute and the Office of International Cooperation	
11	Sportsmen with a sports category - Master of sports of RK, Master of sports of the International class of RK	Academic performance (GPA – 2,5 and above)	Student Statement	Master of sports of RK – 15% Master of sports of IC of RK – 25%
			Certificate of MS of RK, MSIC (MESRK)	
			Certificates, diplomas, medals	
12	Applicants for the Unified Voluntary Accumulative System "Keleshek" program	with a UNT result of at least 100 points	Student Statement	20%
			UNT Certificate	
		with a UNT result of 80 to 100 points	Certificate of availability of an account (State Educational Accumulative System	10%

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Notes:

1. to receive discounts for categories of points **1, 3, 4, 5, 6, 7, 8, 9, 10, 11**: 1st year students of the 1st semester are not required to have a GPA score;
2. Requirement for paragraph **1**: based on the results of the academic semester, the GPA is not less than 3.0. If the academic performance requirement is not met, the student loses the right to receive a discount for this category again.
3. under paragraph **6**: the specified discounts do not apply to children of employees working part-time on a part-time basis.
4. according to point **11**: at the end of the academic year, GPA of at least 2.5, active participation in sports events during the academic year.
5. according to point 12: score a transferable GPA point from course to course.

Appendix 3

Rules for providing discounts for educational services in Master's/MBA / Doctoral/DBA 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 – 20% 2nd place – 15% 3rd place – 10%
				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 employees of
				Parents' statement	
				HR-Service Reference	

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				Transcript	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	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%
		Academic performance $3.0 \leq \text{GPA} < 3.5$		Certificate from place of work	
		4.2 Employee of a subsidiary of the university		Certificate, diplomas	Increase in the discount size with the employee's length of service: 1-3 years – 20%; 4 years and more – 30%
		Academic performance $3.0 \leq \text{GPA} < 3.5$		Certificate from place of work	
5	Foreign citizens from far abroad countries	Academic performance(GPA – 2,5 and above)	I-III	Transcript	10-100%
				Non-Resident National Passport	
				Petition of the Institute and the Office of International Cooperation	
6	Children of foreign diplomats in Kazakhstan	Academic performance(GPA – 2,5 and above)	I-III	Birth certificates	10-100%
				Appeal/Petition of a foreign consulate/embass y in the Republic of Kazakhstan	
				Petition of the Institute and the Office of International Cooperation	
				Transcript	

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Appendix 4

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

№	Category	Criteria	Required documents	Discount size
1	Students from among orphans	For the cost of 6 credits in the additional (summer) semester	Statement	100%
			Death certificates of parents	
			Transcript	

Note:

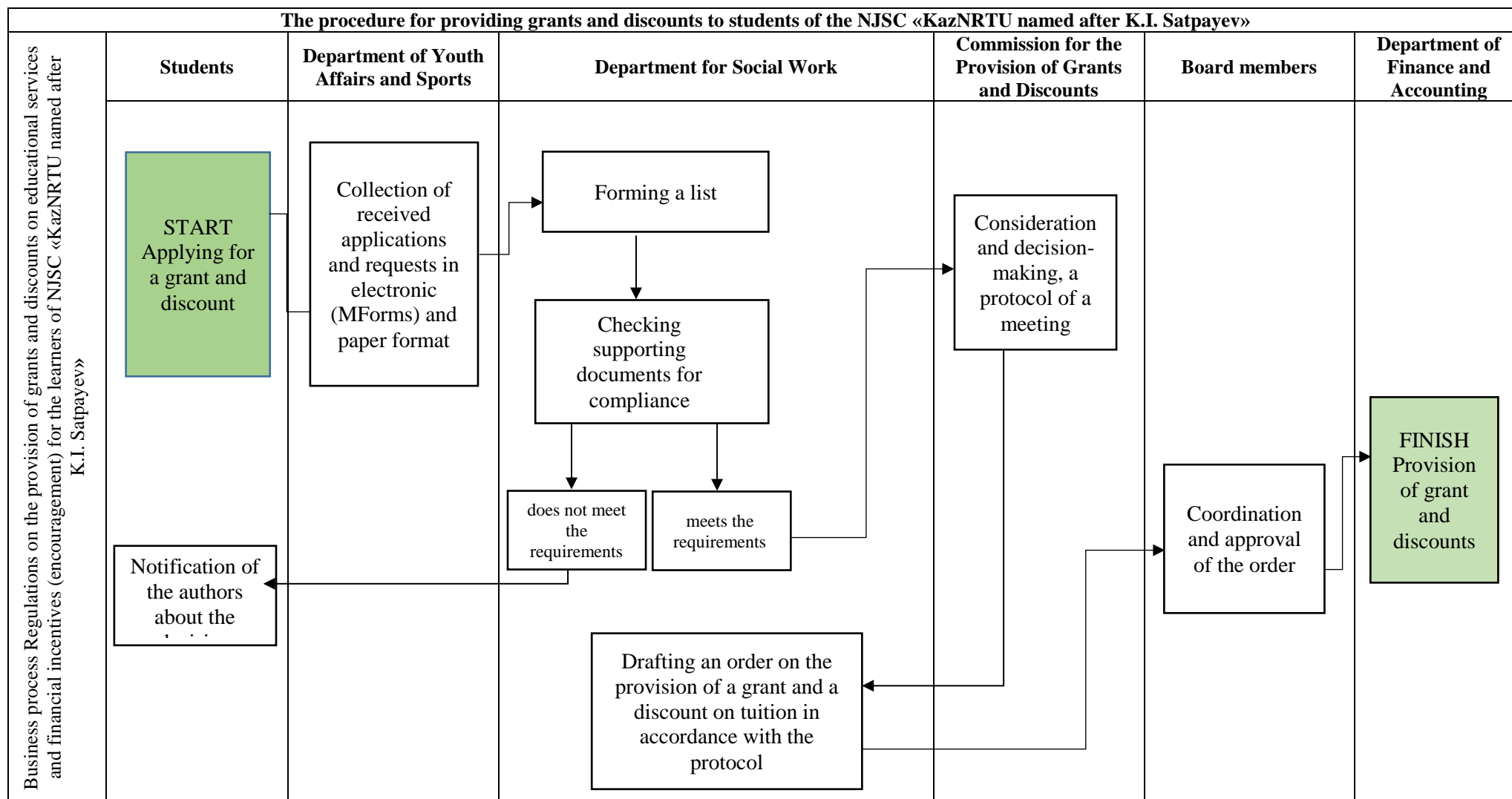
1. Orphans and children left without parental care are allowed to repay no more than 6 credits free of charge to repeat subjects during 1 academic year (subject to ensuring the profitability of the groups).

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	Heads of Institutes, Departments	1st place - 10 MCI, 2nd place - 7 MCI, 3rd place - 5 MCI
			certificates, diplomas, medals, letters	Organizing Committee	
				City	
				Republic	
				International level	
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	International level	20 MCI
			Letters of thanks	Republican level	10 MCI
				City level	7 MCI
		Participation in significant events at the university	Memo of the Supervising Vice-Rector	University	At the suggestion of the supervising vice-rector

Block diagram of the process



AMENDMENT RECORD SHEET

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