

	Ministry of Education and Science of the Republic of Kazakhstan	Quality management system	QMS-DP-8.5-02-2022
	Institution «Ekibastuz Engineering and Technical Institute named after Academician K. Satpayev»	«Admission rules ofr training in EETI named afner academician K. Satpayev»	Changes № _____ Date _____ Ex. _____

APPROVED:

Rector of EETI

named after academician K.

Satpayev

Sivaraksha D. M.

08 June 2022 г.



QUALITY MANAGEMENT SYSTEM

rules

ADMISSION RULES FOR TRAINING IN EETI NAMED AFTER ACADEMICIAN K. SATPAYEV

QMS-PR-7.2.2-04-2022

Introduction

1 DEVELOPED BY the Center for Career Guidance and Student Recruitment

2 INTRODUCED by the Quality Management System, Standardization and Norm Control Management Service

3 DEVELOPER:

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4 APPROVED AND PUT into EFFECT by Rector on the basis of Academic Council decision «08» of June, 2022, № 10a

5 EXPERTS:

- 1) D. K. Imangazinoва - Vice-rector for Academic Affairs;
- 2) T.V. Diba – Head of the Management System Management Service quality, standardization and standardcontrol;
- 3) Kadyrbekova K. K.-Head of "Education department".

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1 Scope of application

These Rules of Admission to training (hereinafter referred to as the Rules) determine the procedure for admission to study at Ekibastuz Engineering and Technical Institute named after Academician K. Satpayev (hereinafter - EETI named after Academician K. Satpayev), which implements educational programs of higher education.

Formation of the student body of EETI named after Academician K. Satpayev funded through the placement of an educational grant of higher education at the expense of the republican budget or the local budget, as well as tuition fees at the expense of citizens' own funds and other sources.

2 Normative references

These Rules refer to the following regulatory documents:

- The Law of the Republic of Kazakhstan dated July 27, 2007 "On Education";
- Standard rules for admission to study in educational organizations that implement educational programs of higher education. Order of the Minister of Education and Science of the Republic of Kazakhstan 31 октября 2018 N. 600 dated October 31, 2018;
- The Law of the Republic of Kazakhstan dated April 15, 2013 "On Public services".

3 Basic concepts and definitions

educational program - a single set of basic characteristics of education, including the goals, results and content of training, organization of the educational process, methods and methods of their implementation, criteria for evaluating learning outcomes;

educational grant - a target amount of money provided to a student under the conditions established by the legislation of the Republic of Kazakhstan to pay for higher or postgraduate education with the award of a bachelor's or master's degree;

3.1 Designations

UNT – unified national testing.

University – a higher educational institution.

4 Procedure for admission to higher education programs

4.1 In EETI named after academician K. Satpayev is accepted for persons with general secondary, technical and vocational, post-secondary, and higher education.

4.2 To participate in the competition for awarding an educational grant of higher education at the expense of the republican budget or the local budget and (or) enroll in paid education, persons with secondary, technical and vocational or post-secondary education are allowed, with the exception of applicants in related areas of

higher education training that provide for shorter training periods, who have passed the UNT and have gained based on its results:

- in the national OVPO – not less than 65 points, and in the field of education "Pedagogical Sciences" - not less than 75 points, in the field of education "HealthCare" - not less than 70 points, in the fields of education "Agriculture and bioresources", "VeterinaryMedicine" - not less than 60 points, in the direction of training "Law"- at least 75 points.

- in other vocational schools – not less than 50 points, and in the field of "Pedagogical Sciences" – not less than 75 points, in the field of education "Healthcare" - not less than 70 points, in the field of training "Law" - not less than 75 points.

At the same time, for each UNT subject and / or creative exam, you must score at least 5 points.

To participate in the competition for awarding an educational grant of higher education at the expense of the republican budget or local budget and (or) enroll in paid training in related areas of higher education training that provide for shorter training periods, persons with technical and professional, post-secondary education who have passed the UNT and scored at least 25 points based on its results are allowed and in the field of education "Pedagogical Sciences" – at least 35 points, including at least 5 points for each discipline of the UNT and (or) creative exam.

When passing the UNT in electronic format in the competition for awarding an educational grant of higher education at the expense of the republican budget or the local budget, the applicant participates with one of the two UNT results that have the required number of points specified in this paragraph.

4.3 Persons holding certificates of the international standardized tests SAT (IT – SAT), ACT (ACITY), IB (AIB) participate in the competition for awarding an educational grant and (or) are enrolled in higher education institutions for a paid department, in accordance with the scale of points transfer. Transfer of SAT scores to the UNT is subject to the availability of SAT reasoning and SAT subject certificates (CAT сабджект). At the same time, the SAT subject results (CAT сабджект) are converted to UNT points, provided that theselected subjects match.

4.4 For admission to the Institute in accordance with sub-clause 6) Paragraph 2 of Article 43-1 of the Law, the passing score is 50, for applicants taking into account the specifics of the training area, with the exception of applicants specified in paragraphs 8 and 9 of Article 26 of the Law.

4.6 Citizens of the Republic of Kazakhstan who have technical and professional, post-secondary or higher education are accepted for training in educational programs of higher education that provide for shorter training periods.

Admission to the Institute of graduates of organizations of technical and professional, post-secondary education with the qualification of "mid-level specialist" or "applied bachelor" in related areas of higher education training, providing for shorter training periods, entering paid training is carried out by the admission committee of the Institute based on the results of an interview.

Admission to the Institute of persons with higher education, according to the group of educational programs that provide for shorter periods of study on a paid

basis, is carried out by the admission committee of the Institute based on the results of an interview.

The duration of study at the institute for persons with higher, technical and professional, post-secondary education with the qualification of "mid-level specialist" or "applied bachelor" in related areas of higher education personnel training is determined taking into account the recognition of previously achieved results of formal training.

4.7 Admission of foreign citizens to study at the Institute on a paid basis is carried out based on the results of an interview conducted by the admission committee during the calendar year. At the same time, enrollment of foreign citizens is carried out in accordance with the academic calendar 5 (five) days before the beginning of the next academic period.

4.8 Admission quota is provided for admission to the Institute in the amount approved by the Decree of the Government of the Republic of Kazakhstan dated February 28, 2012 No. 264 "On approval of the size of the admission quota for admission to study in educational organizations that implement educational programs of technical and professional, post-secondary and higher education".

4.9 Admission of persons entering the educational programs of the Institute is carried out according to their applications in accordance with the points of the certificate of the established sample, in accordance with the form approved by the Order of the Acting Minister of Education and Science of the Republic of Kazakhstan dated October 23, 2007 No. 502 "On approval of the form of strict reporting documents used by educational organizations in educational activities" (registered in the Register state registration of regulatory legal acts under No. 4991) and (or) an electronic certificate with unique data of the applicant, officially confirming the results of the unified national testing (UNT) published on the website of the National Testing Center (hereinafter referred to as the UNT certificate).

4.10 An admission committee is established at the Institute by the decision of the Rector or the person acting as the Rector. The admissions committee consists of vice-rectors, heads of structural divisions and teaching staff of the University. The admissions committee consists of an odd number of members. The chairman of the admissions committee is the head of OVPO.

5 Procedure for admission of persons with higher, technical and professional education

5.1 Admission to the Institute's educational programs of persons with higher, technical and professional education, according to groups of educational programs that provide for shorter periods of study on a paid basis, is carried out by the Institute's admissions committee in the form of an interview.

5.2 The interview is conducted orally and recorded by the technical secretary of the admissions committee.

5.3 The interview is conducted by the Chairman of the admissions Committee and heads of departments of the Institute.

5.4 The result of the interview is announced immediately after the end of the interview (recommended/not recommended).

6 Enrollment in the number of students of the Institute

6.1 To enroll in the Institute, service recipients provide the service provider (through the Institute's admissions committee) with: or via the e-government web portal www.egov.kz (hereinafter referred to as the portal) a package of documents provided for in paragraph 8 of the Public Service Standard "Acceptance of documents and enrollment in higher educational Institutions for training in higher education programs" (hereinafter referred to as the Public Service Standard), in accordance with Annex 3 of the current Standard Rules.

An employee of the admissions committee accepts a package of documents, registers them and issues a receipt to the service recipient on accepting the package of documents on the day of receipt of the application, or if the service recipient provides an incomplete set of documents, refuses to accept the documents.

In case of contacting the service recipient via the portal, the status of acceptance of the request for a state service is sent to the "personal account", as well as a notification indicating the date and time of receipt of the result of the state service.

Услугодатель From the moment of their receipt, the service provider checks the completeness of the submitted documents, and in case of non-completeness, prepares a reasoned refusal to further consider the application, which is sent in the form of an electronic document to the applicant in the "personal account" on the portal.

If the service recipient provides the full package of documents, the service provider is notified of the acceptance of documents for enrollment in the institute. After receiving the notification, the service recipient submits the original documents to the service provider within the period from August 10 to August 25 of the calendar year.

After receiving the documents, the rector of the Institute issues an order to enroll the service recipient in the number of students of the Institute.

The service provider refuses to provide a public service on the grounds provided for in paragraph 9 of the Public Service Standard.

6.2 The Service Provider ensures that information on the stage of rendering public services is entered into the information system for monitoring the provision of public services in accordance with subparagraph 11) of paragraph 2 of Article 5 of the Law of the Republic of Kazakhstan dated April 15, 2013 "On Public Services".

6.3 A complaint against the decision, actions (inaction) of the service provider regarding the provision of public services may be filed to the head of the service provider, to the authorized body for evaluating and controlling the quality of public services, in accordance with the legislation of the Republic of Kazakhstan.

A complaint of the service recipient received by the service provider, in accordance with paragraph 2 of Article 25 of the Law, is subject to consideration within 5 (five) business days from the date of its registration.

A complaint of the service recipient received by the authorized body for evaluating and controlling the quality of public services is subject to consideration within 15 (fifteen) business days from the date of its registration.

In cases of disagreement with the results of rendering a state service, the service recipient applies to the court in accordance with the procedure established by the legislation of the Republic of Kazakhstan.

6.4 Admission of incoming students to the Institute is carried out by the admission Committee of the University from August 10 to August 25 of the calendar year for studying in Kazakh, Russian or English, by order of the rector of the Institute or by a person acting as his / her duties.

6.5 Persons with secondary, technical, vocational or post-secondary education, with the exception of applicants in related areas of higher education training, who provide for shorter training periods and do not reach the threshold score set in paragraph 4 of these Model Rules (based on the results of the UNT), with the results of the UNT with non-conforming combinations of specialized subjects, with canceled UNT results, are enrolled in OVPO for full-time training on a paid basis.

At the end of the academic period of study in OVPO, these individuals repeatedly pass the UNT within a year in accordance with Rules for conducting unified national testing, approved by Order No. 204 of the Minister of Education and Science of the Republic of Kazakhstan dated May 2, 2017 (registered in the Register of State Registration of Regulatory Legal Acts under No. 15173).

6.6 Persons who have received an electronic certificate of awarding an educational grant at the expense of the republican budget and the local budget submit an application for admission to the institute indicated in the certificate институт and are enrolled in the number of students by order of the rector of Institute or by the person acting as his / her duties.

Citizens of the Republic of Kazakhstan entering on the basis of a state grant enter into an employment contract for at least 3 (three) years. years in the order established by постановлением Government of the Republic of Kazakhstan dated March 30, 2012 No. 390 "On approval of the Rules for sending a specialist to work, granting the right to self-employment, exemption from the obligation or termination of the obligation to work by citizens who were trained on the basis of a state educational order, and amendments and additions to the Resolution of the Government of the Republic of Kazakhstan dated January 23, 2008 «approval of the Rules for awarding an educational grant".

6.7 Graduates of organizations of secondary or technical and professional, post-secondary education of the current year, who have passed the UNT within the established time limits in accordance with Order No. 204 and have scored the threshold score set out in paragraph 4 of these Rules, submit an application to the rector of Institute or the person performing his duties for admission to the institute on a paid basis before receiving the document about general secondary or technical and vocational, post-secondary education.

At the same time, students of the final 11 (12) classes of secondary education organizations in the period from February 1 to August 25 of the calendar year submit

an application to the rector of the Institute or a person performing his duties for admission to the institute on a paid basis before receiving a document on general secondary education.

After receiving a document on general secondary or technical and vocational, post-secondary education, applicants submit documents in accordance with the list specified in paragraph 2 to 8 of these Rules.

6.8 Persons who have reached the threshold score established in paragraph 4 of these Rules, based on the results of the UNT provided for in paragraph 5 of these Rules, submit an application to the rector of the Institute or a person performing his duties for admission to the Institute on a paid basis.

The application must be accompanied by the UNT certificate, a copy of the transcript signed by an authorized person and sealed.

If you do not provide a complete list of documents, the admissions committee does not accept documents from applicants.

6.9 Admission to the Institute is carried out separately according to the educational programs of higher education and language departments.

List of documents for enrollment in higher education programs:

1. application on a standard form;
2. a document on general secondary, technical and professional, post-secondary education (original) (for foreign citizens - a notarized translation into Kazakh or Russian of the document on education);
3. persons of Kazakh nationality who are not citizens of the Republic of Kazakhstan provide a notarized translation into Kazakh or Russian of the document confirming the nationality of "Kazakh";
4. for foreign citizens, the original nostrification document/certificate (if any);
5. a copy of the identity card/one of the parents for minor applicants and a copy of the birth certificate;
6. a 3x4 digital photo.
7. Medical certificate in the form 075/u in electronic / paper format, approved by the order of the Acting Minister of Health of the Republic of Kazakhstan dated October 30, 2020 No. KR DSM175 / 2020 "On approval of forms of accounting documentation in the field of healthcare" (registered in the Register of State Registration of Regulatory Legal Acts under No. 21579);
8. UNT certificate;
9. extract from the list of creative exams/special exam in the field of education "Pedagogical sciences";
10. electronic certificate of awarding an educational grant;
11. copies of documents confirming the pre-emptive right/quota (for state grant holders);
12. a copy of form 063 of the vaccination passport (for full-time applicants);
13. X-ray image;
14. a copy of the receipt of tuition fees on a paid basis;
15. a copy of the assigned certificate for youngmen;
- 16.1-folder, 3 files.

Note: the documents listed in subitems 5, 11, 12, 14, 15 are provided in originals, after verification of which the subline is returned to the service recipient.

6.10 If an applicant receives an educational loan issued by second-tier banks, the applicant is enrolled in the number of students, and when they submit a corresponding certificate from the bank about the presence of documents under consideration.

At the same time, he / she is granted a deferral on payment of the amount specified in the contract for the provision of educational services and payable before enrollment, for the period of registration of an educational loan, but not more than 4 (four) weeks from the date of receipt of the certificate from the bank.

6.11 Documents in a foreign language are provided with a notarized translation into Kazakh or Russian.

Educational documents issued by foreign educational organizations are subject to the procedure of nostrification in accordance with the procedure established by the legislation of the Republic of Kazakhstan after enrollment of persons during the first (1) academic period of study.

6.12 The Institute within 10 (ten) calendar days after the completion of enrollment, submit to the Ministry of Education and Science of the Republic of Kazakhstan the final report on enrollment of students in the Institute.

LIST for registering changes, additions, and revisions to a document

№ Change No-нения	. Date of amendment, addition and conducting events revision	Sheet numbers	Document on the basis of which the changes were made, the audit	was carried out Summary of the change	Signature of the person who made the change

