

	Institution «Ekibastuz engineering and technical institute named after academician K.Satpayev»	Quality management system	
		Admission rules for studying at EETI named after academician K.Satpayev	Changes № _____ Date _____ Inst. _____



## QUALITY MANAGEMENT SYSTEM

### RULES

### ADMISSION RULES FOR STUDYING AT EETI NAMED AFTER ACADEMICIAN K.SATPAYEV

I «Ekibastuz engineering and technical institute named after academician K.Satpayev»	
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## **The preface**

**1 DEVELOPED** by the Center for career guidance and student recruitment

**2 INTRODUCED** by the management service of the quality management system, standardization and norm control

**3 DEVELOPER:**

B.A.Umarova – Executive secretary of the admissions committee of EETI named after academician K.Satpayev

**4 APPROVED AND PUT INTO EFFECT** by the Rector on the basis of the decision of the Academic Council of the Institute dated May 28, 2025, №10

**5 EXPERTS:**

- 1) T.V.Diba – Head of the management service of the quality management system, standardization and norm control
- 2) D.K.Imangazinova – Vice-rector for Academic Affairs;
- 3) L.V.Kulbidyuk – Head of Educational department.

**6 INTRODUCED INSTEAD**

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## 1 Scope of application

These admission Rules (hereinafter referred to as the Rules) determine the procedure for admission to study at I «Ekibastuz engineering and technical institute named after academician K.Satpayev» (hereinafter referred to as EETI named after academician K.Satpayev) who implements educational programs of higher education.

Formation of the student body of EETI named after academician K.Satpayev is carried out through the placement of an educational grant for 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 Regulatory references

These Rules use references 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 dated October 31, 2018 №600;
- Order of the Minister of Education and Science of the Republic of Kazakhstan dated May 2, 2017 №204 «On approval of the Rules for conducting the Unified National Testing»;
- Order of the Minister of Education and Science of the Republic of Kazakhstan dated 04/01/2019 №134 «On the definition of methodological recommendations for the correspondence of related groups of educational programs of higher education and specialties of technical and vocational, post-secondary education»;
- The Law of the Republic of Kazakhstan dated April 15, 2013 «On Public Services».

## 3 Basic concepts and definitions

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

*An educational grant* is a target amount of money provided to a student on the terms established by the legislation of the Republic of Kazakhstan to pay for higher or postgraduate education with a bachelor's or master's degree.

### 3.1 Designations

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UNT – unified national testing;  
University – a higher education institution.

#### **4 The procedure for admission to educational programs of higher education**

4.1 At EETI named after academician K.Satpayev (hereinafter referred to as the Institute) accepts persons with general secondary, technical and vocational, post-secondary, and higher education.

4.2 Persons with secondary, technical and vocational or post-secondary education are allowed to participate in the competition for the award of an educational grant for higher education at the expense of the republican budget or the local budget and (or) enroll in paid education, with the exception of applicants in related areas of higher education training providing for shorter study periods, who have completed the UNT and gained according to its results:

- in national vocational schools – at least 65 points, and in the field of education «Pedagogical sciences» – at least 75 points, in the field of education «Healthcare» – at least 70 points, in the fields of education «Agriculture and bioresources», «Veterinary Medicine» – at least 50 points, in the field 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 «Health Care» – not less than 70 points, in the field of training «Law» - not less than 75 points.

At the same time, it is necessary to score at least 5 points in the History of Kazakhstan and two core subjects of the UNT and (or) the creative exam, and at least 3 points in the subjects of Reading and Mathematical literacy.

To participate in the competition for the award of an educational grant of higher education at the expense of the republican budget or the local budget in related areas of higher education training, providing for shorter periods of study, persons with technical and vocational, post-secondary education, who have passed the UNT and scored at least 25 points according to its results and in the field of education «Pedagogical Sciences» are allowed – at least 35 points, including at least 5 points in each discipline of the UNT and (or) the creative exam.

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

At the same time, the requirements specified in this paragraph do not apply to persons of Kazakh nationality who are not citizens of the Republic of Kazakhstan.

4.3 For admission to the Institute, the passing score is 50. At the same time, it is necessary to score at least 5 points in the History of Kazakhstan and two core subjects of the UNT, and at least 3 points in the subjects of Reading and Mathematical literacy.

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4.4 Citizens of the Republic of Kazakhstan who have technical and vocational, post-secondary or higher education are accepted to study under educational programs of higher education providing for shorter periods of study.

Admission to the Institute of graduates of technical and professional organizations, post-secondary education with the qualification of «mid-level specialist» or «applied bachelor» in related areas of higher education training, providing for shorter study periods, applicants for paid training are carried out by the admission committee of the Institute in accordance with the order of the Minister of Education and Science of the Republic of Kazakhstan dated 04/01/2019 №134 «On determining methodological recommendations for matching related groups of educational programs of higher education and specialties of technical and vocational, post-secondary education" based on the results of an interview.

Admission to the Institute of persons with higher education in a group of educational programs providing for shorter periods of study on a fee-based 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 training is determined taking into account the recognition of previously achieved results of formal education. The individual curriculum of the student (IC) for the entire period of study is formed by the graduating departments of the Institute.

4.5 Admission of citizens with general secondary education who have completed compulsory military service to study at the OHPE on a paid basis is carried out within two years after completing compulsory military service based on the results of an interview conducted by the admissions committee during the calendar year. At the same time, enrollment of citizens who have served military service is carried out in accordance with the academic calendar 5 (five) days before the beginning of the next academic period.

Citizens of the Republic of Kazakhstan who have completed military service, who have technical and vocational, post-secondary or higher education, are accepted for paid training within two years after completing military service under educational programs of higher education providing for shortened study periods based on the results of an interview conducted by the admissions committee during a calendar year. At the same time, enrollment of citizens who have completed military service is carried out in accordance with the academic calendar 5 (five) days before the beginning of the next academic period.

4.6 Admission of foreign citizens to study at the OHPE on a fee-based basis is based on the results of an interview conducted by the admissions 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.

Admission of persons entering the Institute's educational programs is carried out according to their applications in accordance with the scores of the certificate of

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the established sample in the form approved by the Order of the Acting Minister of Education and Science of the Republic of Kazakhstan dated October 23, 2007 №502 «On approval of the form of strict reporting documents used by educational organizations in educational activities» and (or) an electronic certificate with a QR code confirming authenticity on the website of the National Testing Center (hereinafter referred to as the certificate).

4.7 An admissions committee is established at the Institute by the decision of the rector or the person performing his duties. The admissions committee consists of the rector, vice-rectors, heads of structural divisions and faculty of the University. The quantitative composition of the admissions committee consists of an odd number of members. The chairman of the admissions committee is the head of the OHPE.

## **5 The procedure for conducting interviews**

5.1 Admission to the Institute's educational programs of persons with higher, technical and vocational education, according to groups of educational programs providing for shorter periods of study, foreign citizens, as well as citizens who have completed military service on a paid basis, is carried out on the basis of an interview.

By order of the Rector of the Institute, a commission is created to conduct interviews, which includes the chairman of the admissions committee and the heads of graduate departments.

Applications for participation in the interview are accepted and conducted between June 01 and August 25.

5.2 The interview is conducted by the commission as soon as the requests are received (online using appropriate video conferencing platforms).

The procedure for conducting an interview with applicants consists of two stages:

- an oral interview with the applicant, which provides for a conversation on the following issues: place of work, position, work experience in the chosen field of study, language skills, purpose of study;
- the commission's decision (recommended/not recommended).

The decision on the outcome of the interview is made by a majority vote of the total number of members of the commission. In case of equality of votes, the vote of the Chairman of the commission is decisive.

The Commission's decision is final and cannot be reviewed.

The work of the commission is documented by the interview protocol, signed by the chairman and all members of the commission.

The protocol is drawn up individually for each applicant and filed in his personal file.

## **6 Enrollment in the number of students of the institute**

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6.1 For admission to the OHPE, service recipients provide the OHPE (hereinafter referred to as the service provider) through the admissions committee of the OHPE or through the e-government web portal (hereinafter referred to as the portal) with a package of documents provided for in paragraph 8 of the list of basic requirements for the provision of public services «Acceptance of documents and enrollment in organizations of higher and (or) postgraduate education for training in educational programs of higher education» (hereinafter – List of basic requirements), according to [Appendix 3](#) to the 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 dated October 31, 2018 №600 (hereinafter referred to as the Model Rules).

The list of basic requirements for the provision of public services, including the characteristics of the process, form, content and result of the provision of services, as well as other information, taking into account the specifics of the provision of public services, is given in the List of basic requirements.

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

6.2 In case of contacting the service recipient through the portal, the status of acceptance of the request for a public service, as well as a notification indicating the date and time of receipt of the result of the public service, is sent to the «personal account».

An employee of the admission committee of the Institute checks the completeness of the submitted documents from the moment of their admission, in case of incompleteness 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 a complete set of documents, an employee of the admission committee of the Institute is notified of the acceptance of documents for admission to the Institute. Upon receipt of the notification, the service recipient submits the original documents to the service provider within the period from June 20 to August 25 of the calendar year.

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

The Institute refuses to provide public services on the grounds provided for in paragraph 9 of the List of Basic Requirements.

The Institute ensures that information on the stage of public service provision 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 «On Public Services».



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The authorized body in the field of science and higher education ensures that information about the amendments and (or) additions to these Rules is sent to the Unified Contact Center, the operator of the electronic government information and communication infrastructure and the service provider within three working days from the date of their entry into force.

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

The 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.

The complaint of the service recipient received by the authorized body for the assessment and control of the quality of public services is subject to consideration within 15 (fifteen) working days from the date of its registration.

In cases of disagreement with the results of the provision of public services, the service recipient applies to the court in accordance with the procedure established by the legislation of the Republic of Kazakhstan.

6.4 Enrollment of incoming students at the Institute at the expense of the republican budget or the local budget or on a fee basis is carried out by the admission committees of the OHPE from June 20 to August 25 of the calendar year for studies in Kazakh or Russian by order of the rector of the Institute or a person acting as his/her duties.

6.5 Persons with secondary, technical and vocational or post-secondary education, with the exception of applicants in related areas of higher education training, providing for shorter study periods, who did not score the threshold set out in paragraph 4 of these Model Rules (based on the results of the UNT), with UNT results with inappropriate combinations of specialized subjects, with cancelled UNT results They are enrolled in the Institute full-time on a fee-based basis.

Prior to the completion of the first academic year at the Institute, these persons re-take the UNT within the prescribed time, in accordance with [the Rules](#) for Conducting the 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) (hereinafter referred to as Order No. 204).

Persons who have not repeatedly scored the threshold score set out in paragraph 4 of these Model Rules, according to the results of the UNT, taken at the end of the 1st (first) academic year, are subject to expulsion from the Institute.

6.6 Holders of an educational grant of higher education at the expense of the republican or local budget, as well as tuition fees at the expense of their own funds from citizens and other sources, choose an educational program from the corresponding group of educational program of the Institute.

Citizens of the Republic of Kazakhstan, who apply on the basis of a state grant, conclude an employment contract for at least 3 (three) years. in accordance

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with the procedure established by [the Order](#) of the Acting Minister of Science and Higher Education of the Republic of Kazakhstan dated August 11, 2023 №403 «On approval of the Rules for sending a specialist to work, reimbursement of expenses incurred from budgetary funds, granting the right to self-employment, exemption from the obligation to work for citizens of the Republic of Kazakhstan, students who studied on the basis of a state educational order» (registered in the Register of State Registration of Regulatory Legal Acts under №33291) and [by Order](#) of the Acting Minister of Science and Higher Education of the Republic of Kazakhstan dated August 25, 2023 №443 «On Approval of the Rules for Awarding an Educational grant to pay for higher or postgraduate education with a Bachelor's or Master's degree» (registered in the Register of State Registration of Regulatory Legal Acts under №33345).

6.7 Persons with secondary or technical and vocational, post-secondary education of the current year, who have passed the UNT on time in accordance with order No. 204 and have reached the threshold score set out in paragraph 4 of these Model Rules, submit an application addressed to the head of the Institute or the person performing his duties for admission to the Institute on a fee basis before receiving a document on general secondary or technical and vocational, post-secondary education.

At the same time, students graduating from grades 11 (12) of secondary education organizations in the period from February 1 to August 25 of the calendar year submit an application addressed to the head of the Institute or the person acting as such 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 according to the list specified in paragraph 6.9 of these rules.

6.8 Persons who have reached the threshold score, according to the results of the UNT provided for in paragraph 5 of the Model Rules, submit an application addressed to the head of the Institute or the person performing his duties for admission to the Institute on a fee basis.

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

If the incomplete list of documents specified in paragraphs 15, 33, 36, 37 of the Model Rules is provided, the admissions committee does not accept documents from applicants.

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

The list of documents for enrollment in the educational programs of higher education of the Institute:

- 1) document on general secondary, technical and vocational, post-secondary or higher education (original);
- 2) an identity document (required for identification);
- 3) 2 photo cards measuring 3x4 centimeters;

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4) a medical certificate in electronic or paper form 075-u, approved by order of the Acting Minister of Health of the Republic of Kazakhstan dated October 30, 2020 №MH RK 175/2020 «On approval of accounting documentation in the field of healthcare».

5) an electronic UNT certificate from the applicant's personal account on the basis of the NTC;

6) an electronic certificate of the award of an educational grant (if available).

7) copies of documents confirming the preferential right/quota (for state grant holders);

8) forms 063 of the vaccination passport (for full-time applicants);

9) a copy of the tuition fee receipt for applicants on a fee basis;

10) a copy of the attached certificate for young men of the conscription post;

11) Folder, 1 file.

6.10 In the case of an incoming educational loan issued by second-tier banks, the applicant is enrolled among the students of the Institute upon presentation of the relevant certificate from the bank on the documents under consideration.

At the same time, he is granted a deferral in payment of the amount specified in the educational services agreement and payable prior to enrollment of the citizen for the period of registration of the 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 undergo the nostrification procedure in accordance with the procedure established by the legislation of the Republic of Kazakhstan after enrollment of persons during the 1st (first) academic period of study.

6.12 The Institute, within 10 (ten) calendar days after the completion of enrollment, submits to the CHPE of the Ministry of Education and Science of the Republic of Kazakhstan a final report on student enrollment at the Institute.

