

	Institution «Ekibastuz Engineering and Technical Institute named after academician K. Satpayev»	Quality management system	
		Regulation Rules for filling out and issuing own-sample education documents	Changes №. _____ Date _____ Ext. _____



QUALITY MANAGEMENT SYSTEM

REGULATION

RULES FOR FILLING OUT AND ISSUING OWN-SAMPLE EDUCATION DOCUMENTS

I «Ekibastuz Engineering and Technical Institute named after Academician K. Satpayev»	
«Position rules for filling out and issuing own-sample education documents»	

Introduction

1 DEVELOPED BY the Quality Management System, Standardization and Norm Control Management Service

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

3 DEVELOPER:

Diba T.V. – Head of the Quality Management System, Standardization and Norm Control Management Service

4 APPROVED and PUT into EFFECT by the Rector on the basis of the decision of the Academic Council of the Institute dated March 27 2024, 2024, No. 8

5 EXPERTS:

- 1) Imangazinova D. K -Vice-rector for Academic Affairs;
- 2) Asylova K. B.-Dean of the Faculty of Engineering and Economics;
- 3) Kulbidyuk L. V.-Head of the department "Educational part".

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1 Scope of application

1.1. Rules for filling out and issuing documents on the formation of its own sample of the Institution "Ekibastuz Engineering and Technical Institute named after academician K. Satpayev". (hereinafter referred to as the Institute).

1.2 The rules for filling out own-sample education documents (hereinafter referred to as the Rules) were developed in accordance with the Order of the Minister of Education and Science of the Republic of Kazakhstan dated December 08, 2020 №512 "On Approval of Methodological Recommendations for organizing the issuance of own - sample documents by organizations of higher and (or) postgraduate education".

2 Normative references

This Regulation uses references to the following regulatory documents:

- Law of the Republic of Kazakhstan dated July 27, 2007 №319-III "On Education";
- Order of the Minister of Education and Science of the Republic of Kazakhstan dated July 20, 2022 №2. On approval of state mandatory education standards for all levels of education;
- Order of the Minister of Education and Science of the Republic of Kazakhstan № 512 dated December 8, 2020. On approval of Methodological recommendations on the organization of issuing documents of their own sample by organizations of higher and (or) postgraduate education.

3 Basic concepts and definitions

Education – a continuous process of education and training carried out for the purposes of moral, intellectual, cultural, physical development and the formation of professional competence;

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;

Student – a participant in the educational process who intends to complete the training of an educational program and obtain an academic degree of the appropriate level;

Bachelor's degree - the level of higher education aimed at training personnel with the award of the bachelor's degree in the corresponding educational program with the mandatory development of at least 240 academic credits;

Point-rating letter system for evaluating academic achievements – a system for evaluating the level of academic achievements in points corresponding to the letter system with a digital equivalent adopted in international practice, and allowing you to set the rating of students;

Final certification of students (Qualification Examination) – a procedure carried out to determine the degree of mastering the scope of academic disciplines

and (or) modules and other types of educational activities provided for in the educational program in accordance with the state mandatory standard of higher and postgraduate education.

Learning outcomes - the amount of knowledge, skills and abilities acquired and demonstrated by students during the development of the educational program, as well as the values and attitudes formed, confirmed by the assessment;

Grade Point Average (GPA) – a weighted average assessment of the student's academic achievement level for a certain period of time for the selected program (the ratio of the sum of credit products to the digital equivalent of the final grade points for all types of academic work to the total number of credits for these types of work for a given period of study);

Transcript (transcript) - a document containing a list of mastered disciplines and / or modules, and other types of academic work for the corresponding period of study, indicating credits and grades.

4 General provisions

4.1 The rules define the procedure for filling out educational documents of the Institute's own sample

4.2 Types of educational documents of their own sample are:

- higher education diploma with a bachelor's degree awarded;

4.3 The basis for issuing their own sample documents is the decision of the attestation commission, which indicates that students have passed the final certification and confirm that they have fully mastered the relevant level of education.

4.4 The production of forms according to the types of diplomas of its own sample is carried out on the basis of an agreement between the National Banknote Factory and the Institute.

5 Procedure for obtaining educational documents of your own sample

5.1 Students who have completed their studies in the higher education program and successfully passed the final certification are awarded a bachelor's degree by the decision of the certification commission and a higher education diploma (Appendix A) with an appendix (transcript) and / or a pan-European Diploma Supplement is issued.

5.2 A student in a higher education program who has final grades A, A- "excellent", B-, B, B+, C+ "good" in academic disciplines and other types of academic activities with an average academic performance score (GPA) of at least 3.5, as well as who has passed a comprehensive exam or defended a thesis (project) with grades A, A - "excellent", a diploma with honors is issued (without taking into account grades for additional types of training).

5.3 Educational documents of their own sample are issued to graduates of OHPEon a free basis.

5.4 A higher education diploma without an attachment to the diploma is invalid.

6 Requirements for filling out your own educational documents

6.1 Filling out your own sample documents is done using printing devices.

6.2 Forms of inserts and appendices to educational documents of your own sample should be filled in in three languages (state, Russian and English).

6.3 Forms of inserts, appendices of documents on education of their own sample are printed on special paper with degrees of protection.

6.4 The Ministry of Science and Higher Education of the Republic of Kazakhstan establishes the series and ordinal numbering of the document on education based on the "Instructions for generating numbers of documents on education of its own sample for organizations of higher and postgraduate education of the Republic of Kazakhstan".

6.5 Forms and appendices to educational documents of their own type contain:

- 1) the name of the OHPE;
- 2) the last name, first name, patronymic (if any) of the graduate;
- 3) the code and name of the educational program;
- 4) the degree awarded;
- 5) the date and number of the minutes of the meeting of the attestation commission on awarding the degree.
- 6) the form of training;
- 7) signature of the head of OHPE;
- 8) serial registration number;
- 9) date and place (city) of issue;
- 10) OHPE printing.

The logo of the accreditation agency for institutional accreditation is placed in the educational documents of its own sample.

6.6 Each graduate is assigned a QR code for the purpose of assigning an identification number, generated using a special service, in accordance with the current requirements for the Ministry of Internal Affairs of the Republic of Kazakhstan.

6.7 Logos of accreditation agencies for specialized accreditation of educational programs are placed in the appendix to the documents on education of their own sample.

Appendix A
Higher education diploma with a Bachelor's degree



Institute's logo





Institutional Accreditation Logo (IQAA) in English

Logo of the Institute of Accreditation (IQAA) in Kazakh



Full name of the Institute

last name, first name, patronymic (if any) are indicated in full in the dative case

specify the code and name of the specialty

Degree/Qualification

Form of training

Signature of the Rector of the

Institute's seal

specify the year of graduation from the institute

locality of the educational organization

date of issue of the form: date (in figures), month (in words) and year (in four digits)

Diploma series and number

registration number of the form according to the book of registration of issued forms

specify the date when the qualification was assigned

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Appendix B Transcript (appendix) in three languages

1. Terі _____

2. Аты, әкесінің аты (болған жағдайда) _____

3. Туған күні _____

4. Білімі туралы алдыңғы құжат _____
(құжаттың жергізгі нөмірі, берілген күні)

5. Түсу сынақтары _____
(құжаттың жергізгі нөмірі, берілген күні)

6. Түсі _____
(ӘБББ) Жұмыс жасау

7. Бітірілі _____
(ӘБББ) Бітіріліс жасау

8. Жалпы игерілген академиялық кредиттердің саны - ECTS _____

9. Оқудың орташа өлшемді бағасы (GPA) _____

10. Кәсіптік практика

Практиканың түрі	Академиялық кредиттердің саны - ECTS	Баға		
		әріптік	балдық	дәстүрлі

11. Қорытынды аттестаттау

Мемлекеттік емтихан пәндерінің атауы	Академиялық кредиттердің саны - ECTS	Баға		
		әріптік	балдық	дәстүрлі

12. _____ орындан және қорғау _____
(ӘББББ) Әкімшілік (құжаттың нөмірі, берілген күні)

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



_____ (жасаушы)

_____ (жүз)

_____ (ортотыққан адамның)

_____ (қала)

ДИПЛОМҒА ҚОСЫМША (транскрипт)

№ _____

_____ (берілген күні)

_____ (тапсыру нөмірі)

Басшы

M.O.

13. Ұлттық біластылық шенберіне сәйкестік деңгейі: _____

Осы диплом Қазақстан Республикасының жоғары және жоғары оқу орнынан кейінгі білім деңгейіне сәйкес кәсіби қызмет етуге құқық береді.

14. Теориялық оқу:

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

Д И П Л О М С Ы З Ж А Р А М С Ы З

Д И П Л О М С Ы З Ж А Р А М С Ы З

15. Теориялық оқудың академиялық кредиттерінің саны -ECTS

16. Аттестаттық комиссиясының шешімімен («__» _____ 20__ ж. № _____ хаттама)

_____ мамандығы және
(немесе) білім беру бағдарламасы бойынша

(Әріпжесі/Балмтігіс)

тағайындалды (берілді)

* Жоғары және (немесе) жоғары оқу орнынан кейінгі білім беру ұйымдары қызметінің үлгілік қағидаларына сөйкес 2018 жылғы 24 қарашадан бастап әріптік жүйедегі «С+» бағасы дәстүрлі жүйе бойынша «Жәксы» бағасының баламасы болып табылады.

1. Фамилия _____

2. Имя, отчество (при его наличии) _____

3. Дата рождения _____

4. Предыдущий документ об образовании _____
(наименование документа)

5. Вступительные испытания _____
(наименование экзамена, теста)

6. Поступил(-а) в _____
(наименование учебного заведения, специальности)

7. Завершил (-а) обучение в _____
(наименование учебного заведения, специальности)

8. Общее число освоённых академических кредитов - ECTS _____

9. Средневзвешенная оценка (GPA) обучения _____

10. Профессиональная практика

Вид практики	Количество академических кредитов - ECTS	Оценка		
		буквенная	в баллах	традиционная

11. Итоговая аттестация

Наименование дисциплины государственных экзаменов	Количество академических кредитов - ECTS	Оценка		
		буквенная	в баллах	традиционная

12. Выполнение и защита _____
(наименование работы, диссертации)

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



_____ (инженер)

_____ (выпуск)

_____ (учебную нагрузку)

_____ (срок)

ПРИЛОЖЕНИЕ К ДИПЛОМУ (транскрипт)

№ _____

_____ (дата выдачи)

_____ (регистрационный номер)

Руководитель

М.П.

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

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

13. Уровень соответствия Национальной рамки квалификации: _____
Данный диплом дает право профессиональной деятельности в соответствии с уровнем высшего или послевузовского образования Республики Казахстан.

БЕЗ ДИПЛОМА НЕДЕЙСТВТЕЛЬНО

БЕЗДНОМ НЕДЕЙСТВИТЕЛЬНО

16. Решением аттестационной комиссии (протокол № _____ от «___» _____ 20__ г.

по специальности и (или) образовательной программы

* в соответствии с Типовыми программами деятельности организаций образования, реализующих образовательные программы высшего и (или) послевузовского образования, с 24 ноября 2018 года доведенная оценка «С+» приравнивается к эквиваленту традиционной оценки «отлично»

NOT VALID WITHOUT DIPLOMA

1. Last Name _____

2. First Name, Patronymic (if any) _____

3. Date of birth _____

4. Previous educational background _____
(type, number of documents, date of issue)

5. Entrance Examinations _____
(type, number of documents, date of issue)

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

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

8. Total number of academic credits earned, ECTS _____

9. Grade point average (GPA) _____

10. Professional internship

Internship type	Number of academic credits - ECTS	Grade		
		letter equivalence	numeric equivalence	traditional equivalence

11. Final attestation

Name of disciplines in state examination	Number of academic credits - ECTS	Grade		
		letter equivalence	numeric equivalence	traditional equivalence

12. Writing and defense _____
(if diploma project (work) or dissertation)

Theme of diploma project (work) or dissertation	Number of academic credits - ECTS	Grade		
		letter equivalence	numeric equivalence	traditional equivalence

13. Level of compliance with the National Qualification Framework _____

This diploma entitles its owner to perform professional activities in accordance with the graduate and post graduate education standards of the Republic of Kazakhstan.



_____ (name of)

_____ higher education

_____ (institution)

_____ (city)

**SUPPLEMENT
TO DIPLOMA
(Transcript)**

No. _____

_____ (date of issue)

_____ (registration number)

Head

Stamp

NOT VALID WITHOUT DIPLOMA

14. Theoretical training:

№	Code of disciplines	Name of disciplines	Number of academic credits - ECTS	Grade		
				letter-equivalence	numeric equivalence	traditional equivalence
1	2	3	4	5	6	7

15. Total number of academic credits - ECTS on theoretical training _____

16. By the Decision of the Attestation Commission (Minutes No. _____ of « _____ » _____)

_____ was awarded

_____ on the specialty and (or) educational program _____
(degree / qualification)

*Dated in November 24, 2018 according to Type rules for educational organizations implementing educational programs of graduate and postgraduate education the letter grade «C+» is the equivalent to «Good» in the traditional system.

Appendix B
Форма «General Receipt Accounting Log form
and cost of diploma forms"

left side of the log

№	Coming			
	Name, series, numbers diploma forms	Quantity forms (in words)	Date of receipt	Signature the rector's office

to the end of the magazine page

right side of the log

№	Expenditure			
	Name, series, numbers diploma forms	Quantity forms (in words)	Date search results	Signature the rector's office

to the end of the magazine page

Appendix D

Form "Certificate of destruction of the strict reporting form"

Ekibastuz Engineering and Technical Institute named after academician K. Satpayev

Approved:
Rector of the Institute
_____ Full name

Act

Ekibastuz
About debiting the diploma form

"___" _____ 20__

We, the undersigned,
beginning of the training part

_____,
Full name
chief accountant _____
— ,
Full name
Dean of the EEF _____
Full name
Deputy Dean of the EEF _____
Full name
Head of CA and DE _____
Full name

we have drawn up this report to verify that the following strict reporting form has been destroyed:

Name of the forms	Series, number of the damaged form
Bachelor's Degree/ Specialist's Degree	The cut-out series and number of the damaged form are pasted in

beginning of the training part

_____,
Full name
chief accountant _____
— ,
Full name
Dean of the EEF _____
Full name
deputyDean of the EEF _____
Full name
Head of CA and DO _____
Full name

Appendix D
Form "Book of accounting for roll-call issues
higher education diplomas"

left side of the log

№	Series, number your diploma	Ordinal number registration number	Date of issue your diploma	Full name

to the end of the magazine page

right side of the log

№	Name specialty/educational program	Degree awarded	Date and number of the AC protocol	Signature the rector's office	Signature of a person who has received a diploma

to the end of the magazine page

