

	Institution «Ekibastuz Engineering and Technical Institute named after academician K. Satpayev»	Quality Management System	
		Regulation on procedure for transferring the results of training at the previous level of formal and non-formal education	Changes № _____ Date _____ Ex. _____

APPROVED:



Rector of EETI named  
after Academician K. Satpayev  
Sivaraksha D.M.

2025

## QUALITY MANAGEMENT SYSTEM

### REGULATION

#### ON PROCEDURE FOR TRANSFERRING THE RESULTS OF TRAINING AT THE PREVIOUS LEVEL OF FORMAL AND NON- FORMAL EDUCATION

I «Ekibastuz Engineering and Technical Institute named after academician K. Satpayev»	
Regulation on procedure for transferring the results of training at the previous level of formal and non-formal education	

## **Introduction**

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

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

**3 DEVELOPERAND:**

- 1) Potyaga L. A.- Head of the Department of Internal Quality Assurance of Education;
  - 2) Asylova K. B.-Dean of the Faculty of Engineering and Economics;
- Umarova- B. A - Head of the Career Guidance and Students Recruitment Center

**4 APPROVED and PUT into EFFECT** by the Rector on the basis of the decision of the Academic Council of the Institute dated «30» April 2025, № 9

**5 EXPERTS:**

- 1) D. K. Imangazinova-Vice-rector for Academic Affairs;
- 2) Kulbidyuk L. V.-Head of the department «Educational par».

This Quality Manual may not be reproduced in whole or in part, replicated or distributed without the permission of the rector of «Ekibastuz Engineering and Technical Institute named after Academician K. Satpayev»

I «Ekibastuz Engineering and Technical Institute named after Academician K. Satpayev»	
Regulation on procedure for transferring the results of training at the previous level of formal and non-formal education	

## Content

1 Scope of application	4
2 Normative references	4
3 Basic concepts, definitions and abbreviations	5
4 Main provisions	7
5 Procedure for recognition of results of the previous level of formal education with transfer of academic credits	7
6 Basic rules for recognition of results of the previous level of formal education with transfer of academic credits in the disciplines of the RC cycle of GED	8
7 Basic rules for recognition of results of the previous level of formal	
8 Recognition and registration of results of AC work and meetings of relevant departments on recognition of results of the previous level of formal education with transfer of academic credits	9
9 Procedure for recognition of learning outcomes obtained through non-formal education	10
10 Procedure for recognition of results of recognition of professional qualifications	12
Appendix A Comparison statement of recognition of previously achieved results of formal education	14
Registration sheet for changes, additions and revisions of the document	15

I «Ekibastuz Engineering and Technical Institute named after Academician K. Satpayev»	
Regulation on procedure for transferring the results of training at the previous level of formal and non-formal education	

## 1 Scope of application

This Regulation defines the conditions and procedure for re-crediting the results of training at the previous level of formal and non-formal education in the Institution «Ekibastuz Engineering and Technical Institute named after Academician K. Satpayev». Satpayev Institute (hereinafter referred to as the Institute).

## 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 № 152 dated April 20, 2011. On approval of the Rules for organizing the educational process on credit technology of training in organizations of higher and (or) postgraduate education;
- Order of the Minister of Education and Science of the Republic of Kazakhstan № 595 dated October 30, 2018. On approval of Standard Rules for the activities of organizations of higher and postgraduate education;
- Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated July 20, 2022 № 2. On approval of the state mandatory standards of higher and postgraduate education (hereinafter referred to as SSE);
- Order of the Minister of Science and Higher Education of the Republic of Kazakhstan № 544 dated October 24, 2023. Rules for recognition of learning outcomes obtained through non-formal education, as well as results of recognition of professional qualifications;
- Order of the Minister of Education and Science of the Republic of Kazakhstan № 569 dated October 13, 2018. Classifier of training areas for personnel with higher and postgraduate education.
- Charter of Ekibastuz Engineering and Technical Institute named after Academician K. Satpayev.

## 3 Basic concepts, definitions and abbreviations

*Academic debt* – unsatisfactory results of intermediate certification in one or several disciplines (modules), practices, course projects (works), or failure to pass intermediate certification in the absence of valid reasons.

*Recognition of learning outcomes* is the process of formalizing the results of educational experience, a set of competencies and knowledge.

*Distance learning* – training carried out with the interaction of the teacher and students at a distance, including with the use of information and communication technologies and telecommunications facilities;

I «Ekibastuz Engineering and Technical Institute named after Academician K. Satpayev»	
Regulation on procedure for transferring the results of training at the previous level of formal and non-formal education	

*Knowledge* is the result of assimilation of information through training, which is determined by a set of facts, principles, theories and practices in the relevant field of work or educational activities.

*Competencies* – the ability to make practical use of the knowledge, skills and abilities acquired in the course of training in professional activities;

*Skills – experience*) are stable abilities to successfully solve problems in the field of professional or other activities.

*Неформальное образование* Non-formal education is a type of education planned, organized and implemented by organizations that provide educational services provided without taking into account the place, terms and form of training, and accompanied by the issuance of a document confirming the results of training

*Educational activity* – activities related to the implementation of educational programs.

*Credit transfer* – recognition of academic disciplines (modules), practices, course projects (works) mastered by the student before graduation, recognition of grades (credits) received on them and their transfer to the documents on the development of the educational program of higher education during restoration.

*Learning outcomes* – the amount of knowledge, skills and abilities acquired and demonstrated by the student (listener) during the development of the educational program, as well as the values and attitudes formed, confirmed by the assessment;

*Student* (student) – an individual who is completing a bachelor's degree program.

*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.

*Skills* are proven abilities to apply knowledge to problem solving. Skills are divided into practical (using techniques, materials, mechanisms, and tools) and cognitive (using logical, intuitive, and creative thinking).

*Formal education* is the process of acquiring knowledge that takes place in a well-organized and hierarchically ordered context, in educational institutions, upon completion of which a standard education document is issued.

*Андайзер* advisor is a teacher who performs the functions of an academic mentor who is studying in the relevant field.

educational program, which provides assistance in choosing the learning path (forming an individual curriculum) and mastering the educational program during the training period.

AC-Attestation Commission

UC – university component.

SSE – the state mandatory standard of education.

CC- component of choice.

RQ required component.

GED – general education subjects.

EP – educational program.

I «Ekibastuz Engineering and Technical Institute named after Academician K. Satpayev»	
Regulation on procedure for transferring the results of training at the previous level of formal and non-formal education	

QMS – quality management system.

EMW – educational and methodical work.

## 4 Main provisions

4.1 Based on paragraph 40 of the Order of the Minister of Education and Science of the Republic of Kazakhstan dated April 20, 2011 № 152. Registered with the Ministry of Justice of the Republic of Kazakhstan on May 27, 2011 № 6976. On approval of the Rules for organizing the educational process based on credit technology of training. p. 40. *Achieved learning outcomes and positive assessments received by students at previous levels of study and in other organizations of formal and non-formal education are recognized with the transfer of academic credits by the UNIVERSITY independently.*

4.2 According to paragraph 21 of the State Budget of the Republic of Kazakhstan . *Training of personnel with higher education is carried out on the basis of general educational programs of general secondary education, technical and vocational education, post - secondary education, as well as higher education-when obtaining a second higher education.*

*In case of admission on the basis of educational programs of technical and vocational education, post-secondary education, as well as higher education, and if the profile and / or kinship of the educational program of higher education coincide with the educational program of higher education, technical and vocational education, or post-secondary education, the results of training at the previous level of formal education are recognized automatically, the number of academic credits.*

*If the learning outcomes match, individual disciplines of the previous level of formal education, as well as the results of non-formal education of the corresponding level, are re-counted as prerequisites.*

4.3 The achieved learning outcomes and positive grades obtained by students at previous levels of study and in other formal education organizations are recognized by the Institute with the transfer of academic credits.

4.4 If the learning outcomes match, individual disciplines of the previous level of formal education, as well as the results of non-formal education of the corresponding level, are re-counted as prerequisites.

4.5 Re-crediting of prerequisites for certain disciplines of the previous level of formal education in the GED cycle is carried out by the Attestation Commission (hereinafter referred to as the AC), which functions under the Institute's admissions committee and is drawn up in a protocol with a decision on re - crediting/non-crediting.

4.6 The transfer of prerequisites for certain disciplines of the previous level of formal education in the DB and PD cycles is carried out by the commission, which is formed at the graduating departments and consists of teaching staff of the profile direction of training and is drawn up by the minutes of the department meeting, with a decision on transfer/non-transfer.

I «Ekibastuz Engineering and Technical Institute named after Academician K. Satpayev»	
Regulation on procedure for transferring the results of training at the previous level of formal and non-formal education	

4.7 On the basis of technical and vocational education programs, post-secondary education at the "entrance" level, if the profile of the higher education program coincides with the educational program of technical and vocational education, or post-secondary education, the results of training at the previous level of formal education are recognized automatically and the duration of training is shortened.

4.8 All academic credits and achieved learning outcomes obtained by students in formal and non-formal education are accumulated over the course of a lifetime

## **5 Procedure for recognition of results of the previous level of formal education with transfer of academic credits**

5.1 To carry out the procedure for recognizing the results of the previous level of formal education with the transfer of academic credits by order of the rector or a person acting as his / her duties, институтеа Certification Commission (hereinafter referred to as the AC) is established at the Institute. The AC consists of the rector, vice-rector for EMW, heads of structural divisions and members of the university's teaching staff, specialists in the relevant areas of education that ensure educational process in the disciplines of the RC cycle of GED. To perform preliminary work on processing applicants' documents, the AC is divided into working groups based on the profile of subjects read and prepares preliminary conclusions for AC meetings.

5.2 The AC decision is considered valid if at least two-thirds of its members are present at the meeting. The decision of the AC is made by a majority of votes from the number of those present. If the votes of the AC members are equal, the Chairman's vote is decisive.

5.3 The procedure for recognizing the results of the previous level of formal education with the transfer of academic credits is carried out during the holidays.

5.4 The AC meeting is held according to the approved schedule.

5.5 In the course of the meeting of the AC, for each student who has entered the abridged OP, the following documents are provided: copies of the document of education with an appendix.

## **6 Basic rules for recognizing the results of the previous level of formal education with the transfer of academic credits in the disciplines of the OC cycle of OED**

6.1 The volume of disciplines of the compulsory component of the GED cycle cannot be reduced on the basis of paragraph 4 of the State Educational Standard of the Republic of Kazakhstan 2022: 4. *In the list of the GED cycle, it is not allowed to reduce the volume of disciplines of the compulsory component, the content of which is determined by standard curricula. The exception is reduced educational*

I «Ekibastuz Engineering and Technical Institute named after Academician K. Satpayev»	
Regulation on procedure for transferring the results of training at the previous level of formal and non-formal education	

*programs of higher education institutions with an accelerated period of study on the basis of technical and professional, post-secondary or higher education.*

6.2 Students enrolled in educational programs that provide for shorter periods of study on the basis of technical and professional, post-secondary or higher education. At the same time, persons studying in reduced educational programs on the basis of technical and professional, post-secondary education study the discipline "History of Kazakhstan".

6.3 When considering the student's internal documents at the "entrance" to the DNO-named subjects in full, completed at the previous levels of formal education with the final form of control "Exam" and "Differentiated credit (credit)" are re-credited in accordance with paragraph 8.

6.4 When reviewing student documents at the "entrance", the same-name disciplines with the final form of control "Exam" and "Differentiated credit (credit)" are re-credited based on the results of the meeting of the AC, which makes a protocol decision on the possibility of recognition with re-credit of academic credits in accordance with paragraph 8.

6.5 The results obtained in the course of training and industrial practices at previous levels of education based on educational programs of technical and vocational education, post-secondary education at the "entrance" in case of matching the profile of the educational program of higher education are recognized with the transfer of academic credits, as well as

## **7 Basic rules for recognizing the results of the previous level of formal education with the transfer of academic credits in the disciplines of UC and CC educational programs by the relevant departments**

The transfer of prerequisites for certain disciplines of the previous level of formal education in the DB and PD cycles is carried out by the commission, which consists of teaching staff of the graduating departments of the profile direction of training and is drawn up by the minutes of the department meeting, with a decision on transfer/non-transfer.

7.1 When reviewing the student's documents at the "entrance", the same-name disciplines with the final form of control "Exam" and "Differentiated credit (credit)" are automatically re-credited in accordance with paragraph 8.

7.2 When reviewing student documents at the "entrance", the same-name disciplines with the final form of control "Exam" and "Differentiated credit" in the course of passing the discipline in the amount of 70% or more are re-credited based on the results of the meeting of the relevant departments, which make a protocol decision on the possibility of recognition with re-credit in accordance with paragraph 8

7.3 When considering the student's documents at the "entrance", the same-name disciplines with the final form of control "Exam" and "Differentiated credit



I «Ekibastuz Engineering and Technical Institute named after Academician K. Satpayev»	
Regulation on procedure for transferring the results of training at the previous level of formal and non-formal education	

(credit)" are partially re-credited in the amount of less than 70% of the discipline, in the amount of no more than 50% of the studied discipline.

7.4 In the presence of subjects/disciplines that have a different name, but correspond in content to the disciplines of the UC or CC EP, re-crediting is possible only on the basis of a reasoned conclusion of the relevant departments on the recognition of learning outcomes.

7.5 The transfer of one discipline based on the aggregate volume of several completed disciplines, which are structural or integral parts of the subject being studied, can be issued only on the basis of a reasoned conclusion of the relevant department.

## **8 Recognition and registration of the results of AC work and meetings of relevant departments on recognition of the results of the previous level of formal education with the transfer of academic credits**

8.1 Based on the results of the meeting of the AC in the disciplines of OC and/or the relevant departments in the disciplines of CC and VK, prior recognition of previously achieved results of formal education, students enrolled on the basis of educational programs of technical and vocational education, post-secondary education at the "entrance" if the profile of the educational program of higher education coincides with the educational program of technical and vocational education, or after secondary education, the results of training at the previous level of formal education are recognized and issued in the form of a Comparison list of recognition of previously achieved results of formal education in accordance with Appendix A on the basis of a Protocol decision of the Attestation Commission and/or a reasoned conclusion of the department.

8.2 If the prerequisites of the previous level of formal education of students entering on the basis of a State grant are re-credited, an additional certification exam may be conducted. In this case, the transcript is entered with the score obtained from the results of the certification exam.

8.3 When transferring students from one EP to another, one profile of the training direction, the transfer in the disciplines of CC and UC can be carried out in full, taking into account the total amount of credits for the corresponding educational program.

8.4 At the same time, the transfer of traditional grades results of studies of the previous level of formal education are recognized/transferred to the point-rating letter system according to Table 1.

Table 1-Table of recognition/translation of traditional grades learning outcomes into a point-rating letter system

Traditional Rating	Digital equivalent	Points (%content)
Satisfactory	2.0	65%
Good	3.33	85%

I «Ekibastuz Engineering and Technical Institute named after Academician K. Satpayev»	
Regulation on procedure for transferring the results of training at the previous level of formal and non-formal education	

Excellent	4.0	95%
Def. Credit (credit)	3.33	85%

## **9 Procedure for recognition of learning outcomes obtained through non-formal education**

9.1 Non-formal education is represented by organizations that provide educational services provided without taking into account the place, terms and form of training, with the issuance of a document confirming the results of training in accordance with subparagraph 2) of Article 37 of the Law of the Republic of Kazakhstan dated July 27, 2007 "On Education".

9.2 Non-formal adult education is provided by organizations that provide educational services provided without taking into account the place, time and form of training, and is accompanied by the issuance of a document confirming the results of training.

9.3 Learning outcomes obtained through non-formal education are recognized by the University on the basis and in accordance with the procedure provided for by the Order HBO of the Ministry of Higher Education of the Republic of Kazakhstan № 544 dated October 24, 2023.

9.4 A person applying for recognition of learning outcomes obtained as a result of non-formal education submits an application in any form to the Chairman of the Commission.

9.5 The document confirming the results of non-formal education training is a certificate or certificate of completion of training issued by:

- organizations of technical and professional, post-secondary, higher and postgraduate education;
- organizations of additional education, institutes (centers) of advanced training and retraining of personnel, training centers for employers who have the right to educational activities, in accordance with the legislation of the Republic of Kazakhstan in the field of education or at the workplace of the employer at the request of the employer;
- electronic labor exchange based on the list of popular professions;
- massive open online courses on international educational platforms (Coursera, EDX, FutureLearn, Udacity).

9.6 Certificates and certificates have an arbitrary form and an appendix, which reflects the names of the courses studied, academic disciplines (modules) of the program, indicating their volume (in academic credits and /or hours) and grades.

9.7 For recognition of learning outcomes, the Institute creates a Commission for Recognition of Non-formal Education learning outcomes (hereinafter referred to as the Commission).

9.8 The Commission consists of an odd number of members, which includes teachers of the educational organization.

I «Ekibastuz Engineering and Technical Institute named after Academician K. Satpayev»	
Regulation on procedure for transferring the results of training at the previous level of formal and non-formal education	

9.9 The Chairman and Deputy Chairman of the Commission are elected by a majority vote from among the members of the Commission.

9.10 The Chairman of the Commission performs general management of the Commission's activities and holds meetings of the Commission. In the absence of the Chairman of the Commission, his functions are performed by the Vice-Chairman.

9.11 The functions of the secretary of the commission are performed by a specialist of the educational organization who is not a member of the commission.

9.12 To recognize the result(s) of non-formal education, the student (student) submits the following documents for consideration by the Commission before the beginning of the academic period:

- application for recognition of the results of non-formal education in any form addressed to the Chairman of the Commission;
- a document confirming the result(s) of non-formal education training (certificate or certificate).

9.13 The Commission sends the received documents to the expert group for expert examination (expert opinion) within 3 (three) business days.

9.14 The composition of the expert group is approved by the order of the rector of the educational organization or a person replacing him, which includes experienced teachers and practical workers in the field of industrial activity corresponding to the profile of the educational program.

9.15 The expert group reviews the documents within 5 (five) working days to determine whether the results of non-formal education are consistent with the results of the educational program of the educational organization.

9.16 Based on the results of the review, an expert opinion is drawn up in any form with a mandatory assessment of the compliance of the results of non-formal education with the results of the educational program being mastered by the student, the goals of the program, the scope of the program and the assessment.

9.17 The expert opinion is submitted to the Commission for consideration and decision-making.

9.18 The decision of the Commission is made by a majority vote of the total number of members of the Commission participating in the meeting and is drawn up in minutes in any form.

9.19 An extract from the minutes of the Commission meeting is sent by the secretary of the Commission to the Registrar's office for entering information about the mastered academic disciplines( modules), programs, indicating their names, the amount in academic credits and (or) hours, grades, and re-recording the results of non-formal education in the student's transcript.

9.20 The student is exempt from studying re-credited academic subjects (modules) in the following academic periods.

## **10 Procedure for recognition of professional qualification recognition results**

I «Ekibastuz Engineering and Technical Institute named after Academician K. Satpayev»	
Regulation on procedure for transferring the results of training at the previous level of formal and non-formal education	

10.1 Recognition of professional qualification results is carried out by educational organizations on the basis of a document on the recognition of professional qualifications issued by the recognition center.

10.2 Learning outcomes obtained as a result of recognition of professional qualifications are recognized by the University on the basis and in accordance with the procedure provided for by the Order of the Ministry of Internal Affairs of the Republic of Kazakhstan № 544 dated October 24, 2023.

10.3 In order to recognize the results of professional qualifications, a Commission for the recognition of the results of professional qualifications (hereinafter referred to as the Commission) is established by the order of the Rector or a person replacing him.

10.4 The Chairman and Deputy Chairman of the Commission are elected at the first meeting of the Commission from among its members by an open majority vote.

10.5 The Chairman of the Commission performs general management of the Commission's activities, holds meetings of the Commission. In the absence of the Chairman of the Commission, his functions are performed by the Vice-Chairman.

10.6 The functions of the Secretary of the Commission are performed by a specialist of the Institute who is not a member of the Commission.

10.7 In order to recognize the results of recognition of professional qualifications, the student submits the following documents for consideration by the Commission 10 (ten) working days before the start of the academic period:

- application for recognition of the results of recognition of professional qualifications in any form addressed to the Chairman of the Commission;
- a copy of the identity document;
- a document on the recognition of professional qualifications issued by the recognition center.

10.8 The Commission sends the received documents to the expert group for expert examination (expert opinion) within 3 (three) business days.

10.9 The composition of the expert group is approved by the order of the rector of the educational organization or its substitute, which includes: experienced teachers and practical workers in the field of production activities corresponding to the profile of the educational program.

10.10 The Expert Group reviews the documents within 5 (five) working days to check whether the results of recognition of professional qualifications correspond to the results of training in the educational program of the Institute.

10.11 Based on the results of the review, an expert opinion is drawn up in any form with a mandatory assessment of the compliance of the result (s) of recognition of professional qualifications with the results of training of the educational program being mastered by the student, the goals of the program, the scope of the program and the assessment.

10.12 The expert opinion is submitted to the Commission for consideration and decision-making.

I «Ekibastuz Engineering and Technical Institute named after Academician K. Satpayev»	
Regulation on procedure for transferring the results of training at the previous level of formal and non-formal education	

10.13 The decision of the Commission is adopted by a majority vote of the total number of members of the Commission participating in the meeting and is drawn up in minutes in any form.

10.14 An extract from the minutes of the Commission meeting is sent by the secretary of the Commission to the Registrar's office for entering information about the mastered academic disciplines( modules), programs, indicating their names, the amount in academic credits and (or) hours, grades, and re-recording the results of recognition of professional qualifications in the student's transcript.

10.15 Recognition of the results of professional qualification frees the student from studying the relevant academic disciplines (modules), programs.

10.16 The results of recognition of professional qualifications are entered in the student's transcript.

## Appendix A

### Comparison sheet for recognition of previously achieved results in formal education

**EKIBASTUZ ENGINEERING -TECHNICAL INSTITUTE named after ACADEMICIAN K. SATPAYEV**

#### Collation statement of recognition of previously achieved results of formal education

Educational program / Specialty \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_  
(Name of student)

\_\_\_\_\_  
(base education)

№ p/p	Individual curriculum				RO Annex to the diploma				
	Name disciplines	OK/ VK/ KV	number credit-in	the	Name of disciplines in	the number of credit- in	the Digital equivalent	Scores (%-ing the contents of the	Form control
1									
2									
3									
4									
5									
6									
7									
8									

I «Ekibastuz Engineering and Technical Institute named after Academician K. Satpayev»									
Regulation on procedure for transferring the results of training at the previous level of formal and non-formal education									

9									
10									
11									

Dean of I-E Faculty \_ \_ \_ \_ \_

Head of Department \_ \_ \_ \_ \_

Office Registrar \_ \_ \_ \_ \_

Reviewed. Student \_ \_ \_ \_ \_

« \_ \_ » \_ \_ \_ \_ \_ 20 \_ \_

## Registration sheet for changes, additions, and revisions to the document

[illegible]