

	Institution «Ekibastuz Engineering and Technical Institute named after Academician K. Satpayev»	Quality management system	
		Regulation on the procedure for issuing Pan-European diploma supplement	Changes № _____ Date _____ Ext. _____



## QUALITY MANAGEMENT SYSTEM

### REGULATION

#### REGULATION ON THE PROCEDURE FOR ISSUING PAN-EUROPEAN DIPLOMA SUPPLEMENT

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«Regulation on the procedure for issuing Pan-European diploma supplement»	

## 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:**

T. V. Diba – 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 decision of the Academic Council of the Institute of «27» March 2024, № 8

**5 EXPERTS:**

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

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## 1 Scope of application

This Regulation sets out the structure, procedure for completing and issuing the Pan Diploma Supplement-European Diploma Supplement (herein after Diploma referred to as the Diploma Supplement), which provides international professional recognition of the qualifications of graduates of Ekibastuz Engineering and Technical Institute named after Academician K. Satpayev (hereinafter referred to as the EETI named after academician K. Satpayev) in European countries.

## 2 Regulatory references

This Regulation uses references to the following regulatory documents:

- Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated July 20, 2022 No. 2. On approval of State mandatory standards of higher and postgraduate education (hereinafter-SSE).

- Guidelines for completing the «Diploma Supplement».

Appendix to the Order of the Minister of Education and Science of the Republic of Kazakhstan dated April 19, 2019 № 155;

- Rules for filling out and issuing documents on the formation of their own sample;

## 3 Basic concepts and definitions

*Registrar's Office*- is a structural division of EETI named after academician K. Satpayev, who is engaged in the registration of students for academic disciplines, accounting for completed credits, organizing intermediate and final certification, and maintaining the entire history of academic achievements of students;

*Transcript (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;

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

### 3.1 Designations

RO - Registrar's office

SC – state corporation.

NTC – National Testing Center.

AC – attestation commission.

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## **4 General provisions**

4.1 The Pan-European Diploma Supplement is a document that provides comprehensive information necessary for the assessment of any degree or qualification. The Diploma Supplement is an important part of development of the European Higher Education Area (EHEA). This document contributes to implementation of the commitments made by Kazakhstan under the Law of the Republic of Kazakhstan "On Ratification of the Convention on the Recognition of Qualifications in Higher Education in the European Region" (Lisbon, 1997) and the implementation of the parameters of the Bologna process.

In May 2018, the Diploma Supplement was revised in Paris as part of the Conference of Ministers of Education of the Countries participating in the Bologna Process Diploma Supplement (Appendix A).

4.2 The Diploma Supplement is issued to facilitate the recognition of the obtained qualifications of Kazakhstani university graduates during further training and (or) employment.

A pan-European Diploma Supplement is issued to each university graduate automatically and free of charge in English, along with the main document of education.

4.3 The Diploma Supplement has the status of an official internal document on education (established in the Institute sample) issued by the Institute, the form and content of which comply with the legislation of the Republic of Kazakhstan in the field of organization and implementation of higher and postgraduate education.

The Diploma Supplement should be filled out on a special paper with degrees of protection (with watermarks).

## **5 Structure of the Diploma Supplement)**

5.1 The Diploma Supplement form Diploma Supplement of EETI named after academician K.Satpayev is listed in Appendix B.

5.2 The Diploma Supplement includes 8 sections:

- 1) information identifying the holder of the qualification;
- 2) information identifying the qualification.
- 3) information about the level and duration of the qualification.
- 4) information about the program and the results obtained.
- 5) information about the qualification function.
- 6) additional information;
- 7) app certification.
- 8) information about the national higher education system.

The Diploma Supplement begins with the preamble: "The purpose of the Diploma Supplement is to provide sufficient independent data to improve international 'transparency' and fair academic and professional recognition of qualifications (diplomas, certificates, etc.). It is intended to describe the nature, level, context, content, and status of studies that have been completed and successfully completed the person who obtained the initial qualification to which this appendix is attached. It is free of any value judgments, equivalence statements, or recognition proposals. This diploma supplement

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model was developed by the European Commission, the Council of Europe and UNESCO."

The contents of the preamble and section 8 (Information on the national higher education system) are typical for all higher education institutions.

## **6 How to fill out the Diploma Supplement**

6.1 In section 1, "Information identifying the holder of the qualification", the corresponding cells indicate the last name, first name, day, month and year of birth of the graduate in strict accordance.

When filling out subsection 1.4 (Student Identification number or code), the individual identification number (IIN) of the student is indicated.

6.2 When filling out subsection 2.1 "Name of qualification", the qualification is indicated in accordance with the State mandatory Standards of Education.

Please indicate the full name of the educational program in subsection 2.2 (Main area (s) of study for the qualification).

Subsection 2.3 Name and status of the graduating institution indicates the full name and status of the university where the graduate completes his / her studies in the state and English languages. It also indicates the existence of institutional accreditation and the status of the accreditation body (membership in EQAR and/or ENQA).

Subsection 2.4 (Name and status of the institution (if different from clause 2.3) that manages the study) should be filled in as follows: specify the full name and status of the university (in the state and English languages), as well as the academic year (s) in which the graduate studied during the entire academic period of study (if the graduate studied at only one university, then specify - see point 2.3). Also indicate the existence of institutional accreditation and the status of the accreditation body (membership in EQAR and/or ENQA).

Subsection 2.5 (Language (s) of instruction/Examination) specifies the language (s) used in the course where the qualification was officially acquired and obtained.

6.3 Subsection 3.1 (Level of Qualification) indicates the level of qualification and its place in the National Qualifications Framework: for bachelor's degree, level 6 of the NQC/level 6 of the ERC; for Master's degree, level 7 of the NQC/level 7 of the ERC.

Subsection 3.2 (Official duration of the program for loans and/or years) specifies the total load in ECTS.

When filling out subsection 3.3 (Access requirements (s)), you must indicate the previous level of education in accordance with the Standard Admission Rules for Training in educational organizations that implement educational programs of higher/postgraduate education: for bachelor's degree – general secondary or technical and vocational, or post – secondary education; for master's degree-higher education (bachelor's degree).

6.4 When filling out subsection 4.1 (Form of study), it is necessary to indicate the form of study in accordance with Articles 35 and 36 of the Law of the Republic of Kazakhstan "On Education". Subsection 4.2 (Program Learning outcomes) specifies the key learning outcomes (8-12 units) associated with the qualification.

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When filling out subsection 4.3 Information about the program, individual credits received, grades / points, a link is made to the diploma Supplement (transcript).

The information in subsection 4.4 (Rating system and, if available, point distribution table) is filled in according to the model in Appendix 1.

At the same time, the information of columns 1,2,3,6 of the table is typical for all universities. In columns 4 and 5 of the table, you must specify the number of all university graduates enrolled in this educational program; the percentage of each grade to the total number of graduates (for example: a total of 50 graduates; Оценку А5 people received an A grade, which is 10%).

Subsection 4.5 (General classification of qualifications) is filled in in the state and English languages) in case of issuing a graduate diploma with honors.

6.5 When completing subsection 5.1 (Access to further education), you must specify access to further academic and / or professional research: for a bachelor's degree, the graduate can continue his / her master's degree; for a master's degree, the graduate can continue his / her doctoral studies.

Subsection 5.2. Access to a regulated profession (if applicable) states "Not applicable".

6.6 Subsection 6.1 should be filled in with the following information:

- availability/period of specialized accreditation and status of the accreditation body (membership in EQAR and/or ENQA);
- country/name of the organization/period of internship/ academic mobility (if provided);
- diploma number (for bachelor's degree – series (BD no. ... from...); for master's degree-series (ЖООК-М № ... from ...).

Subsection 6.2 (Additional sources of information) indicates the official website of the university.

6.7 In section 7 "Certification of the application", the following cells are indicated in the corresponding cells: date the Diploma Supplement; first and last name, signature of the official (rector or supervising vice-rector) confirming the Diploma Supplement; official position of the sub-approving official.

In section 7.4, the official's signature is confirmed by the official signature (stamp) seal of the university.

6.8 Section 8 provides information on the national system of higher and postgraduate education according to the model.

## **7 Procedure for issuing a Diploma Supplement)**

7.1 The Diploma Supplement is issued to a graduate who has graduated from EETI named after academician K.Satpayev and passed the final certification in accordance with the established procedure.

7.2 Persons who have completed their studies in the higher education program and successfully passed the final certification are awarded a BACHELOR's degree in the corresponding educational program and a higher education diploma with an appendix (transcript) is issued free of charge. The Institute additionally issues a pan-European Diploma Supplement to graduates Supplement for free.

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7.3 The Diploma Supplement must be completed in English.



## Appendix A

### Sample Diploma Supplement () (Paris Communiqué)

<b>ПРИЛОЖЕНИЕ К ДИПЛОМУ</b>	
<b>1. ИНФОРМАЦИЯ, ИДЕНТИФИЦИРУЮЩАЯ ОБЛАДАТЕЛЯ КВАЛИФИКАЦИИ</b>	
1.1. Фамилия	1.2. Имя
1.3. Дата рождения (день/месяц/год)	1.4. Идентификационный номер или код студента (если имеется)
<b>2. ИНФОРМАЦИЯ, ИДЕНТИФИЦИРУЮЩАЯ КВАЛИФИКАЦИЮ</b>	
2.1. Наименование квалификации и (если применимо) и название (на родном языке)	2.2. Основное направление(я) обучения для квалификации
2.3. Наименование и статус выпускающего учреждения (на родном языке)	
2.4. Наименование и статус учреждения (если отличается от п.2.3), управляющего исследованием (на родном языке)	
	2.5. Язык (и) обучения / экзамена
<b>3. ИНФОРМАЦИЯ ОБ УРОВНЕ И ПРОДОЛЖИТЕЛЬНОСТИ КВАЛИФИКАЦИИ</b>	
3.1. Уровень квалификации	3.2. Официальная продолжительность программы в кредитах и/или годах
3.3. Требование (я) к доступу	
<b>4. ИНФОРМАЦИЯ О ПРОГРАММЕ И ПОЛУЧЕННЫХ РЕЗУЛЬТАТАХ</b>	
4.1. Форма обучения	4.2. Результаты обучения программы
4.3. Сведения о программе, полученных индивидуальных кредитах, оценках / баллах	
4.4. Система оценки и, если таковая имеется, таблица распределения баллов	4.5. Общая классификация квалификации (на родном языке)
<b>5. ИНФОРМАЦИЯ О ФУНКЦИЯХ КВАЛИФИКАЦИИ</b>	
5.1. Доступ к дальнейшему образованию	5.2. Доступ к регулируемой профессии (если применимо)
<b>6. ДОПОЛНИТЕЛЬНАЯ ИНФОРМАЦИЯ</b>	
6.1. Дополнительная информация	6.2. Другие источники информации
<b>7. СЕРТИФИКАЦИЯ ПРИЛОЖЕНИЯ</b>	
7.1. Дата	7.2. Подпись
7.3. Статус	7.4. Официальный штамп или печать
<b>8. ИНФОРМАЦИЯ О НАЦИОНАЛЬНОЙ СИСТЕМЕ ВЫСШЕГО ОБРАЗОВАНИЯ</b>	

## Appendix B

### European University Diploma Supplement Form Supplement)

#### The Diploma Supplement

The purpose of the Diploma Supplement is to provide sufficient independent data to improve the international 'transparency' and fair academic and professional recognition of qualifications (diplomas, degrees, certificates etc.). It is designed to provide a description of the nature, level, context, content and status of the studies that were pursued and successfully completed by the individual named on the original qualification to which this supplement is appended. It is free from any value judgements, equivalence statements or suggestions about recognition. This Diploma Supplement model was developed by the European Commission, Council of Europe and UNESCO.



1. INFORMATION IDENTIFYING THE HOLDER OF THE QUALIFICATION			
1.1 Last name(s)		1.2 First name(s)	
Ashikbayeva		Aliya	
1.3 Date of birth (dd/mm/yyyy)		1.4 Student identification number or code (if available)	
23	10	1979	791023400275
2. INFORMATION IDENTIFYING THE QUALIFICATION			
2.1 Name of qualification and (if applicable) title conferred (in original language)		2.2 Main field(s) of study for the qualification	
Экономика және бизнес бакалавры Bachelor of Economics and Business		Economics	
2.3 Name and status of awarding institution (in original language)			
Академик Қ. Сәтбаев атындағы Екібастұз инженерлік-техникалық институты, Білім Сапасымен Қамтамасыздандыру Тәуелсіз Агенттігімен аккредиттелген (IQAA), <a href="https://iqaa.kz">https://iqaa.kz</a> Ekibastuz technical and engineering institute named after the academician K.Satpayev, аккредитован Independent Agency for Quality Assurance in in Education (IQAA), <a href="https://iqaa.kz">https://iqaa.kz</a> From 20/06/2017 IQAA is included in the European register of quality assurance in higher education (EQAR), valid until 28/02/2022			
2.4 Name and status of institution (if different from 2.3) administering studies (in original language)		2.5 Language(s) of instruction/examination	
See p. 2.3		State, Russian	
3. INFORMATION ON THE LEVEL AND DURATION OF THE QUALIFICATION			
3.1 Level of the qualification		3.2 Official duration of programme in credits and/or years	
Bachelor's degree ( level 6 NQF/level 6 EQF)		240 ECTS	
3.3 Access requirements(s)			
General secondary or technical and vocational or post-secondary education			
4. INFORMATION ON THE PROGRAMME COMPLETED AND THE RESULTS OBTAINED			
4.1 Mode of study		4.2 Programme learning outcomes	
Очное или заочное Full-time or correspondence		LO 1 – Identify and synthesize disciplinary concepts on economic issues based on the study of nature of assumptions and value judgments; LO 2 – Ability to assess a problem critically using an economic framework that accurately reflects their causal relationship;	

						LO 3 - Use quantitative data to analyse economic issues critically and understand their role in economic, business and political decision-making; LO 4 – Demonstrate the ability to obtain and analyse economic data using appropriate statistical and econometric methods; LO 5 – Ability to process large amounts of information and digital data to integrate results into business investment and innovation management processes; LO 6 – Formulate and apply models of firms' and consumers' behavior in the changing market conditions and integration of Kazakhstan economy into the world community; LO 7 – Apply fundamental knowledge and skills in management and marketing to develop competent solutions to improve business efficiency and market development; LO 8 – Demonstrate the ability to prepare financial statements in accordance with generally accepted principles of accounting and taxation through analysis and synthesis of information; LO 9 – Carry out independent and joint work on the inclusion of economic analysis and argumentation in the processes of economic activity of enterprise and personnel management; LO 10 - Apply economic arguments and analytical skills to form sound judgments and make effective decisions in the field of planning and organization of production.
4.3 Programme details, individual credits gained and grades/marks obtained						
See Diploma Supplement (transcript)						
4.4 Grading system and, if available, grade distribution table						4.5 Overall classification of the qualification (in original language)
Letter grades	Grade points	% points	Number of graduates	% of each evaluation	Traditional grading system	With excellent mark
A	4,0	95-100			Excellent	
A-	3,67	90-94				
B+	3,33	85-89				
B	3,0	80-84			Good	
B-	2,67	75-79				
C+	2,33	70-74				
C	2,0	65-69			Satisfactory	
C-	1,67	60-64				
D+	1,33	55-59				
D-	1,0	50-54			Unsatisfactory	
FX	0,5	25-49				
F	0	0-24				
<b>5. INFORMATION ON THE FUNCTION OF THE QUALIFICATION</b>						
5.1 Access to further study						5.2 Access to a regulated profession (if applicable)
The graduate may continue training in a magistracy						Not applicable
<b>6. ADDITIONAL INFORMATION</b>						
6.1 Additional information						6.2 Further information sources
-The educational program is accredited by IQAA Agency (02/05/2018-28/04/2023)						For more information, please refer to the website <a href="https://eitiedu.com/">https://eitiedu.com/</a>
-Number of diploma ЖБ-Б №256114 from 15/05/2019						

Number of diploma ЖБ-Б №256114

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<b>7. CERTIFICATION OF THE SUPPLEMENT</b>			
<b>7.1 Date</b>			<b>7.2 Signature</b>
15	May	2019	Бұлат Унайбаев
<b>7.3 Capacity</b>			<b>7.4 Official stamp or seal</b>
Rector			
<b>8. INFORMATION ON THE NATIONAL HIGHER EDUCATION SYSTEM</b>			
<p><b>Higher education</b>  Citizens who have general secondary or technical and vocational, or post-secondary education acquire higher education. A citizen has the right to receive free higher education on a competitive basis.  Training in degree programs of higher education is carried out in the form of full-time education and (or) external studies. The main types of organizations of higher and (or) postgraduate education are a national research university, a national organization of higher and (or) postgraduate education, a research university, a university, an academy, an institute and equivalent (conservatory, high school).  A student who has passed the final certification for the development of the degree program of higher education is awarded the degree of 'bachelor' or is awarded the qualification of 'specialist'.</p> <p><b>Postgraduate education</b>  Citizens with higher education acquire postgraduate education.  Postgraduate education is carried out in the master's degree programme, residency and doctoral degree of organizations of higher and (or) postgraduate education, scientific organizations on the main activity profile and areas of staff training, as well as by sending scholars of the Bolashak international scholarship to study at leading foreign organizations of higher and (or) postgraduate education in full-time education in accordance with the list of specialties annually approved in the manner prescribed by the legislation of the Republic Kazakhstan.</p> <p><i>Training in the master's degree program is carried out on the basis of degree programs of higher education in two areas:</i>  - Scientific &amp; Teacher training degree with a study period of at least two years;  - Professionally oriented degree with a study period of at least one year.</p> <p><i>Training in doctoral degree is carried out on the basis of master's degree programs in two areas:</i>  - Scientific &amp; Teacher training degree with a study period of at least three years;  - Professionally oriented degree with a study period of at least three years.</p> <p>Persons who have received a master's degree or have mastered degree programs of postgraduate education in military specialties, to obtain the degree of Doctor of Philosophy (Ph.D.), doctor in the professionally oriented program are trained in the doctoral studies of military, special educational institutions for at least three years.  Postgraduate medical and pharmaceutical education includes residency, master's &amp; doctoral degree.  The residency provides in-depth training in clinical specialties with a duration of training from two to four years, depending on the specialization. The authorized body in the field of health care approves the rules for training medical staff in residency. The list of degree programs of higher and postgraduate education is contained in the register of degree programs.</p> <p><b>Accreditation of educational organizations</b>  Accreditation of educational organizations is carried on a voluntary basis.  Educational organizations are obtain to institutional and degree program accreditation in accreditation bodies recognized by the Ministry of Education and Science of the Republic of Kazakhstan. The Ministry of Education and Science of the Republic of Kazakhstan maintains a Register of recognized accreditation bodies, accredited educational organizations and degree programs.</p> <p><b>The National Qualifications Framework of Kazakhstan</b> contains 8 qualification levels, which corresponds to the European Qualifications Framework (EQF) and educational levels. The eight recommended levels are described in the form of learning outcomes.</p>			
European Qualifications Framework (EQF)	Levels	Kazakhstan's National Qualifications Framework (NQF)	Qualifications Frameworks in the European Higher Education Area (QF-EHEA)
EQF 8	8. Doctoral Degree	NQF 8	Third Cycle
EQF 7	7. Master's Degree	NQF 7	Second Cycle
EQF 6	6. Higher Education. Bachelor's Degree	NQF 6	First Cycle
EQF 5	5. Post-Secondary Education	NQF 5	Short Cycle
EQF 4	4. Technical & Vocational Education	NQF 4	
EQF 3	3. General Secondary Education	NQF 3	
EQF 2	2. Basic Secondary Education	NQF 2	
EQF 1	1. Primary Education	NQF 1	
	0. Pre-School Education & Training		

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

[illegible]

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