	Ministry of Education and Science of the Republic of Kazakhstan	Quality management system	QMS-DP-8.5-02-2022
	Institution «Ekibastuz Engineering and Technical Institute named after Academician K. Satpayev»	«Rules for filling out and issuing documents on education of sample»	Changes № _____ Date _____ Ex. _____

APPROVED:

Rector of EETI named after
academician K. I. Satpayev

D. M. Sivaraksha
D. M. Sivaraksha

«31» August 2022



QUALITY MANAGEMENT SYSTEM

RULES

RULES FOR FILLING OUT AND ISSUING DOCUMENTS ON EDUCATION OF SAMPLE

QMS-P-4.2-01-2022

U "Ekibastuz Engineering and Technical Institute named after academician K. Satpayeva"	
«Rules for filling out and issuing documents on education of your own sample»	CMK-II-4.2-01-2022

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 the decision of the Academic Council of the Institute dated August 31rycta , 2022, No. 1

5 EXPERTS:

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

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Technology named after academician K.
Satpayev, 2022

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U "Ekibastuz Engineering and Technical Institute named after academician K. Satpayeva"	
«Rules for filling out and issuing documents on education of your own sample»	CMK-II-4.2-01-2022

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 No. 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 No. 319-III "On Education";
- 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 No. 604 dated July 20, 2022;
- Approval of Methodological recommendations on the organization of issuing documents of their own sample by organizations of higher and (or) postgraduate education. Order of the Minister of Education and Science of the Republic of Kazakhstan No. 512 dated December 8, 2020.

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 attestation – a procedure carried out to determine the degree of mastering the scope of academic disciplines and (or) modules and other types of educational

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activities provided for in the educational program in accordance with the state mandatory standard of the relevant level of 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 – 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) in accordance with Appendix A. 1. of these Rules.

5.3 Educational documents of their own sample are issued to graduates of OVPO on 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 Education and Science of the Republic of Kazakhstan establishes the series and ordinal numbering of educational documents based on the "Instructions for generating numbers of educational documents 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 OVPO;

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 OVPO;

8) serial registration number;

9) date and place (city) of issue;

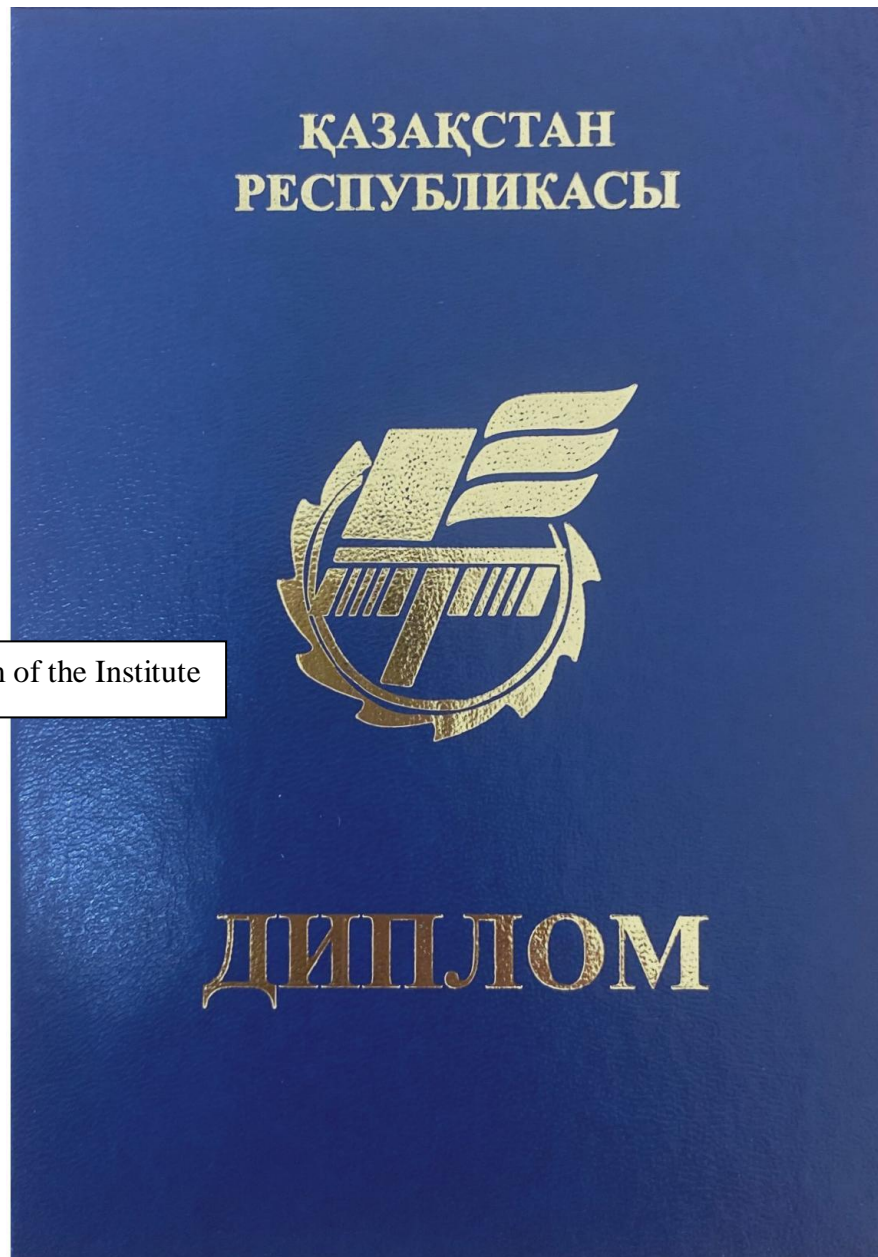
10) OVPO printing.

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

6.7 Each graduate is assigned a QR code for the purpose of assigning an identification number.

6.8 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



The emblem of the Institute

Логотип
институци
ональной
аккредитац
ии
(НАОКО)
на
казахском
языке

Логотип
институцио
нальной
аккредитац
ии
(НАОКО)
на
английском
языке

Казықша диплом:

- Қазақстан Республикасының Білім және Ғылым Министрлігі
- Қазақстан Республикасының Білім және Ғылым Министрлігінің аккредиттеу органы
- ІҚАА
- ІНСТИТУЦИОНАЛДЫҚ АҚКРЕДИТЕУ ІҚАА КЗ
- Полное наименование института
- указывается дата присвоения квалификации
- тау ком шешімімен (№ хаттама)
- фамилия, имя, отчество (при его наличии) указываются полностью в латинском палеже
- указывается кол и наименование специальности
- мамандығы бойынша
- Степень/квалификация
- Оқыту нысаны
- Форма обучения
- Подпись Ректора института
- Печать института
- указывается год окончания института
- населенный пункт организации образования
- Серия и номер диплома
- регистрационный номер бланка по книге регистрации выдаваемых бланков

Английша диплом:

- Решением Аттестационной комиссии
- (полное наименование высшего учебного заведения)
- от «...» года (протокол №...)
- (фамилия, имя, отчество (при его наличии))
- присуждена степень **БАКАЛАВР**
- по специальности и (или) образовательной программе
- (код и наименование специальности и (или) образовательной программы)
- Форма обучения (очное или заочное или вечернее)
- By the Decision of the Attestation Commission
- (name of the higher education institution)
- (graduate's full name) was awarded the degree of **BACHELOR**
- on the specialty and (or) educational program
- (code and name of the specialty and (or) educational program)
- Form of training (full-time or part-time)
- Date «...» года Г...
- дата выдачи бланка: число (цифрой), месяц (прописью) и год (четырёхзначной цифрой)

Appendix B Transcript (appendix) in three languages

Ж А Р А М С Ы З
 Д И П Л О М С Ы З
 Д И П Л О М С Ы З

1. Teri _____

2. Аты, әкесінің аты (болған жағдайда) _____

3. Туған күні _____

4. Білімі туралы алдыңғы құжат _____
(құжат түрі, шірігі, берілу күні)

5. Түсу сынақтары _____
(құжат түрі, шірігі, берілу күні)

6. Түсті _____
(ЖОО, түскен жылы)

7. Бітірді _____
(ЖОО, бітірген жылы)

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. _____ орындау және қорғау
(диплом жобасын (жұмысын) немесе диссертацияны)

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

13. Ұлттық біліктілік шеңберіне сәйкестік деңгейі: _____



(жоғары)
 оқу
 орнының атауы

 (қала)
ДИПЛОМҒА ҚОСЫМША
(транскрипт)
 № _____

 (берілген күні)

 (тіркеу нөмірі)

Басшы

М.О.

Ж А Р А М С Ы З
 Д И П Л О М С Ы З
 Д И П Л О М С Ы З

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

15. Теориялық оқудың академиялық кредиттерінің саны -ECTS _____

16. Аттестаттау комиссиясының шешімімен (« _____ » 20 ____ ж. № _____ хаттама)

_____ мамандығы және
(немесе) білім беру бағдарламасы бойынша

(дәрежесі/біліктілігі)

тағайындалды (берілді)

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

1. Фамилия _____
2. Имя, отчество (при его наличии) _____
3. Дата рождения _____
4. Предыдущий документ об образовании _____
(вид, номер документа, дата выдачи)
5. Вступительные испытания _____
(вид, номер документа, дата выдачи)
6. Поступил(-а) в _____
(полное наименование учебного заведения, год поступления)
7. Завершил (-а) обучение в _____
(полное наименование учебного заведения, год окончания)
8. Общее число освоенных 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 дисциплин государственных экзаменов	Количество академических кредитов - ECTS	Оценка		
		буквенная	в баллах	традиционная

12. Выполнение и защита _____
(дипломного проекта (работы) или диссертации)

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

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



_____ (наименование высшего учебного заведения)

_____ (город)

**ПРИЛОЖЕНИЕ
 К ДИПЛОМУ
 (транскрипт)**

№ _____

_____ (дата выдачи)

_____ (регистрационный номер)

Руководитель

М.П.

БЕЗДЕЙСТВИТЕЛЬНО

БЕЗДЕЙСТВИТЕЛЬНО

14. Теоретическое обучение:

№	Код дисциплины	Наименование дисциплин	Количество академических кредитов - ECTS	Оценка		
				буквенная	в баллах	традиционная
1	2	3	4	5	6	7

15. Количество академических кредитов - ECTS теоретического обучения _____

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

присуждена (присвоена) _____

(степень/квалификация)

по специальности и (или) образовательной программы _____

* в соответствии с Типовыми правилами деятельности организаций образования, реализующих образовательные программы высшего и (или) послевузовского образования, с 24 ноября 2018 года буквенная оценка «С+» приравнивается эквиваленту традиционной оценки «хорошо».

NOT VALID WITHOUT DIPLOMA

1. Last Name _____
 2. First Name, Patronymic (if any) _____
 3. Date of birth _____
 4. Previous educational background _____
(type, number of document, date of issue)

5. Entrance Examinations _____
(type, number of document, 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) _____
(City)

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 _____
(of 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

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

NOT VALID WITHOUT DIPLOMA

NOT VALID WITHOUT DIPLOMA

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

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

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

*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 the cost of diploma forms"»**

left side of the log

№	Parish No			
	. Name, series, numbers of diploma forms	Number of forms	Date of receipt and basis	Signature of the Rector

to the end of the magazine page

right side of the log

№	Expense No			
	. Name, series, numbers of diploma forms	Number of forms	Basis for issue	Signature of the rector

to the end of the magazine page

Appendix D
General Receipt Accounting Log form
and the cost of academic certificates"

left side of the log

Arrival			
Numbers of academic reference forms	Number of forms	Date of receipt and basis	Signature of the Rector

to the end of the magazine page

right side of the log

Expense			
Numbers of academic certificate forms	Number of forms	Basis for issue	Signature of the Rector

to the end of the magazine page

Appendix D
Form "Certificate of destruction of the strict reporting form"

Ekibastuz Institute of Engineering and Technology named after Academician K. V. Abramovich. Satpayeva

APPROVING IT:
Rector of the EITI named
after Academician K. Satpayeva
_____ Full
name
"___" _____ 20__ city
of

Act

Ekibastuz city from "___" _____ 20__ city of

About debiting the form

We, the undersigned,
Vice-rector for UMR _____,
Full name
chief accountant _____
,
Full name
beginning of the training part _____
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 Cut-out letters are inserted series, number of the damaged form

Vice-Rector for UMR _____
signature, Full name

Chief Accountant _____
signature, Full name

Beginning of the training part _____
signature, Full name

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

left side of the log

No	. Series, diploma number	Serial registration number	Date of issue of the diploma	Full name

to the end of the magazine page

right side of the log

№	Name of the specialty	Assigned qualification	Date and number of the SAC protocol	Signature of the rector	Signature of the person who received the diploma

to the end of the magazine page

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

№ Change Но- нения	. Date of amendment, addition and conducting events revision	Sheet numbers	Document on the basis of which the changes were made, the audit	was carried out Summary of the change	Signature of the person who made the change
1	2	3	4	5	6