

	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»	«Regulation on the procedure for issuing European Diploma SUPPLEMENT»	Changes № _____ Date _____ Ex. _____

APPROVED:

Rector of EETI named after academician K. I. Satpayev



D. M. Sivaraksha

«31» August 2022

## QUALITY MANAGEMENT SYSTEM

### POSITION

## REGULATION ON THE PROCEDURE FOR ISSUING EUROPEAN DIPLOMA SUPPLEMENT

QMS-DP -4.2-02-2022

Ekibastuz

## **Introduction**

**1 DEVELOPED BY** the Quality Management System, standardization and norm control Management Service

**2 SUBMITTED** by the Quality management System, standardization and norm control Management Service

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**4 APPROVED AND PUT INTO EFFECT**By the Rector on the basis of the decision of the Academic Council of the Institute of "24" April 20, 19 № 9

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- 3) Kadyrbekova K. K.-Head of the department "Educational part, archive".

part without the rector's permission

Y "Ekibastuz Institute of

Engineering and Technology. academician K. Satpayev"

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institute of them. academician K.Satpayeva, 2019

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## 1 Scope of application

This Regulation sets out the structure, procedure for completing and issuing the Pan-European Diploma Supplement (Diploma Supplement on Higher Education (hereinafter referred to as the Diploma Supplement) Supplement, which provides international professional recognition of the graduate's qualification Institution "Ekibastuz Institute of Engineering and Technology named after Academician K. V. Abramovich. Satpayev" (hereinafter - EITI named after A.kademik K. Satpayev) in European countries.

## 2 Regulatory references

In the present This Regulation uses references to the following regulatory documents::

– On approval of state services of mandatory стандарт education standards for all levels of education. Order Minister of Education and Science Republics Kazakhstan от 31 No. 604 dated October 31 , 2018 ;

– Методические Guidelines for completing the "Diploma Supplement".

Appendix to the order Minister of Education and Science Republics Kazakhstan dated April 19, 2019 No. 155;

- On approval of the types and forms of state -issued educational documents ; and Rules их for issuing them. Order Minister of Education and Science Republics Kazakhstan от 28 No. 39 dated January 28 , 2015 ;

- GOST ISO 9001-2011 Системы менеджмента Quality management systems. Requirements.

## 3 Basic concepts and definitions

*office registrar* - a person who registers the entire history учебных достижений of student's academic achievements and ensures the organization of all VI's. дов control of knowledge and calculation его of its academic rating.

*Transcript -Transcript* document containing a list of completed disciplines for the corresponding period of study, indicating credits and assessment results noc according to the point-rating letter system оценки of knowledge assessment.

*specialty* – a set of skills acquired through purposeful training and work experience, knowledge, skills and abilities necessary for a certain type of activity, confirmed by relevant educational documents.

### 3.1 Designations

OR -registrar's office

GC – a state corporation.

NCT – National центр Testing Center;

SAC – state attestation commission.

## 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 European Higher Education Area (EHEA). This document contributes to the fulfillment of Kazakhstan's obligations 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 implementation of parameters of the Bologna Process.

In May 2018 in Paris in the framework of Conference of Ministers of Education of the Countries participating in the Bologna Process Diploma Supplement revised (Annex 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.

Diploma Supplement is filled out on a special site with degrees of protection (with watermarks) on paper.

## 5 Structure of the Diploma Supplement

5.1 Form Applications to the Diploma Supplement (the EITI Diploma Supplement) EITI them. 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) certification.
- 8) information about the national higher education system.

The Diploma Supplement begins with a 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 were completed and successfully completed by the person who received the initial qualification to which this appendix is attached. It is free of any value judgments, equivalence statements, or recognition proposals. This diploma supplement model was developed by the European Commission, with your

own advice Europe and UNESCO".

Contents of the preamble and section 8 (Information on the national information system) in of higher education) it is typical for all universities.

## 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 with the document certifying that he / she is a qualified person. representing the individual.

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.

In subsection 2.2 (Main training area (s) for the qualification) please indicate the full name of the educational program.

In subsection 2.3 Name and status of the graduating institution indicate 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 p.2.3), managing the research) is 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 обучался the graduate studied на during the entire academic period of study (if the graduate studied at only one university, then specify - see point 2.3). Указать Also indicate the existence of institutional accreditation and the status of the accreditation body (membership in EQAR and/or ENQA).

In the subsection 2.5 (Language (s) of instruction/exam) specify язык the language (s).

where the котором qualification was officially acquired and obtained.

6.3 In subsection 3.1 (Skill level) indicate the level of qualification and its place in the system. National рамке qualifications framework: for undergraduate students.

– 6 level of the NRC/6 level of the ERC; for the master 's program – 7 level of the NRC/7 level of the ERC.

In subsection 3.2 (Official duration of the program for кредиты months and / or years) и/или годам) specify the total load in ECTS.

When completing subsection 3.3 ( Access Requirements (s) к ) it is necessary to indicate the previous level of education in accordance with the Standard Rules for Admission to study in educational organizations образования, реализующие that implement educational programs of higher/postgraduate education: for bachelor 's degree – general secondary or technical and professional, or post-secondary education; for master's degree-higher education ( bachelor's degree).

6.4 When completing subsection 4.1 (Form of training) please indicate the form of training in accordance with articles 35 and 36 Law of the Republic of Kazakhstan "On Education".

Subsection 4.2 (Learning outcomes of the program) specifies: вые результаты high learning outcomes (8-12 units) related to qualifications.

When filling out subsection 4.3 Information about the program, полученных individual credits received, grades / points is referred to the Diploma Supplement (transcript).

Information in subsection 4.4 ( Grading system and, if any, таблица распределения score distribution table) filled in according to the sample 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 А получили 5 people received an A rating, which is 10%).

Subsection 4.5 (General classification for validation) 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 обучение his / her doctoral studies.

In subsection 5.2. Access to a regulated profession (if applicable) specified by "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);
- номер diploma number (for bachelor 's degree – series (JB-B no .....from ...); for master's degree- series (ZHOOK-M no. ... from... ).

See section 6.2 (Additional sources of information) specify 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 of issue of the Diploma Supplement; first and last name, signature of the official (rector or supervising vice-rector) confirming Diploma Supplement; official position of a sub-approving official.

In section 7.4 подпись должностного , the official's signature is confirmed by the official signature.

(coat of arms) печатью university seal.

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

## **7 Порядок Issuing procedure Приложение к диплому Diploma Supplement Supplement)**

7.1 Приложение к The (Diploma Supplement) is issued to a graduate who has graduated from the EITI named after Academician K. Satpayev and passed порядке the state final certification in accordance with the established procedure.

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

7.3 Приложение к The (Diploma Supplement) must be completed на in English.



## Appendix A

### Sample Приложения к Diploma Supplement (Diploma Supplement) (ParisCommunique 2018)

<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)	2.5. Язык (и) обучения / экзамена
2.4. Наименование и статус учреждения (если отличается от п.2.3), управляющего исследованием (на родном языке)	
<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

### Form European приложения к диплому (Diploma University Diploma Supplement) вуза

#### 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) Ashikbayeva	1.2 First name(s) Aliya
1.3 Date of birth (dd/mm/yyyy) 23 10 1979	1.4 Student identification number or code (if available) 791023400275
2. INFORMATION IDENTIFYING THE QUALIFICATION	
2.1 Name of qualification and (if applicable) title conferred (in original language) Экономика және бизнес бакалавры Bachelor of Economics and Business	2.2 Main field(s) of study for the qualification 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) See p. 2.3	2.5 Language(s) of instruction/examination State, Russian
3. INFORMATION ON THE LEVEL AND DURATION OF THE QUALIFICATION	
3.1 Level of the qualification Bachelor's degree ( level 6 NQF/level 6 EQF)	3.2 Official duration of programme in credits and/or years 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 Очное или заочное Full-time or correspondence	4.2 Programme learning outcomes 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;

						<p>LO 3 - Use quantitative data to analyse economic issues critically and understand their role in economic, business and political decision-making;</p> <p>LO 4 – Demonstrate the ability to obtain and analyse economic data using appropriate statistical and econometric methods;</p> <p>LO 5 – Ability to process large amounts of information and digital data to integrate results into business investment and innovation management processes;</p> <p>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;</p> <p>LO 7 – Apply fundamental knowledge and skills in management and marketing to develop competent solutions to improve business efficiency and market development;</p> <p>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;</p> <p>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;</p> <p>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.</p>
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			Good	
B	3,0	80-84				
B-	2,67	75-79				
C+	2,33	70-74			Satisfactory	
C	2,0	65-69				
C-	1,67	60-64				
D+	1,33	55-59			Unsatisfactory	
D-	1,0	50-54				
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						

## 7. CERTIFICATION OF THE SUPPLEMENT

7.1 Date			7.2 Signature
15	May	2019	Бұлат Унайбаев
7.3 Capacity			7.4 Official stamp or seal
Rector			

## 8. INFORMATION ON THE NATIONAL HIGHER EDUCATION SYSTEM

### Higher education

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'.

### Postgraduate education

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.

*Training in the master's degree program is carried out on the basis of degree programs of higher education in two areas:*

- Scientific & Teacher training degree with a study period of at least two years;
- Professionally oriented degree with a study period of at least one year.

*Training in doctoral degree is carried out on the basis of master's degree programs in two areas:*

- Scientific & Teacher training degree with a study period of at least three years;
- Professionally oriented degree with a study period of at least three years.

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 & 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.

### Accreditation of educational organizations

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.

**The National Qualifications Framework of Kazakhstan** 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.

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		

**Лист Registration sheet for changes, additions, and revisions to the  
document**

№ Chan ge но.е- нения	Date of making changes, additions, and conducting the audit	Номера Sheet number s	Document on the basis которого внесены which changes were made, an an audit was conducted	Summary of the change	Signature of the person who made the change
1	2	3	4	5	6