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|  | <p style="text-align: center;">Institution Ekibastuz Engineering and Technical Institute named after Academician K. Satpayev</p> | Quality management system | |
| | | <p style="text-align: center;">The rules of admission to study at the EITI named after Academician K. Satpayev</p> | <p>Changes № _____ Date _____ Instances _____</p> |



APPROVING:

 Rector of the EITI named
 after Academician K. Satpayev
 D. M. Sivaraksha
 _____ 2024

QUALITY MANAGEMENT SYSTEM

RULES

ADMISSION RULES FOR TRAINING IN EITI NAMED AFTER ACADEMICIAN K. SATPAYEV

Introduction

1 DEVELOPED BY the Center for Career Guidance and Student Recruitment

2 INTRODUCED 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 Academic Council decision No. 10 dated May 29, 2024

5 EXPERTS:

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

6 INTRODUCED INSTEAD OF

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1 Scope of application

These Rules of Admission to training (hereinafter referred to as the Rules) determine the procedure for admission to training in the Educational Institution "Ekibastuz Engineering and Technical Institute named after Academician K. S. Satpayev" (hereinafter referred to as the UEI named after Academician K. S. Satpayev) implementing educational programs of higher education.

Formation of the student body of the EITI named after Academician K. Satpayev is funded through the placement of an educational grant of higher education at the expense of the republican budget or the local budget, as well as tuition fees at the expense of citizens' own funds and other sources.

2 Normative references

These Rules refer to the following regulatory documents:

- The Law of the Republic of Kazakhstan dated July 27, 2007 "On Education";
- Standard rules for admission to study in educational organizations that implement educational programs of higher education. Order of the Minister of Education and Science of the Republic of Kazakhstan 31 октября 2018 No. 600 dated October 31, 2018;
- The Law of the Republic of Kazakhstan dated April 15, 2013 "On Public services".

3 Basic concepts and definitions

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;

educational grant - a target amount of money provided to a student under the conditions established by the legislation of the Republic of Kazakhstan to pay for higher or postgraduate education with the award of a bachelor's or master's degree;

3.1 Designations

UNT – unified national testing.

University – a higher educational institution.

4 Procedure for admission to higher education programs educational institutions

4.1 In the EITI named after Academician K. Satpayev is accepted for persons with general secondary, technical and vocational, post-secondary, and higher education.

4.2 To participate in the competition for awarding an educational grant of higher education at the expense of the republican budget or the local budget and (or) enroll in paid education, persons with secondary, technical and vocational or post-secondary education are allowed, with the exception of applicants in related areas of higher education training that provide for shorter training periods, who have passed the UNT and have gained based on its results:

– in the national OVPO-not less than 65 points, and in the field of education "Pedagogical Sciences" - not less than 75 points, in the field of education "Health Care" - not less than 70 points, in the fields of education "Agriculture and bioresources", "Veterinary Medicine – - not less than 50 points, in the field of training "Law" - at least 75 points.

– in other educational programs – not less than 50 points, and in the field of "Pedagogical Sciences" – not less than 75 points, in the field of education "Health care" - not less than 70 points, in the field of training" Law " - not less than 75 points.

At the same time, in the History of Kazakhstan and two specialized subjects of the UNT and (or) creative examination, you must score at least 5 points, and in the subjects of Reading Literacy and Mathematical literacy at least 3 points.

To participate in the competition for awarding an educational grant of higher education at the expense of the republican budget or the local budget in related areas of higher education training that provide for shorter training periods, persons with technical and professional, post-secondary education who have passed the UNT and scored at least 25 points based on its results and in the field of education "Pedagogical Sciences"are allowed – at least 35 points, including at least 5 points for each UNT discipline and / or creative exam.

When passing the UNT in electronic format in the competition for awarding an educational grant of higher education at the expense of the republican budget or the local budget, the applicant participates with one of the two UNT results that have the required number of points specified in this paragraph.

At the same time, the requirements specified in this paragraph do not apply to persons of Kazakh nationality who are not citizens of the Republic of Kazakhstan.

4.3 Persons holding international certificates confirming their proficiency in a foreign language (English): Test of English as a Foreign Language Institutional Testing Programm (TOEFL ITP), Test of English as a Foreign Language Institutional Testing Programm a Foreign Language Institute Testing Program) Internet-based Test (TOEFL IBT (TOIFL AIBITI), International English Language Tests System (International English Language Tests System (IELTS (AILTS)) are

optionally exempt from passing the profile subject or special UNT discipline " Foreign language (English)".

4.4 For admission to the Institute, the passing score is 50. At the same time, it is necessary to score at least 5 points in the History of Kazakhstan and two specialized subjects of the UNT, and at least 3 points in the subjects of Reading literacy and Mathematical literacy.

4.5 Citizens of the Republic of Kazakhstan who have technical and vocational, post-secondary or higher education are accepted for training in educational programs of higher education that provide for shorter training periods.

Admission to the Institute of graduates of organizations of technical and professional, post-secondary education with the qualification of "mid-level specialist" or "applied bachelor" in related areas of higher education training, providing for shorter training periods, entering paid training is carried out by the admission committee of the Institute based on the results of an interview.

Admission to the Institute of persons with higher education, according to the group of educational programs that provide for shorter periods of study on a paid basis, is carried out by the admission committee of the Institute based on the results of an interview.

The duration of study at the institute for persons with higher, technical and professional, post-secondary education with the qualification of "mid-level specialist" or "applied bachelor" in related areas of higher education personnel training is determined taking into account the recognition of previously achieved results of formal training.

4.6 Admission of citizens with general secondary education who have served military service to study at the OVPO on a paid basis is carried out within two years after completing military service based on the results of an interview conducted by the admissions committees of the OVPO during the calendar year. At the same time, enrollment of citizens who have served military service is carried out in accordance with the academic calendar 5 (five) days before the beginning of the next academic period.

Citizens of the Republic of Kazakhstan who have served military service, have technical and professional, post-secondary or higher education, are accepted within two years after completing military service for training on a paid basis under educational programs of higher education that provide for shorter training periods based on the results of an interview conducted by the admissions committees of OVPO during the calendar year. At the same time, enrollment of citizens who have served military service is carried out in accordance with the academic calendar 5 (five) days before the beginning of the next academic period.

4.7 Admission of foreign citizens under the allocated quota on the basis of an educational grant to international OVPS established on the basis of interstate agreements is carried out by OVPS independently.

Admission of foreign citizens to study at OVPO on a paid basis is carried out based on the results of an interview conducted by the admissions committees of OVPO during the calendar year. At the same time, enrollment of foreign citizens is

carried out in accordance with the academic calendar 5 (five) days before the beginning of the next academic period.

At the same time, admission of foreign citizens on the basis of an educational grant and on a paid basis is carried out by those who have passed accreditation in accordance with Article 9-1 of the Law.

Admission quota is provided for admission to the Institute in the amount approved by the Decree of the Government of the Republic of Kazakhstan dated February 28, 2012 No. 264 "On approval of the size of the admission quota for admission to study in educational organizations that implement educational programs of technical and professional, post-secondary and higher education".

4.8 When applying to study at OVPO, an admission quota is provided in the amount approved by the Decree of the Government of the Republic of Kazakhstan dated February 28, 2012 No. 264 "On approval of the size of the admission quota for admission to study at educational organizations that implement educational programs of technical and professional, post-secondary and higher education".

4.9 Admission committee is established at the Institute by the decision of the Rector or the person acting as the Rector. The admissions committee consists of vice-rectors, heads of structural divisions and teaching staff of the University. The admissions committee consists of an odd number of members. The chairman of the admissions committee is the head of OVPO.

At the same time, OVPO does not make admissions in the following cases:

- 1) making a decision by the authorized body on suspension, revocation and revocation of the license and (or) attachment to the license to engage in educational activities;
- 2) absence of institutional accreditation, as well as suspension, revocation or expiration of accreditation, with the exception of educational organizations under the President of the Republic of Kazakhstan and military, special educational institutions;
- 3) in case of detection of gross violations based on the results of state control and (or) during the judicial process based on its results;
- 4) the absence or exclusion of an educational program from the Register of educational programs of the authorized body in the field of education for the corresponding group of educational programs.

5 Procedure for admission of persons with higher, technical and professional education

5.1 Admission to the Institute's educational programs of persons with higher, technical and professional education, according to groups of educational programs that provide for shorter periods of study on a paid basis, is carried out by the Institute's admissions committee in the form of an interview.

5.2 The interview is conducted orally and recorded by the technical secretary of the admissions committee.

5.3 The interview is conducted by the Chairman of the admissions Committee and heads of departments of the Institute.

5.4 The result of the interview is announced immediately after the end of the interview (recommended / not recommended).

6 Enrollment in the number of students of the Institute

6.1 In order to enroll in the OVPO, service recipients submit to the OVPO (hereinafter referred to as the service provider) through the OVPO admissions office or through the e – government web portal (hereinafter referred to as the portal) a package of documents provided for in item 8 of the list of basic requirements for the provision of public services "Acceptance of documents and enrollment in organizations of higher and (or) postgraduate education for training in higher education programs" (hereinafter referred to as the List of Basic requirements), according to [Annex 3](#) to these Model Regulations.

The list of basic requirements for the provision of public services, including the characteristics of the process, form, content and result of the provision of services, as well as other information, taking into account the specifics of the provision of public services, is given in the List of Basic Requirements.

An employee of the service provider accepts a package of documents, registers them, and issues a receipt to the service recipient for accepting the package of documents on the day of receipt of the application, or if the service recipient provides an incomplete package or documents with an expired validity period, refuses to accept the documents.

In case of contacting the service recipient via the portal, the status of acceptance of the request for a state service is sent to the "personal account", as well as a notification indicating the date and time of receipt of the result of the state service.

From the moment of their receipt, the service provider checks the completeness of the submitted documents, and in case of incompleteness, prepares a reasoned refusal to further consider the application, which is sent in the form of an electronic document to the applicant in the "personal account" on the portal.

If the service recipient provides the full package of documents, the service provider is notified of the acceptance of documents for enrollment in the OVPO. After receiving the notification, the service recipient submits the original documents to the service provider within the period from June 20 to August 25 of the calendar year.

After receiving the documents, the head of the OVPO issues an order to enroll the service recipient in the number of students of the OVPO.

The service provider refuses to provide a public service on the grounds provided for in item 9 of the List of Basic Requirements.

The service provider ensures that information about the stage of rendering a public service is entered in the information system for monitoring the provision of

public services in accordance with sub-clause 11) of clause 2of Article 5of the Law "On Public Services".

The authorized body in the field of science and higher education ensures that information on changes and (or) additions to these Rules is sent to the Unified Contact Center, the operator of the information and communication infrastructure of "electronic government" and the service provider within three working days from the date of their entry into force.

6.3 A complaint against the decision, actions (inaction) of the service provider regarding the provision of public services may be filed to the head of the service provider, to the authorized body for evaluating and controlling the quality of public services, in accordance with the legislation of the Republic of Kazakhstan.

A complaint of the service recipient received by the service provider, in accordance with paragraph 2 of Article 25 of the Law, is subject to consideration within 5 (five) business days from the date of its registration.

A complaint of the service recipient received by the authorized body for evaluating and controlling the quality of public services is subject to consideration within 15 (fifteen) business days from the date of its registration.

In cases of disagreement with the results of rendering a state service, the service recipient applies to the court in accordance with the procedure established by the legislation of the Republic of Kazakhstan.

6.4 Enrollment of incoming students in OVPO at the expense of the republican budget or local budget or on a paid basis is carried out by the admissions committees of OVPO from June 20 to August 25 of the calendar year for training in Kazakh, Russian or English by order of the head of OVPO or a person acting as his duties.

6.5 Persons who have secondary, technical and professional or post-secondary education, with the exception of applicants in related areas of higher education training, providing for shorter training periods, who did not score the threshold score established in paragraph 4 of these Standard Rules (based on the results of the UNT), with UNT results with inappropriate combinations of specialized subjects, with canceled UNT results they are enrolled in OVPO for full-time training on a paid basis.

Prior to the completion of the first academic year in OVPO, these individuals re-pass the UNT within the established time frame, in accordance with Rulesfor conducting unified national testing approved by Order No. 204 of the Minister of Education and Science of the Republic of Kazakhstan dated May 2, 2017 (registered in the Register of State Registration of Regulatory Legal Acts under No. 15173) (hereinafter referred to as Order No. 204).

Persons who repeatedly fail to reach the threshold score established in paragraph 4 of these Standard Rules, based on the results of the UNT, taken at the end of the 1st (first) academic year, are subject to expulsion from the OVPO.

6.6 Holders of an educational grant of higher education at the expense of the republican budget or the local budget, submit an application for admission to the

OVPO specified in the certificate and are enrolled in the number of students by order of the head of the OVPO or by a person acting as his / her duties.

Holders of an educational grant of higher education in groups of educational programs that require creative training are enrolled in the OVPO, in which they passed creative exams.

Citizens of the Republic of Kazakhstan entering on the basis of a state grant enter into an employment contract for at least 3 (three) years. years in the order established By Order No. 403 of the Acting Minister of Science and Higher Education of the Republic of Kazakhstan dated August 11, 2023" On approval of the Rules for sending a specialist to work, reimbursement of expenses incurred at the expense of budget funds, granting the right to self-employment, exemption from the obligation to work by citizens Of the Republic of Kazakhstan, trained on the basis of the state educational order" (registered in the Register of State Registration of Regulatory legal Acts under No. 33291) and By Order No. 443 of the Acting Minister of Science and Higher Education of the Republic of Kazakhstan dated August 25, 2023" On Approval of the Rules for Awarding an Educational Grant for Higher Education or postgraduate education with the award of a bachelor's or master's degree (registered in the Register of State Registration of Regulatory Legal Acts under No. 33345).

6.7 Persons with secondary or technical and professional, post-secondary education of the current year, who have passed the UNT within the established time limits in accordance with Order No. 204 and who have scored the threshold score established in paragraph 4 of these Standard Rules, submit an application to the head of OVPO or a person performing his duties for admission to OVPO on a paid basis before receiving a document on general secondary or technical and vocational, post-secondary education.

At the same time, students of the final 11 (12) classes of secondary education organizations in the period from February 1 to August 25 of the calendar year submit an application to the head of the OVPO or a person performing his duties for admission to the OVPO on a paid basis before receiving a document on general secondary education.

After receiving a document on general secondary or technical and vocational, post-secondary education, applicants submit documents in accordance with the list specified in paragraph 33 of these Model Rules.

6.8 Persons who have reached the threshold score established in paragraph 4 of the Standard Rules, based on the results of the UNT provided for in paragraph 5 of these Standard Rules, submit an application to the head of the OVPO or a person performing his duties for admission to the OVPO on a paid basis.

The application must be accompanied by the UNT certificate, a copy of the transcript signed by an authorized person and sealed.

When submitting an incomplete list of documents specified in paragraphs 15, 33, 36, 37 of the Standard Rules, the admissions committee does not accept documents from applicants.

6.9 Admission to the Institute is carried out separately according to the educational programs of higher education and language departments.

List of documents for enrollment in higher education programs:

1. application on a standard form;
2. a document on general secondary, technical and professional, post-secondary education (original) (for foreign citizens - a notarized translation into Kazakh or Russian of the document on education);
3. persons of Kazakh nationality who are not citizens of the Republic of Kazakhstan provide a notarized translation into Kazakh or Russian of the document confirming the nationality of "Kazakh";
4. for foreign citizens, the original nostrification document/certificate (if any);
5. a copy of the identity card / one of the parents for minor applicants and a copy of the birth certificate;
6. a 3x4 digital photo.
7. Medical certificate in the form 075/u in electronic / paper format, approved by the order of the Acting Minister of Health of the Republic of Kazakhstan dated October 30, 2020 No. KR DSM175 / 2020 "On approval of forms of accounting documentation in the field of healthcare "(registered in the Register of State Registration of Regulatory Legal Acts under No. 21579);
8. UNT certificate;
9. extract from the list of creative exams/special exam in the field of education "Pedagogical sciences";
10. electronic certificate of awarding an educational grant;
11. copies of documents confirming the pre-emptive right / quota (for state grant holders);
12. a copy of form 063 of the vaccination passport (for full-time applicants);
13. X-ray image;
14. a copy of the receipt of tuition fees on a paid basis;
15. a copy of the assigned certificate for youngmen;
- 16.1-folder, 3 files.

Note: the documents listed in subitems 5, 11, 12, 14, 15 are provided in originals, after verification of which the subline is returned to the service recipient.

6.10 If an applicant receives an educational loan issued by second-tier banks, the applicant is enrolled in the number of students, and when they submit a corresponding certificate from the bank about the presence of documents under consideration.

At the same time, he / she is granted a deferral on payment of the amount specified in the contract for the provision of educational services and payable before enrollment, for the period of registration of an educational loan, but not more than 4 (four) weeks from the date of receipt of the certificate from the bank.

6.11 Documents in a foreign language are provided with a notarized translation into Kazakh or Russian.

Educational documents issued by foreign educational organizations are subject to the procedure of nostrification in accordance with the procedure established by the

legislation of the Republic of Kazakhstan after enrollment of persons during the first (1) academic period of study.

6.12 The Institute within 10 (ten) calendar days after the completion of enrollment, submit to the Ministry of Education and Science of the Republic of Kazakhstan the final report on enrollment of students in the Institute.

Document Approval Sheet

| № | Position | Surname Full name | Date | Signature |
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LIST for registering changes, additions, and revisions to a document

| № Change No- нения | Date of amendm ent, addition and conducti ng 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 |
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