

APPROVED BY
The decision of the Board of
Directors of NLC “Karaganda
Technical University”
(Decision No. 2, dated April 28,
2021)

RULES
of filling academic certificates of own sample
of NLC “Karaganda Technical University”

General provisions

1. The rules of filling the academic certificates of own sample of NLC “Karaganda Technical University” (hereinafter Rules) have been developed according to the order “Approval of methodic recommendations of organizing the issue of the academic certificates of own sample by higher education and (or) postgraduate organizations” No. 512 of the Education Minister of the Republic of Kazakhstan, dated December 8, 2020.

The rules determine a sequence of filling the academic certificates of own sample of NLC “Karaganda Technical University”.

2. Types of the academic certificates of own sample are:

- higher education diploma with an awarded bachelor's degree;
- postgraduate diploma with an awarded master's degree;
- certificate, attached to a master's degree diploma.

3. The reason of issuing the academic certificates of own sample of NLC “Karaganda Technical University” is a decision of the attestation committee, testifying that students have passed a final attestation and confirming, that students have learnt a full volume of the educational program of an appropriate education level.

Regulatory documents

4. The Law of the Republic of Kazakhstan dated 27 July, 2007 "On Education";

5. The order of the Education Minister of the Republic of Kazakhstan, dated December 8, 2020 “Approval of methodic recommendations of organizing the issue of the academic certificates of own sample by higher education and (or) postgraduate organizations” No. 512;

6. Documented procedure of KTU II-01-2020 “Documented information management”.

Requirements for filling the academic certificates of own sample

7. The higher education diploma and the postgraduate diploma of own sample consist of a blank form of the diploma, whose size is 297x210 mm and diploma supplements in three foreign languages (Kazakh, Russian, English), whose size is 210x297 mm.

8. All types of the academic certificates of own sample and their supplements are printed in the organizations, which provide documents printing on the special paper, which has protection levels.

9. Blank forms of the higher education diploma and the postgraduate diploma of own sample are typographically printed.

On the front of the blank form of the higher education diploma and the postgraduate diploma, there are:

1) the words “Қарағанды техникалық университеті коммерциялық емес акционерлік қоғамы”, that are situated on the top;

2) the logotype image “КЕ АҚ Қарағанды техникалық университеті”, which is in the center;

3) the words “Жоғары білім туралы диплом”/”Магистр дипломы” or “Жоғары білім туралы үздік диплом”, which are under the logotype image.

10. All types of the academic certificates of own sample have a serial number and ordinal number (seven-digit number).

The academic certificates of own sample have the following serial numbers:

- 1) higher education diploma with an awarded bachelor's degree – BA-A;
- 2) postgraduate diploma with an awarded master's degree – MA-A;
- 3) certificate, attached to a master's degree diploma – SMA-A.

The ordinal number of the academic certificates of own sample is determined by the Ministry of Education and Science of the Republic of Kazakhstan.

11. Back side of the diploma's blank form is filled in Kazakh, Russian and English as follows:

- 1) name of the university;
- 2) date, minutes' number of the attestation committee;
- 3) full name of a person, who has completed training is fully written in accordance with the record on the document, certifying the identity (or on the document, replacing it);
- 4) full name of a foreign citizen is written according to the data of a foreign passport;
- 5) name of the awarded degree/qualification;
- 6) code and name of the educational program (specialty);
- 7) mode of training;
- 8) serial number and number of the issued diploma, city, date of issue: date (figure), month (in words) and year (four-digit figure), registration number of the blank form, as per a registration book of the issued blank forms;
- 9) QR code;
- 10) signature of the Chairman of the Board, that is Rector;
- 11) stamp of NLC "Karaganda Technical University".

12. Supplements of the higher education diploma and the postgraduate diploma of own sample are filled in Kazakh, Russian and English as follows:

- 1) surname of the graduating student;
- 2) name, patronymic name (if it exists) of the graduating student are completely written;
- 3) date of birth of the graduating student (date (figure), month (in words) and year (four-digit figure));
- 4) On the line "Previous academic certificate", name of the academic certificate, on the base of which this person was enrolled at NLC "Karaganda Technical University", document number and year of its issue are specified. If the previous academic certificate has been received abroad, then its name, translated into Kazakh, Russian and English, and name of the country, where it was issued are specified;
- 5) Type of the document, number of the document, the date of issue are specified on the line "Admission tests";
- 6) On the line "Enrolled", year of admission is specified with four-digit number, as well as a full title of the educational institution, where this person was enrolled;
- 7) On the line "Training has been completed by", a graduated year is specified with four-digit numbers, as well as a full title of NLC "Karaganda Technical University". Other educational institutions, where a student could study, are not specified;
- 8) Credits quantity is specified with figures on the line "Total number of academic credits of the learnt disciplines - ECTS";
- 9) An average score of the entire period of training is specified with figures on the line "Grade Point Average (GPA)";
- 10) Name, quantity of the academic credits (ECTS) and mark (in letters, in points and traditionally (in words)) are specified on the line "Professional practice";
- 11) Name, quantity of the academic credits (ECTS) and mark (in letters, in points and traditionally (in words)) are specified on the line "Final attestation". If a complex examination has been passed, then name of the disciplines is specified, which are involved in the complex examination and one mark is put;

12) The words “on the subject of”, “master’s dissertation on the subject of” (for master’s degree students), theme of the final qualification work are written in quotation marks on the line “Writing and defense”; quantity of the credits, defined for writing the final qualification work and mark (in letters, in points and traditionally (in words)) are also specified on the line;

13) On the line “Compliance level of the national qualification framework”, a level is specified with figures: 6 is for bachelor’s degree program, 7 is for Master's degree program;

14) Name of the learnt disciplines, discipline codes, quantity of the academic credits, mark (in letters, in points and traditionally (in words)) are specified on the line “Theoretical training”;

15) The quantity of credits of the theoretical training is specified with figures on the line “Quantity of the academic credits (ECTS) of the theoretical training”;

16) The minutes’ number and date are specified with figures on the line “Decision of the attestation committee”;

17) Degree/qualification is specified on the line “Awarded”;

18) Code and name of the specialty, and (or) educational program are specified on the line “In specialty and (or) under the educational program”.

13. The serial number and the number of the issued diploma, the date of issue: date (figure), month (in words) and year (four-digit figure), registration number, as per the registration book are specified in the supplements of the higher education diploma and the postgraduate diploma of own sample. The supplements are signed by a prorector. The stamp of NLC “Karaganda Technical University” is set to the particular place of seal.

14. The certificate of the master's degree diploma of own sample consists of a blank form of the certificate, whose size is 297x210 mm and is filled in three foreign languages (Kazakh, Russian and English).

15. On the front of the certificate of the master's degree diploma of own sample, there are:

1) the words “Қарағанды техникалық университеті» коммерциялық емес акционерлік қоғамы”, that are situated on the top;

2) the logotype image “КЕ АҚ Қарағанды техникалық университеті”, which is in the center;

3) the words “Магистр дипломына куәлік”, which are under the logotype image.

16. The certificate of the master's degree diploma of own sample is filled as follows:

1) serial number and number of the certificate;

2) full name of a person, who has completed training is fully written in accordance with the record on the document, certifying the identity (or on the document, replacing it);

3) code and name of the specialty and (or) educational program;

4) period of training;

5) full name of NLC “Karaganda Technical University”;

6) academic indicators: name of the disciplines, quantity of the academic credits, mark (in letters, in points);

7) information of practice: name of the practice, the quantity of the academic credits, the mark (in letters, in points);

8) signature of the prorector and secretary;

9) the date of issue: date (figure), month (in words) and year (four-digit figure);

10) the stamp of NLC “Karaganda Technical University”;

11) QR code.

17. Graduation diploma of the higher education and graduation diploma of the postgraduate education of own sample are not valid without the diploma supplement.

18. The academic certificates of own sample are given to the graduating students of NLC “Karaganda Technical University” on a gratuitous basis, not later than thirty working days from the day of having made an appropriate decision.

19. If there is not a possibility to get documents personally, they are given to a thirdsman, according to a letter of attorney, drawn up in the manner specified in the legislation of the Republic of Kazakhstan.