


NLC "Abylkas Saginov Karaganda Technical University"	<b>Documented procedure</b> <b>Identification and traceability</b>	DP VIII-01-2022 Version 01 Date 2022.11.02 Pages 1 out of 10
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Approved by  
 Decision of the Academic Council  
 Protocol No. « 21 » 11 2022



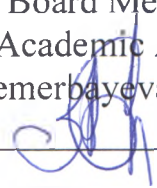

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**DOCUMENTED PROCEDURE**

**IDENTIFICATION AND TRACEABILITY**

**DP VIII-01-2022**

**Developed by:** The Board Member -  
 Vice-Rector for Academic Affairs  
 Temerbayeva A.M.



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## 1 Scope

1.1. This Documented procedure defines the purpose, objectives, sequence and basic requirements for the identification and traceability of the contingent of students at the NLC "Abylkas Saginov Karaganda Technical University".

1.2. The Documented procedure is a mandatory guide for officials and personnel involved in the process of identification and traceability of the movement of the contingent of students, and is part of the documentation of the quality management system (QMS).

## 2 Regulatory references

In this Documented procedure, references to the following regulatory documents are used:

ST RK ISO 9001-2016 (ISO 9001:2015) "Quality management systems. Requirements".

ST RK ISO 9000:2017 (ISO 9000:2015) Quality management systems. Basic provisions and vocabulary.

The state mandatory standard of higher and postgraduate education, approved by the Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated July 20, 2022 No. 2.

DP X-01-2022 "Control of documented information".

## 3 Terms, definitions and abbreviations

This standard uses terms, definitions and abbreviations in accordance with the ST RK ISO 9000:2017 (ISO 9000:2015) Quality management Systems. Basic provisions and vocabulary, SMSE RK No. 2 dated 20.07.2022:

DP – documented procedure;

QMR – quality management representative;

DAA – Department of Academic Affairs;

MOEP – management of the organization of the educational process;

CQM&A – center of quality management and accreditation;

QMS – quality management system.

## 4 Goals and objectives

4.1 Operational formation of academic groups taking into account the language of instruction, group occupancy, form and duration of training, specialty and future learning trajectory.

4.2 Assigning an identification code to each student.

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4.3 Tracking the movement of the contingent of students throughout the training.

**5 Responsibility and authority**

5.1 Approves this documented procedure (DP) by the Academic Council.

5.2 The Board Member - Vice-Rector for Academic Affairs is responsible for the implementation of the requirements specified in this DP.

5.3 Responsibility for the development of the requirements of this DP, their compliance with the requirements of legislative and regulatory documents [1,2,3] is borne by the developer.

5.4 Responsibility for the management of this DP in accordance with DP X-01-2022 is borne by the Director of the Department of Academic Affairs (DAA).

5.5 Responsibility for the organization and coordination of activities for the implementation of specific stages of the procedure and the quality of the final results is borne by the heads of departments who are participants in the implementation of a specific stage.

5.6 Responsibility for the safety and unauthorized copying of quality management system (QMS) documents located in the division and leakage of official information is borne by the heads of departments.

**6 General provisions**

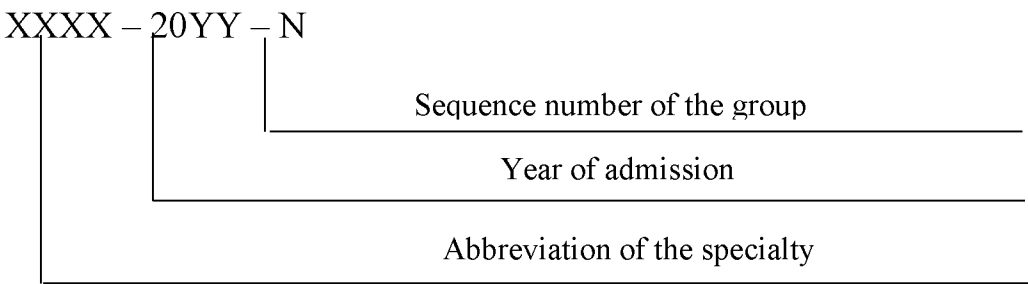
6.1. On the basis of the decision of the admissions committee, an order on enrollment of students is formed.

6.2. The Management of the organization of the educational process (MOEP) forms academic groups on educational programs, languages of instruction and faculties.

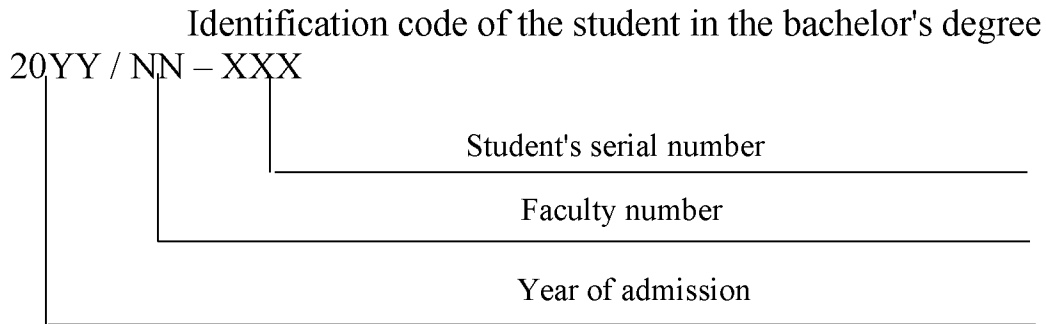
6.3. The Student Department maintains a student movement book containing an alphabetical list of students, numbers and dates of movement orders (Appendix A).

6.4. Each group is assigned an identification code consisting of a letter abbreviation of the name of the specialty, the year of admission and the serial number of the group, which does not change during the entire period of study.

Group identification code

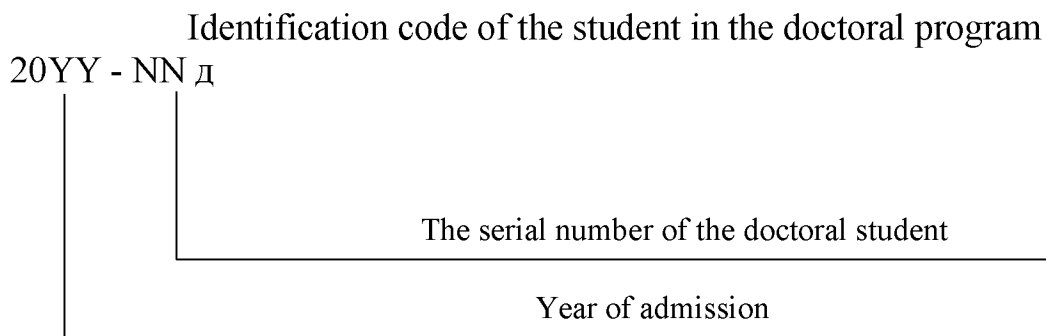
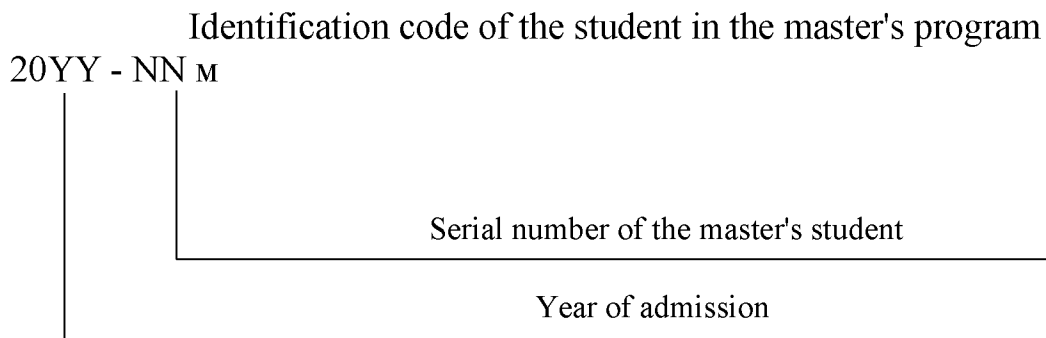


6.5. Each student is assigned an individual code consisting of the year of admission, the faculty number, the student's serial number, which is his identification code stored for the entire period of personal file storage.



The faculty numbers are as follows:

- 1 – Faculty of Energy and Telecommunications;
- 2 – Mining;
- 3 – Faculty of Architecture and Civil Engineering;
- 4 – Faculty of Mechanical Engineering;
- 5 – Transport and Road faculty;
- 6 – Faculty of Innovative Technologies;
- 7 – Faculty of Engineering Economics and Management;
- 9 – Faculty of Distance Learning.



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6.6. The identification code is entered into the student's personal file, study card, record book, student and reader's tickets, examination sheets.

6.7. During the movement of the contingent of students - transfer from course to course, recovery after expulsion from the university, return from academic leave, re-training - the identification code of the student does not change.

6.8. The presence of a unique identification code ensures the traceability of students for the entire period of their stay at the university and further archival requests (searches).

## **7 Approval, negotiation and implementation**

The approval of this DP is carried out with the QMR, the director of the DAA and is made out in the "Approval Sheet" (Appendix B).

The date of introduction of the document is the date of negotiation/approval of the document. The document comes into effect at the time of its approval.

## **8 Ensuring the availability**

The provision of units with copies of this DP is carried out by posting on the website.

## **9 Storage**

The storage of this DP is carried out in accordance with DP X-01-2022.

## **10 Analysis and updating**

Verification, analysis and updating of this DP is carried out in accordance with DP X-01-2022.

## **11 Making changes**

Making changes to this DP are made in accordance with DP X-01-2022.

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Appendix A  
(mandatory)

F. DP-VIII-01-01



Student Movement Book

Full name of the student	Faculty, year of admission	The number of the order of the movement of students
1		
2		
3		

Appendix B  
(mandatory)

F.01-2022

Coordination sheet

Position	Name	Date	Signature
QMR	Zhetessova G.S.	16.11.2022	
Director of the DAA	Udartseva S.M.	16.11.2022	



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Appendix C  
(mandatory)

F.02-2022

Familiarization sheet

Position	Name	Date	Signature

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## **Bibliography**

[1] Zakon Respubliki Kazakhstan «Ob obrazovanii» ot 27 iyulya 2007 goda № 319-III 3RK.

[2] Pravila organizatsii uchebnogo protsessa po kreditnoy tekhnologii obucheniya, utverzhdennyye Prikazom MON RK ot 20 aprelya 2011 goda № 152.

[3] The state mandatory standard of higher and postgraduate education, approved by the Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated July 20, 2022 No. 2.