

METHODOLOGICAL GUIDELINES

ORGANIZING, STORING, RECORDING AND ISSUING DIPLOMA FORMS MG V-11-2022

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1 Scope

These Methodological Guidelines determine the procedure of issuing documents of the state and own sample on higher vocational and postgraduate education, filling out and storing the relevant forms of documents at non-profit joint stock company "Abylkas Saginov Karaganda Technical University" (hereinafter NPJSC “Abylkas Saginov Karaganda Technical University”).

The Methodological Guidelines are intended for managers and employees of the NPJSC “Abylkas Saginov Karaganda Technical University” departments involved in the educational process and are a part of the quality management system documentation.

2 Regulatory references

These Methodological Guidelines use references to the following regulatory documents:

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

ST RK ISO 9000:2017 (ISO 9000:2015) “Quality management systems. Fundamentals and vocabulary”.

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

3 Terms, definitions and abbreviations

In these Methodological Guidelines the following terms are used with their respective definitions and abbreviations:

AC – Attestation Commission;

DAA – Department of Academic Affairs;

TAD – Transformation Assurance Department;

MG – methodological guidelines;

MES RK – Ministry of Education and Science of the Republic of Kazakhstan;

NPJSC “Abylkas Saginov Karaganda Technical University” – non-profit joint stock company "Abylkas Saginov Karaganda Technical University";

NJSC GC – Non-profit Joint Stock Company State Corporation "Government for Citizens";

NTC – National Testing Center;

RO – Registrar Office;

DSD – Directorate for Strategic Development;

CQM&A – Center for quality management and accreditation;

SSC – Student Service Center.

4 Responsibility and powers

4.1 Responsibility for the implementation of the procedure lies with the Directorate for Strategic Development (DSD) and the developers.

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4.2 This procedure is developed by the Heads of the Student Department and the Registrar's Office, who are responsible for the compliance of the provisions of these MG with the requirements of ISO 9001 and for the management of the procedure.

4.3 Responsibility for the safety, unauthorized copying the documents located in the subdivision, and leakage of official information lies on the heads of subdivisions.

5 General provisions

5.1. These Methodological Guidelines define the procedure of organizing, storing, accounting and issuing the diplomas forms of the state and own sample.

In order to exercise control over organization of accepting, storing, issuing and writing-off the forms of documents of the state and own sample, a permanent commission consisting of at least 5 people is organized at NPJSC “Abylkas Saginov Karaganda Technical University” approved by the Chairman of the Board-Rector order.

Responsibility for organizing the procedure, storing, accounting and issuing the forms of documents of the state and own sample is assigned to the materially responsible person in the accounting department appointed according to the Chairman of the Board-Rector order.

Control over the procedure of issuing and storing the forms is entrusted to the Chairman of the Board-Rector of NPJSC “Abylkas Saginov Karaganda Technical University”.

Forms of documents are stored in fireproof safes, iron cabinets or in a specially equipped room that ensures the safety of forms without a time limit.

The financially responsible person issues the forms to the responsible official in accordance with the request.

The basis for issuing the documents of the own sample of NPJSC “Abylkas Saginov Karaganda Technical University” is the decision of the Attestation Commission indicating that the students have passed the final certification and confirming that they have fully mastered the corresponding level of education.

The basis for issuing a diploma of postgraduate education with awarding the degree of Doctor of Philosophy (PhD), Doctor in profile is the decision of the Committee for Quality Assurance in Education and Science of the Ministry of Education and Science of the Republic of Kazakhstan and the Chairman of the Board-Rector of NPJSC “Abylkas Saginov Karaganda Technical University” order.

The types of documents of education of the own sample are as follows:

- a diploma of higher education with awarding a bachelor's degree;
- a diploma of postgraduate education with awarding a master's degree;
- a certificate for a master's degree;
- a diploma of postgraduate education with awarding the degree of Doctor of Philosophy (PhD);
- a diploma of postgraduate education with awarding a doctorate degree in profile.

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The documents of education of the own sample are issued to graduates of NPJSC “Abylkas Saginov Karaganda Technical University” free of charge no later than thirty working days from the date of the relevant decision in a solemn atmosphere, in person. If there is no possibility of personal receipt of the document, it is issued to another person by power of attorney drawn up in the prescribed manner.

The responsible person of the Registrar Office, on the basis of the contingent of graduate students and the information of the faculties indicating the preliminary honors students, transfers the data for the formation of a request to the financially responsible person of the accounting department for strict reporting forms: bachelor, master, doctor of philosophy (PhD), doctor in profile, certificates for a master's degree.

The request is made in two copies signed by Chairman of the Board-Rector and sealed by NPJSC “Abylkas Saginov Karaganda Technical University”. One copy of the request is sent to the Republican State Enterprise on the right of economic management "Banknote Factory of the National Bank of the Republic of Kazakhstan", the second one remains at NPJSC “Abylkas Saginov Karaganda Technical University”.

When forming a consolidated request, a possible increase in demand in the coming year is taken into account and provides for a 10 percent reserve of the declared amount of demand for each type of form.

In the case of full use of the forms, if there is an additional need for forms during the year, NPJSC “Abylkas Saginov Karaganda Technical University” sends an additional request to the Banknote Factory of the National Bank of the Republic of Kazakhstan indicating the required number of forms.

The diploma forms from the Banknote Factory are received by the financially responsible person of NPJSC “Abylkas Saginov Karaganda Technical University”. After receiving the forms of diplomas, they are registered in the accounting department and transferred for storage to the cash desk of NPJSC “Abylkas Saginov Karaganda Technical University”.

In case of revealing the facts of shortage of forms of documents of the own sample, the commission draws up an act (Appendix A).

In cases of revealing lost forms of documents of the own sample, the commission draws up an act and transfers it to the financially responsible person for storage (Appendix B).

In case of making amendments to the content of the diploma forms of the own sample, the forms of the old sample are destroyed on the basis of the decision of Chairman of the Board-Rector of NPJSC “Abylkas Saginov Karaganda Technical University” and are drawn up by the act of destruction of the documents of education forms. Numbers and series of forms cut out and pasted on a sheet of paper are attached to the act, the remaining parts of the forms are destroyed.

Unused forms of documents of the own sample, their number is indicated in the reports on the movement of forms.

Before August 1 of the current year, the responsible official of the Registrar Office, submits a report on the use of forms of documents of the own sample signed

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by Chairman of the Board-Rector of NPJSC “Abylkas Saginov Karaganda Technical University” to the financially responsible person in the accounting department (Appendix B).

The report on the use of the documents of education forms is supplemented by an act of damage or destruction of forms of documents of the own sample and qualifications when they are used in work (Appendices D, E). Numbers and series of damaged forms cut out and pasted on a sheet of paper are attached to the act on damaged forms, the remaining parts of the forms are destroyed.

The reports are stored in the accounting department in separate folders according to the timing of their compilation.

5.2. To fill in the diploma forms, the responsible person of the OR:

- distributes drafts of diplomas to the secretaries of the faculties;
- transfers the information to the financially responsible person of the accounting department for the formation of a request for strict reporting forms;
- checks the set of printouts for literacy of filling in diploma forms;
- fills in the book for issuing diplomas at NPJSC “Abylkas Saginov Karaganda Technical University”, transfers it to the dean's offices for the period of issuing diplomas, after the end of the issuance procedure, the book must be returned to the OR department;

- receives, upon request, at the cash desk of the accounting department the diploma forms of the own sample for their completion;

- collects the signatures of Chairman of the Board-Rector and deans of the relevant faculties and pus a seal;

- after issuing the order on graduation, NPJSC “Abylkas Saginov Karaganda Technical University” issues diplomas to the deans of faculties for presentation to graduates. The act of transfer is signed by the dean of the relevant faculty and the financially responsible person of the OR (Appendix F);

- submits to the financially responsible person of the accounting department a report on the use of forms and an act on damaged forms.

5.3. The faculty deans:

- issue an order on the graduation of students of NPJSC “Abylkas Saginov Karaganda Technical University”;

- receive diplomas upon request in the OR and hand them over to graduates upon presentation of an identity card and a bypass sheet, against signature in the Issue Books.

- transfer diplomas that were not issued for any reason to the archive according to the act (Appendix G).

5.4 The faculty secretaries:

- receive drafts of diplomas to fill in all the data of the graduate, according to the identity card, and submit lists of graduates indicating preliminary excellent students in the OR for the formation of a request;

- diploma drafts must be signed by the dean of the faculty and the student.

5.5 The Digital University Development Department:

- develops and tests a program for typing and printing diplomas and transcripts.

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5.6 In order to control the use of forms at NPJSC “Abylkas Saginov Karaganda Technical University” Diploma Books are maintained, which must be numbered, laced, certified by the head of the education organization and sealed by Chairman of the Board-Rector of NPJSC “Abylkas Saginov Karaganda Technical University” (Appendix I).

Entries in the books are made with a ballpoint pen, in blue ink, in chronological order. Errors are corrected by crossing out the text with a thin line and entering the correct numbers and text in the appropriate lines and columns. Books of issuing diplomas are transferred according to the act of transfer to the archive of NPJSC “Abylkas Saginov Karaganda Technical University” in the prescribed manner, where they are stored as documents of strict accountability within 75 years.

5.7 Based on the standard of the public service "Issuing duplicate documents on higher and postgraduate education", according to the standard, the acceptance of a request and the issuing the result of the provision of a public service are performed through the Non-profit JSC "State Corporation (SC)" Government for Citizens" or the web portal of "electronic government" (www.egov.kz). A duplicate of the diploma and supplements are issued instead of lost documents or those that have become unusable, as well as to persons who have changed their surname (first name, patronymic (if any)). The ground for issuing a duplicate is a request of the service recipient or his legal representative (notarized power of attorney from the service recipient) who has lost or spoiled the diploma addressed to Chairman of the Board-Rector of NPJSC “Abylkas Saginov Karaganda Technical University”, which sets out the circumstances of its loss; the identity card (passport) of the student (required for personal identification); in case of changing the surname (first name, patronymic (if any) or damaging to the document of education, the original document of education is attached.

To obtain a duplicate of documents of education, individuals who are not citizens of the Republic of Kazakhstan and do not have an electronic digital signature must independently contact the education organization.

In case of liquidation of the education organization, individuals apply to the archive at the location of the education organization. Copies and extracts issued by state archives and their branches, departmental and private archives are official documents that have the legal force of originals.

Duplicate documents are issued on letterheads of the sample valid at the time of the decision to issue a duplicate, and signed by the Chairman of the Board-Rector of NPJSC “Abylkas Saginov Karaganda Technical University”, deputy for educational work.

On the issued form of the document in the upper right corner, the stamp "Duplicate instead of the original No. _____" is affixed.

The service provider and the employee of the State Corporation receive the consent of the service recipient to use the information constituting a legally protected secret contained in information systems in the provision of public services, unless otherwise provided by the laws of the Republic of Kazakhstan.

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When documents are received through the State Corporation, the service recipient is issued a receipt confirming the acceptance of the relevant documents. When the service recipient submits documents through the portal, the service recipient's "personal account" displays the status of acceptance of the request for the provision of public services, as well as a notification.

The decision to issue a duplicate is made by Chairman of the Board-Rector of NPJSC “Abylkas Saginov Karaganda Technical University” or by vice-rector.

From the day the documents are submitted to the State Corporation and the e-government web portal, a duplicate is issued within 15 working days free of charge.

The CSO registers the request on the day it is received.

After registration of the request, a duplicate of the document on higher and postgraduate education or a reasoned response on the refusal to provide public services to the State Corporation is prepared and delivered via courier and (or) postal service no later than one day before the expiration of the public service, and in case of filing requests through the portal, a notification is sent to the service recipient regarding the readiness of a duplicate document on education indicating the place of receiving the result of the public service or a reasoned response to the refusal.

One copy of issued documents including duplicates is stored in accordance with the established procedure in the archive of NPJSC “Abylkas Saginov Karaganda Technical University” in the personal file of the graduate.

The destruction of obsolete forms is carried out by the financially responsible person of the accounting department, where the forms of diplomas are stored, and is drawn up by an act, which indicates: the number and date of the decision to destroy the forms; surname, name, patronymic and position of the persons present at the destruction; surname, name, patronymic of the responsible official of the accounting department; name, number and series of destroyed forms.

The act is approved by Chairman of the Board-Rector of NPJSC “Abylkas Saginov Karaganda Technical University” and is kept by the responsible official of the accounting department.

On the basis of the act, the responsible official writes off the destroyed forms.

6 Approval, coordination and implementation

6.1 The MG must be agreed with the QMR, Vice-rector for academic affairs, the head of the CQM&A, the Legal department in the approval sheet (Appendix K).

6.2 The term for consideration of this document should not exceed five working days from the date of its receiving. All the comments to the MG must be substantiated and be specific.

6.3 In the absence of comments, the relevant officials under paragraph 6.1 sign the MG.

6.4 The MG approval is made in accordance with DP X-01-2022 "Control of documented information"

6.5 CQM&A assigns an identification number in accordance with DP X-01-2022 "Control of documented information" to the final version of the document.

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6.6 After approval, the MG are transferred to the subdivision for storage.

7 Ensuring accessibility

7.1 Provision of departments with working copies of this MG is carried out by posting on the website.

7.2 Copies of QMS documents issued by the printing method (in printing and multiplying workshops) should be issued in a format of 143×215 mm and issued in accordance with R X-05-2022 " Rules for the design of educational and methodical literature and scientific literature"

8 Safekeeping

8.1 After receiving the electronic version of the MG, the executors get acquainted with it and put their signature on the familiarization sheet (Appendix L), which is mandatory for all the documents. The head of the subdivision is responsible for familiarizing employees with the received QMS documents.

8.2 In subdivisions, the MG should be stored in ascending order of designations. Responsibility for replication, accounting of copies, unauthorized use and safety of the MG lies with the head of the department.

8.3 The full electronic version of the MG is stored in electronic form and the title page and familiarization sheet in printed form.

9 Analysis and updating

9.1 The analysis and updating of this MG should be carried out in accordance with DP X-01-2022 "Control of documented information".

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Appendix A (mandatory)

F.MG – V-11-01

Approved by
Head position
Education organization
_____(name)
_____, 20__

**Act No. _____ dated _____, 20__ of revealing shortage of the forms of documents of education
of the state/own sample**

We, the undersigned, _____
(Full name, the position of the responsible official from the educational organization for the implementation of work on
accounting, storing and issuing forms) _____ - _____

(Full name, positions of members of the permanent commission for the control of the organization of reception, storage,
issuance and write-off of forms in educational institutions) have drawn up this act in the fact that during the audit, a
shortage of the following forms of state documents on education and (or) qualifications was revealed:

Names of the forms (series and registration numbers)	Year of the forms receiving	Number of the forms
Total shortage of the forms		
Supplements to the forms		
Language of the supplement form	Year of the forms receiving	Number of the forms
Kazakh		
Total		
Russian		
Total		
English		
Total		
Total shortage of the forms		

Members of the Commission

Position _____ Name, initials
 Position _____ Name, initials
 Position _____ Name, initials
 Position _____ Name, initials
 Position _____ Name, initials

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Appendix B (mandatory)

G.MG – V-11-02

Approved by
Organization head position
Education organization
_____ name
_____, 20__

Act No _____ dated _____, 20__ of revealing lost forms of documents of education of the state/own sample

We, the undersigned, _____
(Full name, the position of the responsible official from the educational organization for the implementation of work on
accounting, storing and issuing forms) _____

_____ (Full name, positions of members of the permanent commission for the control of the organization of reception, storage,
issuance and write-off of forms in educational institutions) have drawn up this act in that at _____

(describe the situation, e.g. conducting a secondary check, etc., in which previously lost forms were found) the
following lost forms of state-issued documents on education and (or) qualifications were found:

Names of the forms (series and registration numbers)	Year of the forms receiving	Number of the forms
Total lost forms		
Supplements to the forms		
Language of the supplement form	Year of the forms receiving	Number of the forms
Kazakh		
Total		
Russian		
Total		
English		
Total		
Total shortage of the forms		

Members of the Commission

Position _____ Name, initials
 Position _____ Name, initials
 Position _____ Name, initials
 Position _____ Name, initials
 Position _____ Name, initials

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Appendix C
(mandatory)

F. MG – V-11-03

**Report
of movement of the forms of document of education
of state/own sample**

No	Names of the forms	Issue	Number of the forms ordered	Total received number		Data of the movement		
						issued	spoiled	remained

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Appendix D (mandatory)

F. MG – V-11-04

Approved
Organization head position
Education organization
_____, name
_____, 20__

Act No. ____ dated _____, 20__ of revealing spoilt forms of documents of education or qualification of the state/own sample when using them in the work

We, the undersigned, _____
(Full name, the position of the responsible official from the educational organization for the implementation of work on accounting, storing and issuing forms) _____

(Full name, positions of members of the permanent commission for the control of the organization of reception, storage, issuance and write-off of forms in educational institutions) have drawn up this act in that when filling out the forms of documents of the state standard in the course of work, the following forms of documents of the state standard on education and (or) qualifications were spoilt:

Names of the forms (series and registration numbers)	Year of the forms receiving	Number of the forms
Total spoilt forms		
Supplements to the forms		
Language of the supplement form	Year of the forms receiving	Number of the forms
Kazakh		
Total		
Russian		
Total		
English		
Total		
Total shortage of the forms		

Members of the Commission

Position _____ Name, initials
 Position _____ Name, initials
 Position _____ Name, initials
 Position _____ Name, initials
 Position _____ Name, initials

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Appendix E (mandatory)

F. MG – V-11-05

Approved by
Organization head position
Education organization
_____, name
_____, 20__

Act No ____ dated _____, 20__ of destruction of the forms of documents of education and (or) qualification of the state/own sample

We, the undersigned, _____
(Full name, the position of the responsible official from the educational organization for the implementation of work on accounting, storing and issuing forms) _____

(Full name, positions of members of the permanent commission for the control of the organization of reception, storage, issuance and write-off of forms in educational institutions) have drawn up this act in that, in accordance with the Rules of organization of the procedure, storage, accounting and issuance of forms of documents of state standard on education and (or) qualifications and providing them with educational organizations implementing professional training programs for higher and postgraduate education, subordinate educational organizations, approved by the Minister of Education and Science of the Republic of Kazakhstan order dated December 12, 2014 No. 519, the following spoiled forms of state documents on education and (or) qualifications were destroyed:

Names of the forms (series and registration numbers)		Year of receiving the forms	Number of the forms
Total destroyed forms			
1	Place for sticking the cut-out number and series of the muligated document	2	Place for sticking the cut-out number and series of the muligated document
3	Place for sticking the cut-out number and series of the muligated document	4	Place for sticking the cut-out number and series of the muligated document
Supplement to the form			
Language of the supplement		Year of receiving the forms	Number of the forms
Kazakh			
Total			
Russian			
Total			
English			
Total			
Total shortage of the forms			

Members of the Commission

Position _____ Name, initials
Position _____ Name, initials
Position _____ Name, initials
Position _____ Name, initials
Position _____ Name, initials

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Appendix G (mandatory)

F. MG – V-11-07

ACT of transferring the documents to the archive

I, _____, gave up to the archive _____

I The book of diploma issuing – 1 pc.

II Diplomas that were not handed over due to the graduate absence

20__		
	Name	Diploma series and number
1.		
2.		
20__		
1.		
2.		
20__		
1.		
2.		

Gave up _____

Accepted _____

_____, 20__

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Bibliography

[1] Law of the Republic of Kazakhstan "On Education" dated July 27, 2007 (as amended and supplemented as of November 2, 2022).

[2] The Rules approved by the Order of the Acting Minister of Education and Science of the Republic of Kazakhstan No.519 dated 12.12.2014 "On approval of the Rules for the organization of ordering, storage, accounting and issuance of forms of state-issued documents on education and (or) qualifications and their provision to educational organizations implementing professional training programs of higher and postgraduate education, subordinate educational organizations" (as amended and supplemented as of November 2, 2022).

[3] Order of the Ministry of Education and Science of the Republic of Kazakhstan "On approval of types and forms of state-issued education documents and Rules for their issuance", No.39 dated 28.01.2015 (as amended and supplemented as of November 2, 2022).

[4] Order of the Ministry of Education and Science of the Republic of Kazakhstan "On approval of Methodological recommendations for the organization of the issuance of documents of their own sample by organizations of higher and (or) postgraduate education", No.512 dated 08.12.2020 (as amended and supplemented as of November 2, 2022).