

Sample cover letter to **EMA-PMG REMA**

**Chairman of EMA-PMG REMA
at Abylkas Saginov KarTU,
Chairman Board - Rector
Ibatov M.K.**

The university (name of the university), scientific organization (name of the organization) sends (indicate the type of educational publication) the full name of the author (s) for the assignment of the REMA stamp.

Application:

1. Application;
2. Information about the author (group of authors)
3. Reviews - 3;
4. Extract from the minutes of the meeting of the Academic Council of the university;
5. Curriculum of the discipline;
6. Information about the results of checking a text document for borrowings;
7. Manuscript of the educational publication in soft cover (layout) - 1 copy (including the electronic version in PDF format);

Rector _____ Full name