



**APPROVED**

**By Decision of the Board  
of Directors**

**of the NJSC Abylkas Saginov  
Karaganda Technical University  
dated february 11, 2026  
(Minutes No. 1/54)**

## **REGULATIONS**

### **on Completing University-Issued Education Documents of the NJSC Abylkas Saginov Karaganda Technical University**

#### **General Provisions**

1. These Regulations on Completing Education Documents of the Institutional (University-Issued) Format of the Non-Profit Joint Stock Company Abylkas Saginov Karaganda Technical University (hereinafter – the Regulations) have been developed in accordance with Order No. 47 of the Minister of Science and Higher Education of the Republic of Kazakhstan dated February 10, 2023 “On Approval of the Types of Documents on Higher and (or) Postgraduate Education, the Forms of State-Standard Documents on Higher and (or) Postgraduate Education and the Rules for Their Registration and Issuance, the Basic Requirements for the Content of Institutional (University-Issued) Documents on Higher and (or) Postgraduate Education and the Rules for Their Registration and Issuance.”

The Regulations define the procedure for completing institutional (university-issued) education documents of the NJSC Abylkas Saginov Karaganda Technical University.

2. The types of institutional education documents are:

- Bachelor’s Degree Diploma (higher education);
- Master’s Degree Diploma (postgraduate education);
- Certificate Supplement to the Master’s Degree Diploma;
- Doctor of Philosophy (PhD) Diploma (postgraduate education);
- Doctor by Profile Diploma (postgraduate education).

3. The basis for issuing institutional education documents of the NJSC Abylkas Saginov Karaganda Technical University is the decision of the Attestation Commission confirming that the graduate has successfully completed the final certification and fully mastered the educational program of the relevant level of education.

The basis for issuing the Doctor of Philosophy (PhD) Diploma and the Doctor by Profile Diploma is the decision of the Committee for Quality Assurance in Science and Higher Education of the Ministry of Science and Higher Education of the Republic of Kazakhstan and the Order of the Chairman of the Board - Rector.

#### **Regulatory Documents**

4. Law of the Republic of Kazakhstan dated July 27, 2007 “On Education”;

5. Order No. 47 of the Minister of Science and Higher Education of the Republic of Kazakhstan dated February 10, 2023 “On Approval of the Types of Documents on Higher and (or) Postgraduate Education, the Forms of State-Standard Documents on Higher and (or) Postgraduate Education and the Rules for Their Registration and Issuance, the Basic Requirements for the Content of Institutional (University-Issued) Documents on Higher and (or) Postgraduate Education and the Rules for Their Registration and Issuance”;

6. DP KTU X-01-2022 “Documented Information Management”.

#### **Requirements for Completing Institutional Education Documents**

7. The Diploma of Higher and Postgraduate Education of the institutional format consists of a diploma form sized 297×210 mm and a supplement sized 210×297 mm in three languages (state language, Russian, English).

8. All types of institutional education documents and their supplements are printed by organizations authorized to print secure documents on special security paper.

9. The diploma forms of higher and postgraduate education are printed typographically.

On the front side of the diploma form, the following are placed:

1) top left - the logo of the NJSC Abylkas Saginov Karaganda Technical University;

2) top center - the words “Non-Profit Joint Stock Company Abylkas Saginov Karaganda Technical University” (in the state language);

3) center - the words “Bachelor’s Degree Diploma” / “Master’s Degree Diploma” / “Doctor of Philosophy (PhD) Diploma” / “Doctor by Profile Diploma”.

10. All types of institutional education documents have a series and sequential numbering (an eleven-digit number).

The following series are established:

1) Bachelor’s Degree Diploma - BD;

2) Master’s Degree Diploma - MD;

3) Certificate Supplement to the Master’s Degree Diploma - CMD;

4) Doctor of Philosophy (PhD) Diploma - PhD;

5) Doctor by Profile Diploma - PD.

The sequential numbering is established by the Ministry of Science and Higher Education of the Republic of Kazakhstan.

11. The reverse side of the diploma form is completed in the state language, Russian, and English as follows:

1) logo;

2) name of the University;

3) the word “Diploma

4) date and number of the minutes of the Attestation Commission meeting on awarding the degree (if applicable). For PhD and Doctor by Profile diplomas - the date and number of the Order of the Committee for Quality Assurance in Science and Higher Education;

5) code and name of the educational program (specialty);

- 6) full name of the graduate as stated in the identity document (including patronymic, if applicable);
- 7) for foreign citizens - as indicated in the passport;
- 8) awarded degree (if applicable);
- 9) mode of study;
- 10) For PhD and Doctor by Profile diplomas:
  - dissertation title;
  - information on scientific consultants and official reviewers, date and number of the minutes of the Dissertation Council meeting (for HEI with special status) or date and number of the Committee Order (for HEI without special status);
- 11) signature of the Chairman of the Board - Rector;
- 12) diploma series and number, city, and date of issue (day in digits, month in words, year in four digits), registration number;
- 13) QR code;
- 14) official seal of the NJSC Abylkas Saginov Karaganda Technical University;
- 15) logo and (or) name of the accreditation agency that conducted institutional accreditation.

12. The diploma supplement is completed as follows:

- 1) name of the University;
- 2) surname of the graduate;
- 3) full name and patronymic (if any);
- 4) in the line “Previous Education Document,” indicate the name of the document on the basis of which the person was admitted to the NPJSC Abylkas Saginov Karaganda Technical University, its number, and year of issue. If the previous education document was obtained abroad, indicate its title translated into Kazakh, Russian, and English, as well as the name of the country where it was issued;
- 5) in the line “Admitted” - year of admission (four digits) and full name of the admitting institution;
- 6) in the line “Completed Education,” indicate the year of graduation in four digits, as well as the full name of the NJSC Abylkas Saginov Karaganda Technical University. Other educational institutions attended by the student should not be indicated;
- 7) “Total number of earned academic credits - ECTS” - indicated numerically;
- 8) “Grade Point Average (GPA)” - indicated numerically;
- 9) “Professional Practice” - title, ECTS credits, and grade (letter, numeric, traditional verbal form);
- 10) in the line “Final Attestation,” indicate the name of the assessment, the number of ECTS credits, and the grade (letter grade, numeric score, and traditional verbal form). If a comprehensive exam was taken, indicate the names of the disciplines included in the exam and assign a single grade;
- 11) in the line “Thesis Completion and Defense” - indicate the words “on the topic”; for Master’s degree - “Master’s thesis on the topic”, title in quotation marks,

number of ECTS credits, and grade (letter grade, numeric score, and traditional verbal form);

12) in the line “Level of the National Qualifications Framework” - indicate the level in digits: 6 for Bachelor’s, 7 for Master’s, 8 for Doctorate;

13) in the line “Theoretical Training” - indicate the names of the disciplines studied, codes, number of ECTS credits, and grades (letter grade, numeric score, and traditional verbal designation);

14) in the line “Total Number of ECTS Credits for Theoretical Training” - indicate the total credits numerically;

15) in the line “By Decision of the Attestation Commission” - indicate the minutes number and date (day in digits, month in words, year in four digits);

16) in the line “Awarded (Conferred)” - indicate the degree or qualification;

17) in the line “Specialty and (or) Educational Program” - indicate the code and full name of the specialty and/or educational program;

18) in the line “Professional Practice” - indicate the name of the practice, number of ECTS credits, and grade (letter grade, numeric score, and traditional verbal designation).

13. The diploma supplement to the Bachelor’s, Master’s, or postgraduate education diploma specifies the diploma series and number, the date of issue (day in digits, month in words, year in four digits), and the registration number in the registration journal. The supplement is signed by the Chairman of the Board - Rector and the Dean, and bears the official seal of the NJSC Abylkas Saginov Karaganda Technical University.

14. A diploma issued by the University without the supplement is invalid.

15. The Certificate Supplement to the Master’s Degree Diploma consists of a form measuring 297×210 mm and is completed in three languages (state language, Russian, English).

16. On the front side of the certificate:

1) the University logo at the top left;

2) the University name at the top center;

3) the words “Certificate to the Master’s Degree Diploma” at the center.

17. The certificate contains the following information:

1) University name;

2) series and number of the certificate;

3) full name of the graduate (as stated in the identity document);

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

5) period of study;

6) academic performance (disciplines, number of credits, grades in letter, numeric, or traditional verbal form);

7) information on professional practice (title, number of credits, grade);

8) signature of the Chairman of the Board - Rector;

9) date of issue (day in digits, month in words, year in four digits);

10) official seal of the NJSC Abylkas Saginov Karaganda Technical University;

11) QR code.

18. Institutional education documents are issued free of charge within thirty calendar days from the date of the relevant decision.

19. If personal receipt is not possible, documents may be issued to a third party by power of attorney in accordance with the legislation of the Republic of Kazakhstan.

20. The form and design of institutional education documents are determined by the higher education institution and approved for a period of at least five years.