APPROVING IT
Rector of «ATU» JSC
_____ T.K. Kulazhanov
« » _____ 2024 y.

QUALITY MANAGEMENT SYSTEM
"Regulations on the scholarship of the Rector of JSC "ATU"
ATU-VREW-PR-7.5.1-2024-14

AGREED
First Vice-Rector
_____ B.K.Nurakhmetov
"_____" _____ 2024 y.
.

PREFACE

This Regulation has been developed by the Vice-Rector for EW.

This Regulation is approved by the Rector with a personal signature on the title page and is put into effect from the date of signing.

This Regulation is mandatory for students of JSC "ATU".

This Regulation has been developed in accordance with the documented procedure of DP ATU-D&AM -DP-7.5-2023-02 .

Periodic verification of this provision is carried out by the Vice-Rector for BP with an interval not exceeding 3 years, in accordance with the ATU-D&AM -DP-7.5-2023-02 .

This Provision is being introduced for the first time.

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1 NAME OF THE DOCUMENT

1.1 "REGULATIONS ON THE RECTOR'S SCHOLARSHIP JSC "ATU" ATU-VREW-PR-7.5.1-2024-14.

2 DEVELOPER

2.1 Vice-Rector for Educational Work.

3 THE PURPOSE OF THE DOCUMENT DEVELOPMEN

3.1 Setting uniform requirements for the University's activities governing the provision of the Rector's grant to persons studying at JSC "ATU" on a contractual basis for full-time study.

4 NORMATIVE REFERENCES

4.1 MS ISO 9001:2015 "Quality management system. Requirements";
4.2 MS ISO 9000:2015 "Quality management system. Basic provisions and vocabulary";
4.3 ISO 27001:2022 "Information Security, cybersecurity and personal data Protection – Information Security management Systems – Requirements";
4.4 MS ISO 37001:2016 Anti–Corruption Management System - Requirements and recommendations for use;
4.5 Law of the Republic of Kazakhstan dated July 27, 2007 No. 319-III "On Education" (with amendments and additions as of July 22, 2024);
4.6 Law of the Republic of Kazakhstan dated November 18, 2015 No. 410-V "On Combating Corruption" (with amendments and additions as of July 21 , 2024
4.7 Law of the Republic of Kazakhstan dated July 11, 1997 No. 151 "On Languages in the Republic of Kazakhstan" (with amendments and additions as of July 17, 2024)
4.8 Law of the Republic of Kazakhstan dated February 9, 2015 No. 285-V LRK "On State Youth Policy
4.9 Resolution of the Government of the Republic of Kazakhstan dated March 28, 2023 No. 248 "On approval of the Concept of Development of Higher Education and Science in the Republic of Kazakhstan for 2023-2029"
4.10 Resolution of the Government of the Republic of Kazakhstan dated February 7, 2008 No. 116 "On approval of the Rules for the Appointment, payment and size of state scholarships" (with amendments and additions to as of September 01, 2023)
4.11 Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018 No. 595 "On Approval of Standard Rules for the Activities of organizations of higher and (or) postgraduate education" (with amendments and additions as of July 06, 2024)
4.12 Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated February 20, 2023 No. 2 "On approval of State mandatory standards of higher and postgraduate education" (with amendments and additions

as of March 06, 2023)
4.13 Order of the Minister of Education and Science of the Republic of Kazakhstan dated April 20, 2011 No. 152 "
4.14 Decree of the President of the Republic of Kazakhstan dated February 2, 2022 No. 802 "On Approval of the Concept of Anti-Corruption Policy of the Republic of Kazakhstan for 2022-2026 and Amendments to Some Decrees of the President of the Republic of Kazakhstan" (with amendments and additions as of July 30, 2024);
4.15 Charter of JSC "Almaty Technological University" 4.16 Academic policy of JSC "ATU" ATU- Q&AM-DP -8.1/8.3-2023-08 4.17 The policy of internal quality assurance of educational activities of JSC "ATU" ATU-Q&AM-PK-8.1/8.3-2023-09 4.18 Anti-Corruption Policy approved by the Decision of the Board of Directors dated January 26, 2022
4.19 DP "Documented information" ATU- Q&AM-DP-7.5-2023-02
4.20 DP "Rules of documentation and management of documented information ATU-C-PR-7.5.1-2024-01
4.21 Quality Policy of ATU JSC dated September 25, 2023.
4.22 DP "Information Security Policy" ATU- Q&AM-DP -5.2-2022-06
4.23 "Guidelines to standards for internal quality assurance of higher and postgraduate education" ATU-Q&AM-RK-5.3-2024-29 .
4.24 Rules of the internal labor regulations of ATU- HRD-DP -7.1.2-2022-01-02.
4.25 Orders and orders of the Rector of JSC "ATU".

5 TERMS AND CONDITIONS

Terms	Conditions
Anti-corruption policy of ATU JSC	Legal, administrative and organizational measures aimed at reducing corruption risks, forming an anti-corruption culture, and increasing public confidence in the activities of ATU JSC.
Rector's Scholarship	Personal exemption from tuition fees in order to stimulate students' interest in the educational process and extracurricular activities and to reward academic success and active participation in university activities.
Dean	The official in charge of the faculty.
Statement	An official appeal, a written request for something, drawn up in accordance with the established form and submitted to the first head.
Invalid	Someone who has partially or completely lost their ability to work due to injury, injury, illness or a congenital developmental defect.
Final certification of students	The procedure carried out in order to determine the degree of mastering by students of the scope of academic disciplines provided for by the state mandatory standard of the appropriate level of education.
Commission	A group of persons or a body formed as part of a group of persons to perform certain functions or conduct special events.

Terms	Conditions
Poor family	A family that has, in the last 12 months before applying for benefits to students, a cumulative monthly income for each family member below the subsistence minimum established for these purposes by the legislation of the Republic of Kazakhstan.
A large family	A family with four or more minor children living together (including temporarily absent).
Name of the document	The designation of the type of written document.
Incomplete family	A family in which the children (child) are raised by one of the parents, including a divorced, widowed one.
Service	Any action performed by one party for the other party that is immaterial and does not give rise to ownership of anything.
A single mother is a student	A woman who has given birth to a child, but has not entered into a legal marriage, and whose alimony is not paid.
Intermediate certification of students	A procedure carried out in order to assess the quality of students' mastering the content of part or all of the volume of one academic discipline after completing its study.
Border control	Monitoring of academic achievements carried out upon completion of a section (module) of one academic discipline.
Orphan	A person under the age of 18 whose both or only parent have died.
Quality management System	A part of the quality-oriented management system.
Anti-corruption management System	A set of interrelated or interacting elements of ATU JSC for the development of policies and objectives, as well as processes to combat corruption and bribery.
Standard	This is a document or regulatory document with special properties.
Structural division	An organizationally allocated part of a legal entity and employees related to it who perform the range of work duties assigned to them and are responsible for performing the functions assigned to them. Divisions include blocks, services, departments, workshops, laboratories, and groups.
Document management	A set of works on the analysis of documents for compliance, on accounting and maintaining them in operation, dissemination and communication to interested parties.

6 ABBREVIATIONS AND SYMBOLS USED

Reduction	Full name
JSC «ATU»	Joint Stock Company "Almaty Technological University"
ATU-QaAM-DP-7.5.1-2024-01	Documented procedure "Documented information"
ATU-QaAM-DP-7.1.2-2022-01-02	Documented procedure "Documented information"
ATU-HRD-DP-7.5-2023-02	Documented procedure "Internal Labor Regulations"
ATU-VREWaSI-ST-8.1/8.3-2023-08	Anti-corruption standard of the Joint-Stock Company "Almaty Technological University"
ATU-C-RP-7.5.1-2023-10	Rules of procedure "Rules of documentation and management of documented information"
АТУ-Q&AM-PK-8.1/8.3-2023-09	The policy of internal quality assurance of educational activities of JSC "ATU"
АТУ-DLE&AC-YC-4.4-2022-11	Specification "Counteraction Management System corruption of JSC ATU"
ATU-Q&AM-DP-5.2-2022-06	"Information Security Policy"
АТУ-SM-RP-7.5.1-2023-16	The regulation on the assessment of the integral GPA of research skills and social activity of students
HE	Higher education
EW	Educational work
HEI	Higher education institution
DP	Documented procedure
IOS	International Organization for Standardization
MCI	Monthly calculation index
IS	International standard
The Present Situation	"Regulations on the scholarship of the Rector of JSC "ATU"" ATU -VREW-RP-7.5.1-2024-14
EP	Educational program
RP	Regulation on the procedure of action
RK	Respublic of Kazakhstan
QMS	Quality management System
YC	Youth council
T&VE	Technical and vocational education
Q&AM	Quality and Accreditation Management
DLE	Department of legal enforcement
DLE&AC	Department of legal enforcement and anti-corruption
DE&BP	Department of Economics and Budget Planning

Reduction	Full name
F&EI	Financial and economic issues
FFT	Faculty of Food Technologies
FE&IT	Faculty of Engineering and Information Technologies
FE&B	Faculty of Economies and Business
FDT&CT	Faculty of Design Textile and Clothing Technologies
GPA	Assessment of the student's academic achievements over a certain period according to the selected program.
UNT	Unified National Testing

7 GENERAL PROVISIONS

7.1. This Regulation is an internal regulatory document of JSC "ATU" and regulates the issues of awarding the rector's educational scholarship to full-time students enrolled on a contractual basis in JSC "ATU".

7.2. The scholarship of the Rector of ATU JSC (hereinafter referred to as the grant) is aimed at providing material support to gifted, initiative students, stimulating their interest in the educational process and extracurricular work and encouraging them for high achievements in studies, scientific activities and cultural, sports life of the university.

7.3. The scholarship is a 100% personal exemption of the student from the established payment for educational services in the amount established by the curriculum and programs of academic disciplines. The scholarship does not cover the costs of additional and re-studied disciplines and the elimination of differences in academic disciplines, and does not provide for the payment of a scholarship.

7.4. With academic performance in the learning process only on grades A, A-, B+, B, B-, C+ ("excellent" and "good") and no violations of the "Code of Honor and Conduct of the student of JSC "ATU",ATY-VREW-PR-7.5.1-2024-06, https://drive.google.com/file/d/1f9c7SWzi4ag6OBxJbiuXjFaTnSTGeFlt/view?usp=sharing, "Code of Academic Integrity of Almaty Technological University JSC, ATU-Q&AM-DP-7.5.1-2023-10,https://drive.google.com/file/d/1Tjl4DfvhVhlldpwyd0kEu4S4LBKo_Myo/view and the Anti-Corruption Policy approved by the Decision of the Board of Directors dated January 26, 2022, the rector's grant is subject to prolongation.

7.5. The Commission established on the basis of the "Social package for students of JSC"ATU",ATU-VREW-PR-7.5.1-2024-03, (p.p. 9.4-9.10) https://drive.google.com/file/d/10HEaQ8uPFEPQQOc-dbM7lxa889Q5U2dt/view?usp=sharing examines the list of submitted documents in the presence of applicants for the grant and determines the winners.

7.6. The decision of the Commission on the **F. VREW-7.5.1-2024-14-03** approved by the Rector's order.

8 GROUNDS FOR AWARDING THE SCHOLARSHIP

8.1. The following citizens of the Republic of Kazakhstan can apply for a

scholarship:
8.1.1 those who enter JSC "ATU" full-time on the basis of secondary general education with an UNT certificate, as well as those who enroll in a shortened OP with an accelerated period of study on the basis of T&VE and HE;
8.1.2 students in the 2nd year and above who have grades only A, A-, B+, B, B-, C+ for the entire period of study;
8.1.3 students who have publications in journals of the international/republican level or in the materials of republican/international conferences;
8.1.4 winners/prize-winners of the World Championships, Asia, Kazakhstan / Universiades / Olympiads / competitions).

9 THE PROCEDURE FOR SUBMITTING DOCUMENTS FOR THE COMPETITION FOR 1ST YEAR STUDENTS

9.1 Applicants for the award of a grant entering the 1st year must:
9.1.1 submit an application in the форме **F. VREW-7.5.1-2024-14-01** to the email address: rector@atu.kz by October 1st. In the application for the award of an educational grant, the applicant indicates the educational program chosen by him;
9.1.2 attach the following documents to the application:
9.1.3 a copy of the education document;
9.1.4 a copy of the identity document;
9.1.5 a copy of the UNT certificate;
9.1.6 copies of documents confirming scientific, sports and other achievements (if available).

10 THE PROCEDURE FOR SUBMITTING DOCUMENTS FOR THE COMPETITION OF STUDENTS OF 2,3,4 COURSES

10.1 Applicants for the grant, students of 2,3,4 courses must:
10.1.1 subscribe to the ATU JSC page on Instagram ATUniversity (@atu_media) and other atu_media social networks.
10.1.2 submit an application in the **F. VREW-7.5.1-2024-14-01** to the email address: rector@atu.kz until October 1st.
10.1.3 attach the following documents to the application:
10.1.4 a copy of the identity document;
10.1.5 a copy of the transcript confirming the implementation of the curriculum;
10.1.6 copies of documents confirming scientific, sports and other achievements (if available);
10.2 The recommendation of the dean of the faculty is a conclusion on the educational, scientific, sports and other activities of the student in the form of **F. VREW-7.5.1-2024-14-02.**

11 THE PROCEDURE FOR AWARDING THE GRANT

11.1 The deans of the faculties, the head of the DLE, submit recommendations to the commission by October 15 for students applying for a grant in the form **F. VREW-7.5.1-2024-14-02.**
11.2 The Commission reviews the applicants' documents confirming all their

achievements within 10 working days.
11.2.1 In the case of identical UNT scores, grants are awarded to holders of "Altyn belgi" or a diploma with honors.
11.2.2 In the case of identical UNT, "Altyn Belgi" scores or a diploma with honors, grants are awarded to persons with a higher average score of a certificate or diploma.
11.2.3 In the case of identical UNT, "Altyn Belgi" scores or a diploma with honors, the same average score of a certificate or diploma, grants are awarded to persons who have scored higher scores in a specialized subject.
11.2.4 In the case of identical indicators of UNT, "Altyn Belgi" scores or a diploma with honors, the same average score of a certificate or diploma, the same scores in a specialized subject, the following indicators are taken into account:
11.2.5 having publications in journals of the international/republican level or in the materials of republican/international conferences;
11.2.6 winners/prize-winners of the World Championships, Asia, Kazakhstan and / Universiades / Olympiads / competitions).
11.2.7 At the same time, priorities for applicants for the 1st year are set in the order listed above.
11.3 For students-applicants of 2,3,4 courses, the following indicators are taken into account:
11.3.1 winners of international/republican Olympiads and competitions, scientific projects;
11.3.2 winners/prize-winners of the championships and Universiades of the World, Asia, Kazakhstan in sports;
11.3.3 Current implementation of the curriculum (academic performance based on the results of intermediate, final certification – GPA);
11.3.4 actively participating in the social and cultural life of JSC "ATU".
11.3.5 At the same time, priorities for students-applicants of 2,3,4 courses are set in the order listed above.
11.4 In exceptional cases, the Rector's grant is awarded by the decision of the President and Rector of JSC "ATU".
11.5 The grant is awarded by order of the rector.
11.6 The results of the competition are published on the ATU website atu.edu.kz

12 DEPRIVATION OF THE RECTOR'S SCHOLARSHIP

12.1 The student is deprived of the rector's grant during the academic year in the following cases:
12.1.1 upon deduction from JSC "ATU";
12.1.2 if there is an academic debt based on the results of the interim assessment;
12.1.3 in case of gross violation of academic discipline and internal regulations during the grant period.
12.2 The decision to revoke the grant is made by the rector on the recommendation of the deans of the faculties, the head of the UPR by issuing an appropriate order.

13 RISKS ASSOCIATED WITH THE PROCESS AND PREVENTIVE

ACTIONS

Risks associated with:	Actions to prevent risks
late submission of documents by applicants/students. incomplete package of documents provided by students; violation of ethical standards in relation to students.	early announcement of the conditions for awarding the Rector's grant; ensuring transparency and accessibility of the grant award process; careful study and action in strict accordance with the PR.

14 RESPONSIBILITY AND AUTHORITY

Division	Responsibilities and powers
Vice-Rector for EW	● • Coordination and monitoring of all activities related to the implementation of the procedure; ● • Updating documented information and checking for compliance with requirements; ● • Registration of control copies, withdrawal of old documents; ● • Archiving of documented QMS information.
Deans of faculties, Head of DLE	● • The application of an exclusively updated version of this Regulation; ● • Consideration of applications from students, preparation of recommendations on the appropriateness of allocating a grant from the rector in the form **F. VREW-7.5.1-2024-14-02.**
Commission	● • The application of an exclusively updated version of this Regulation; ● • Holding meetings on awarding the Rector's grant; ● • Keeping the minutes of the meeting in the form **F. VREW-7.5.1-2024-14-03.**
Students	● The application of an exclusively updated version of this Regulation; ● Submission of applications in the form **F. VREW-7.5.1-2024-14-01** within the established time frame.

15 CONFIDENTIALITY

15.1 This Regulation is an internal regulatory document of JSC "ATU" and is not subject to submission in full to other parties, except for experts of certification bodies during certification audit, consumers-partners with the permission of the rector of JSC "ATU".

16 THE FINAL PART

16.1 The decision to amend, supplement and cancel this Regulation is made by the

Rector of JSC "ATU".

16.2 Issues not regulated in this Regulation are regulated in accordance with the current legislation of the Republic of Kazakhstan.

17 APPLICATIONS

Application form

F. VREW-7.5.1-2024-14-01

To the Rector of JSC "ATU"
To Kulzhanov.T.K from the
student of the___ course,
group _____

_____
(Full name)

Statement

I ask you to provide me with a grant from the rector of JSC "ATU".

I am reporting to the following about myself_____
_____
_____
_____
(information about yourself)

According to the results of the UNT/GPA, I have_____ points.
(delete what is not necessary)

I attach the supporting documents:

1._____
2._____
3._____
4._____
5._____
6._____

Full name. _____
Signature _____
Date _____

Recommendation form

F. VREW-7.5.1-2024-14-02

To the Rector of "ATU" JSC,
To Kulzhanov.T.K
From the dean of the faculty,
head of the DLE
_____
_____
(Full name)

RECOMMENDATION

Faculty, (Department of Postgraduate Education)) _____ recommends the student of the___ course, specialty_____ , _____
(Full name of the applicant)
to receive the Rector's scholarship for the 202_-202_ academic year.

№	Indicators	Supporting documents
1	Current implementation of the curriculum (academic performance based on the results of intermediate, final certification)	
2	Results of participation in international/republican subject Olympiads, scientific conferences	
3	Sport achievements	
4	Academic discipline (absenteeism, tardiness, conscientiousness of collection and encouragement, etc.)	
5	Participation in student government	
6	Other information that may influence the decision to grant a scholarship.	

Dean of the faculty: _____
Head of the DLE: _____
Signature _____
Date _____

Protocol form

F. VREW-7.5.1-2024-14-03

PROTOCOOL
meetings of the commission on awarding
the Rector's grant to students of JSC "ATU"

c.Almaty **«___» _____ 20__y.**

Location: Almaty, Tole bi str., 100, Almaty Technological University
Venue of the commission meeting: _____

Present:
1. Position, Full name
2. Position, Full name
3. Position, Full name

There is a quorum for the meeting of the commission. Each member of the commission has one vote. The decision is made by a simple majority of the votes of the members of the commission.

A proposal has been received to elect the Chairman of the commission for the meeting of the commission _____., Secretary of the Commission– _____.

Voting results: «For» - ___ people (____%). The decision was made unanimously.

The agenda:
1. _____;
2. _____.

Voting results: «For» - ___ people (100%). The decision was made unanimously.

Question1.

After listening to the members of the commission and examining the materials provided, the commission DECIDED:
1. _____.
2. _____.

Chairman of the Commission **Full name**
Secretary **Full name**

Members of the Commission:

_____Full name

_____ Full name

F.Q&AM-7.5-2023-02-02

18 APPROVAL SHEET

Position	Full name	Date	Signature
Vice-rector for AV	Baibolova L.K.		
Vice-Rector of the Research Institute	Aliev.B.A.		
Director of F&EI	Kulzhanova.M.K.		
Vice-Rector for EW	Batholdin K.S.		
Head of the DE&BP	Shindauletova A.D.		
Head of the DLE&AC	Yesembayeva B.A.		
Chief accountant	Sarsekova L.A.		
Head of the UMU	Akhmetova N.K.		
Head of the DLE	Kosherbaeva L.M.		
Директор SEC – the head of the OR	Iztileuov M.K.		
Head of the Q&AM	Orazalina D.K.		
Head of the OMKO	Demina T.M.		

F. Q&AM-7.5-2023-02-03

19 THE INTRODUCTION SHEET

Должность	Full name	Date	Signature
Dean of the FFT			
Dean of the FE&IT			
Dean of the FE&B			
Dean of the FDT&CN			
The head of the YT			

F. Q&AM-7.5-2023-02-04

20 CHANGE REGISTRATION SHEET

Change number	Change notification number	Number of sheets (pages)				Total sheets (after the change)	Date of int-tion	Full name-making the changes	Signature, making the changes
		changed	replaced	new	cancelled				

F. Q&AM-7.5-2023-02-05

21 ACCOUNTING SHEET FOR PERIODIC INSPECTIONS

Date of verification	Full name of the person who performed the check	Signature of the person who performed the verification	The wording of the comments