



Provision to set and allocate personal cost of study
for intrans and current students
of «M.Narikbayev KAZGUU University»

Version 01
date «28» May 2020
page 13 out of 13

«Approved»

by the decision of the Board

Dated 28 May 2020 ,

minutes № 24

Chairman of the Board

_____ **T. Narikbayev**

**Provision to set and allocate personal cost of study for
intrans and current students of “M. Narikbayev KAZGUU
University”**

Ex. № _____ original

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Nur-Sultan, 2020

Preface

1 Developed by a focus group:

Head of the focus group– Head of Strategic planning and personnel management department - Makhanbayeva N.N.

Developers:

1. Manager of corporate development department - Naukhan A.E.
2. Deputy Head of corporate activity legal support office - Kazbekova A.
3. Deputy Head of legal support office - Idrissov R.R.

2 INTRODUCED to approval of the Board dated _____ 2020

3 Approved by Board decision dated 28 May 2020, minutes № 24

Brought into action dated 28 May 2020

4 Expert group:

- Deputy Chairman of the Board– Kudaibergenov G.B.
- Chief accountant – Uvalieva B.B.
- Head of legal support office – Krushinskyi M.A.
- FD&CD economist – Bukurova Zh.A.
- Head of sales and marketing department – Alatayev A.S.

6 INSPECTION PERIODICITY

1 year

7 INTRODUCED instead of the Provision of financial aid for intrans and current students of JSC “KAZGUU University”, approved by the decision of JSC “KAZGUU University” Board from June,3, 2019, minutes #226 with changes and additions from September,17, 2019, minutes # 248

The current provision cannot be fully or partially reproduced, duplicated and distributed without the permission of the Chairman of “M. Narikbayev KAZGUU University”.

1. Area of application

1.1. The current Provision to set and allocate personal cost of study for intrant and current students of “M. Narikbayev KAZGUU University” (further -Provision) is developed to support talented and motivated learners to study within the frame of social responsibility of the University.

1.2. All departments of JSC “M. Narikbayev KAZGUU University” (further - University) are obliged to follow the current provision.

1.3. The current provision is designed for internal application at University and its departments with the aim to establish an order and procedure of providing financial aid for students of the University.

2. Normative references

2.1. The current provision is developed in accordance with the Constitution of the Republic of Kazakhstan, Law of the Republic of Kazakhstan “About education”, other normative legal acts of the Republic of Kazakhstan, including normative and regulatory documents of the Ministry of Education and Science of the Republic of Kazakhstan, decisions of the executive body (Board) of the University, Academic Council, and orders of the Chairman of the University.

3. Symbols and contractions

3.1. Following symbols and contractions are used in the current provision:

HEI – Higher education institution;

LSO – Legal support office;

AD – Accounting department;

FD&CD – Financial development and control department;

SAD – Student affairs department;

HS – Higher School;

KAZGUU BS – KAZGUU Business School;

SP&PMD – Strategic planning and personnel management department;

CDD – Corporate development department.

4. Powers and responsibilities

4.1. The current provision is approved by the decision of the Board and signed by the Chairman of the Board of the University.

4.2. The head of SP&PMD is responsible for implementation and execution of requirements, specified in the current provision, for organization and coordination of work on execution of particular stages of the provision.

4.3. Heads of departments are responsible for safety and unsanctioned duplication of documents located in the departments and for official information leakage.

5. General provisions

5.1. The current provision defines the order of setting and allocation of personal cost of study to students of the University as well as the amount and a fixed period.

5.2. The action of the current provision is aimed at students of the University of higher and postgraduate educational programs (bachelor, master's, doctorate, KAZGUU Business School (MBA, DBA).

5.3. Personal cost of study is set for different categories of students for the periods noted in the current provision.

5.4. The total amount of financial aid given for a period of one academic year is defined by the executive body (Board) in accordance with the budget and based on the results of financial statements for a certain financial year in agreement with an estimate of CDD.

5.5. If a student applies for a personal change of cost of study for several reasons, only one will be allocated upon his wish, he must hand in an application to CDD.

5.6. The indicated period to apply to set a personal cost of study takes place from August 25 to September 15 and from January 15 to February 5 of each academic year. A student can apply online via SmartKAZGUU App or in CDD.

5.7. In case a student pays the amount of cost of study which is higher than allocated personal cost, the difference in costs will be transferred to the next academic periods. The overpayment of a student of the last year of study must be reimbursed upon his graduation.

5.8. The reason to admit the application for setting personal cost of study is one of the occasions indicated in section 6 and 7 of the current provision. A student must submit certain documents specified for each category.

6. Types of categories to set personal cost of study

6.1. “Family” Category

Personal cost of study is set to full-time students (further-Students) with the use of distance learning technologies, master's degree program, PhD program, KAZGUU Business School from one family (siblings, husband, wife, and children) in accordance with *Register of personal cost of study for a certain academic year of entry/reentry of a student*.

Such personal cost of study is provided with the aim to stimulate more than one member from the same family to study at University.

Requirements/Criteria:

1. It is necessary to submit original documents and copies according to this list:

- 1.1. evidence of relationship (birth certificate or identity card of a student);
- 1.2. identity cards of parents;
- 1.3. marriage certificate;
- 1.4. certificate of study.

2. Personal change of cost of study of a “Family” category is valid till the moment of expel or the end of educational process of one member of a family. Personal cost of study is provided to every member of a family separately.

3. Personal change of cost of study is valid in case if the second member of a family is admitted to the University as a part of transfer from another educational institution for the period of mutual studies of members of one family.

4. Intrans students and current students must submit documents and applications for a personal change of cost of study of “Family” category to CDD or send them online via SmartKAZGUU App within the period indicated in paragraph 5.6 of the current provision.

6.2. “Our alumni” category

Personal cost of study is set to the University bachelor graduates, who are entering master’s degree program, KAZGUU Business School (MBA, DBA), PhD program and full-time course of study with the use of distance learning technologies of the University.

Personal cost of study is set in accordance with *Register of personal cost of study for a certain academic year of entry/reentry of a learner*.

Requirements/ Criteria:

1. It is necessary to submit the last original certificate of degree or diploma earned and an application to CDD or send them online via SmartKAZGUU App in order to set personal cost of study of “Our alumni” category.

2. The validity of personal cost of study is prolonged to one academic term under the condition of timely payment in accordance with the concluded contract about refundable education services and on condition that a student achieves only grades “excellent” and “good” / without “satisfactory” and “unsatisfactory” grades and has GPA no less than 3,33 on completion of a certain term.

Requirements/ Criteria for KAZGUU BS learners:

1. It is necessary to submit the last original certificate of degree or diploma earned and an application to CDD or send them online via SmartKAZGUU App in order to set a personal cost of study of “Our alumni” category.

2. The validity of personal cost of study is set for the whole period of studies under the condition of timely payment in accordance with the concluded contract about refundable education services.

6.3. “Corporate learners” category

Personal cost of study is set to corporate learners of KAZGUU BS program (EMBA, MBA, mini MBA, DBA)

Personal cost of study is set depending on recruitment of corporate learners from one company:

- If 5 or more people from one company are recruited - the cost of study for each learner will be set in accordance with *Register of personal cost of study for a certain academic year of entry/reentry of a student*.

Requirements:

1 It is necessary to submit original documents, confirming their employment in one organization and submit an application to CDD or send it online via SmartKAZGUU App in order to set personal cost of study of “Corporate learners” category.

2. Personal cost of study is set before graduation dates in KAZGUU BS.

6.4. “College alumni” category

Personal cost of study is set to alumni of KAZGUU College in Aktobe city, those students who enter a full-time course according to *Register of personal cost of study for a certain academic year of entry/reentry of a student*.

Requirements / Criteria:

1. It is necessary to submit the last original certificate of degree or diploma earned at KAZGUU College in Aktobe city, as well as the application to set personal cost of study of a “College alumni” category. The documents can be submitted to CDD or sent online via SmartKAZGUU App.

2. The validity of personal cost of study is prolonged to one academic term under the condition of timely payment in accordance with the concluded contract about refundable education services and on condition that a student achieves only grades “excellent” and “good” / without “satisfactory” and “unsatisfactory” grades and has GPA no less than 3,33 on completion of a certain term.

6.5. “Students recruitment to KAZGUU BS” category

Personal cost of study is set to students of KAZGUU BS who recruited other learners to study programs of KAZGUU BS.

Requirements / Criteria:

1. Personal cost of study is set depending on the number of recruited students:
 - in case if 3 students are recruited in accordance with *Register of personal cost of study for a certain academic year of entry/reentry of a student*.
 - in case if 5 students are recruited in accordance with *Register of personal cost of study for a certain academic year of entry/reentry of a student*.
 - in case if 10 or more students are recruited in accordance with *Register of personal cost of study for a certain academic year of entry/reentry of a student*.
2. It is necessary to make a list of recruited students and an application to set a personal cost of study of “Students recruitment to KAZGUU BS” category. Documents can be submitted to CDD or sent online via SmartKAZGUU App.
3. Personal cost of study is set before graduation dates in KAZGUU BS depending on recruited students.

7. Category types of “M.Narikbayev Scholarship” program

«M. Narikbayev Scholarship» program was developed to recruit and support talented Kazakhstani and international students to enter the bachelor program of M. Narikbayev KAZGUU University.

Requirements, selection criteria, stages of the process are subject to the provision of the program.

In case of receiving a government funding as well as in case of disagreement with conditions of setting personal cost of study, the introduced personal cost of study is cancelled and the next in the list cannot use such an opportunity.

Requirements / Criteria:

1. Personal cost of study is set according to *Register of cost of study for a certain academic year of entry of a student* for one academic term and is prolonged on condition that learner achieves only grades “excellent” and “good” / without “satisfactory” and “unsatisfactory” grades and has GPA no less than 3,33 on completion of a certain end of term exam.
2. After approval of examination committee decision (Annex B) a student must submit the last signed original certificate about the confirmation of the conditions of personal cost of study setting to Admissions office.

8. The procedure of setting and allocation of personal cost of study to students of the University.

8.1. Personal cost of study is set on the basis of an application of a student with enclosed copies of documents required of each category specified in the current Provision.

8.2. After the expiry of the date of documents admission application from students and enclosed documents are considered by CDD for authenticity and later are submitted to a Committee approval.

8.3. During the process of approval the committee can ask additional documents from a candidate which might not be specified by the current Provision.

In case if some extra documents are needed, time for consideration of an application is prolonged to 3 (three) additional working days.

8.4. On the basis of a Committee decision an order is issued by CDD (the original document is submitted to a secretariat, copies of documents are kept in CDD and AD).

8.5. The Committee has the right to reject an application of personal cost of study. In this case the Committee must introduce a written decision about a reason of refusal in accordance with the Provision and on the basis of recommendation of Head of SP&PMD.

8.6. Personal cost of study can be allocated to students beginning from the 2 (second) term of academic year. For that reason, tuition fee payment for the 1(term) must be made in full in accordance with the concluded contract about refundable educational services between a student and the University.


8.7. Personal cost of study is set to a student as financial aid from the University.

8.8. Personal cost of study is set only to basic semesters, not including additional semesters (of summer and winter schools) and is prolonged upon results of a certain basic end-of-term exam not including repeating courses.

8.9. In case if a student is expelled irrespectively its reasons, the allocated personal cost of study is annulled from the moment of issuing the order of expel. Herewith, a student is obliged to reimburse to the University the difference between cost of study, which is indicated in the Register of cost of study, and financial aid in the form of allocated personal cost of study for the last academic year.

8.10. Allocation of personal cost of study is made after recognition of credits, earned in a different university for those students who study in a different university through academic mobility program.

8.11. On the initiative of the Chairman and Board members question of setting personal cost of study on an individual basis can be considered at the Board meeting. The question concerns full-time lecturers, staff and/or children of the staff of M. Narikbayev KAZGUU University, to those who study bachelor, master's, KAZGUU BS (MBA, DBA), PhD programs, full-time course with the use of distance learning technologies, and to school leavers actively taking part in

	Provision to set and allocate personal cost of study for intrans and current students of «M.Narikbayev KAZGUU University»	Version 01 date «28» May 2020 page 13 out of 13
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competitions hosted by international and republican social organizations on the basis of preliminary agreement with the University.

8.12. In case if a student does not confirm criteria of prolongation of personal cost of study on the basis of results of /a certain end-of-term exam, one of the mentioned procedures comes into force (Annex A).

8.13. Other types of financial aid can be introduced by a Corporate Fund “KAZGUU Endowment”, also by conclusion of memorandums with certain schools and funds.

9. Other terms and conditions

9.1. Changes and additions to the current Provision can be introduced as a result of JSC “M. Narikbayev KAZGUU University” Board decision, on the basis of a service note or an application from Head of SP&PMD, from Deans of High Schools with a preliminary consent of the Chairman.

9.2. Heads of departments, and other parties of interest must get acquainted with changes and additions made in the current Provision.

SCHOLARSHIP PROBATION POLICY

After the procedure of setting personal cost of study students must confirm correspondence to indicated prolongation criteria. In case if a student is not applicable to prolongation criteria of personal cost of study, the following procedures can occur:

- **Scholarship probation**
- **Suspension policy**
- **Termination policy**

Scholarship probation

The meaning of **Scholarship probation** is introduced as a result of possible difficulties of adaptation to university life as well as health problems or family issues during the period of studies.

Adaptation period is considered to be the 1(first) academic period of the 1st year.

Student is offered one semester (autumn, spring) of scholarship probation with personal cost of study, but with the condition that a student raises his GPA to the needed level.

Scholarship probation is offered to students whose GPA became lower than 3, 33 but not lower than 2, 33 (2, 33 is a threshold minimum).

Those students who got the status of **Scholarship probation must be under control and monitored by SAD, established as academic aid to students.**

Based on the results of Scholarship probation period (one semester) a student must improve his grades and meet requirements of academic progress. Otherwise, student gets a “Suspension policy” status, i.e. suspense of personal cost of study for one semester.

Scholarship probation is introduced only once for the whole personal cost of study period upon a written application, because a student can refuse from scholarship probation and during one semester his personal cost of study will be temporarily stopped, and he can leave scholarship probation for next semesters.

Temporary suspension (Suspension policy)

A status “**Temporary suspension**” of personal cost of study for one term is given:



-to students whose GPA is lower than 2.33 as a result of a certain end-of-term exam;

- to students after probation period (**Scholarship probation**), who has not achieved the required level of grades

- on other issues according to the provision

As soon as a student meets requirements of prolongation of setting of personal cost of study, an order is issued in CDD.

Restitution of personal cost of study does not mean cost of study settlement which a student incurred during temporary suspension of personal cost of study for one semester.

Termination of personal cost of study action (Termination policy)

This status occurs automatically after taking all measures to support a student to keep personal cost of study and in case if a student has not achieved the required level of grades according to requirements and criteria of personal cost of study.



Annex B

Unitary Minutes

**Name of a High School
Minutes №____
of a Competition Committee meeting**

Nur-Sultan city

Date

Venue:

Committee Chairman: _____
(position and full name.)

Committee members: *(position and full name)*

Committee secretary: _____
(position and full name)

AGENDA:

About allocation of competition places among prospective students of M.Narikbayev KAZGUU University to set personal cost of study for a category «_____» *(insert as necessary)* of «M.Narikbayev Scholarship» program.


Agenda is approved by common consent.

..... **delivered speech pursuing general agenda.**

Resolved :

Allocate given ____ *(number)* of places over a category *(insert as necessary)* «_____» among intrans students of M. Narikbayev KAZGUU University **who undertook competition selection under** «M. Narikbayev Scholarship» program and set personal cost of study according to *Register of personal cost of study for a certain academic year of entry/reentry of a student.*

№	Full name of a prospective student <i>(according to documents)</i>	<i>Results of competition selection (points, etc.)</i>
1		

	<p style="text-align: center;">Provision to set and allocate personal cost of study for intrans and current students of «M.Narikbayev KAZGUU University»</p>	<p style="text-align: right;">Version 01 date «28» May 2020 page 13 out of 13</p>
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Approval sheet

Position	Full name	Date	Signature
Deputy Chairman of the Board	Kudaibergenov G.B.		
Chief accountant	Uvalieva B.B.		
Head of legal support office	Krushinskyi M.A.		
FD&CD economist	Bukurova Zh.A.		
Head of sales and marketing department	Alatayev A.S.		