

# INSTRUCTIONS ON HOW TO PROCESS STUDENTS PERSONAL FILES AND TRANSFERS TO THE ARCHIVE

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**Aktobe Regional University named after K. Zhubanov**

**“APPROVED”**

**Chairman of the Board – Rector of Aktobe Regional University named after K. Zhubanov**

**L.Karabassova**

**“30” 11 2022**

## INSTRUCTIONS ON HOW TO PROCESS STUDENTS PERSONAL FILES AND TRANSFERS TO THE ARCHIVE

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### THIS INSTRUCTIONS WAS DEVELOPED BY

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### APPROVED AND PUT INTO EFFECT

By the Chairman of the Board – Rector of Aktobe Regional University named after K. Zhubanov, based on the decision of the Academic Council (Protocol №5 dated “30” 11 2022)

**VALIDITY PERIOD:** until replaced by a new version

**INTRODUCED:** replacing version 2.0

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## 1 SCOPE OF APPLICATION

1.1 This Instruction defines the procedure for registration of students' personal files and transfer to the archive of the ARU named after K.Zhubanov.

1.2 This Instruction is a mandatory guide for the relevant structural units.

## 2 NORMATIVE REFERENCES

This Instruction has been developed in accordance with the following regulatory documents:

2.1 The Law of the Republic of Kazakhstan dated July 27, 2007 №319-III "On Education" (with amendments and additions to the Order of the MSHE RK dated July 14, 2022 №141-VII).

2.2 The State mandatory standard of higher and postgraduate education. Order of the MSHE RK dated 20.07.2022 №2.

2.3 Standard rules for admission to study in educational organizations that implement educational programs of higher and postgraduate education. Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018 №600 (with amendments and additions, Order of the MSHE RK dated 20.07.2022 №3).

2.4 Law of the Republic of Kazakhstan dated December 22, 1998 №326-I On the National Archival Fund and Archives (with amendments and additions dated 11.02.2020, Order №370-VI).

### **3 ABBREVIATIONS**

3.1 The following abbreviations are used in these instructions:

- RK - the Republic of Kazakhstan;
- MSHE - Ministry of Science and Higher Education;
- UNT – unified national testing;
- CT - comprehensive testing;
- ARU - Aktobe Regional University.

### **4 GENERAL PROVISIONS**

4.1 The personal file of the student enrolled in the 1st year, which contains: an application, the original of the educational documents (certificate or diploma), a medical certificate of form №075, an UNT or CT certificate, an entrance exam or interview protocol, a certificate of the holder of a state educational grant, six photographs (size 3x4cm) are transferred by act of the university admissions office to the registrar, according to the enrollment order.

4.2 In the registrar's office, each personal file is assigned a six-digit number; the first two digits indicate the year of admission, and the next four digits indicate the serial number of the personal file.

4.3 Further, copies of enrollment orders for the first year, transfers from course to course, and other orders are attached to the student's personal file.

4.4 Personal files of graduates who have graduated from the university or students who have been expelled from the university (for various reasons) are transferred to the archive according to the act.

4.5 Documents of permanent and long-term storage, completed records management are regulated by the Law of the Republic of Kazakhstan "On the National Archival Fund and Archives" and the reference apparatus for them after three years from the date of their completion are deposited in the university archive. The acts in 3 copies are deposited in the university archive.

4.6 The transfer of documents from structural divisions to the university archive is carried out once a year in full for the entire office year.

4.7 Documents are processed before being archived in the structural divisions of the university by employees of these divisions.

4.8 At the end of each case of permanent and long-term (10 years or more) storage, a final inscription is made, which indicates the number of sheets in the case (in numbers and in words), the date, comments on the state of the case (shortcomings, errors in numbering, etc.) and the signature of the compiler of the inscription.

4.9 Internal inventories are drawn up for permanent storage documents filed in the file. The internal inventory is placed at the beginning of the case and includes document indexes, summaries, dates and sheet numbers in the case.

The sheets of the internal inventory of permanent storage files are numbered separately in Roman numerals, and their number is indicated in a certification inscription with a "+" sign to the total number of sheets in the file.

4.10 When processing documentary materials with a shelf life of up to and including 5 years, it is allowed:

- leave files on folders without organizing them and providing additional descriptions on the covers;
- do not number the sheets;

- do not make any certification inscriptions or internal inventories.

4.11 In order to make full use of the documents stored in the university's archive, they are provided to university staff for work.

4.12 Inventory of personal files of graduates or students who have been expelled from the university (for various reasons):

- medical certificate (Form №075U);
- application form;
- agreement;
- an inventory of the student's personal file (upon admission);
- certificate, certificate of grant holders;
- extract from the enrollment order;
- extract from the order (on granting academic leave, on expulsion, on reinstatement, etc.);
- diploma supplement;
- workaround sheet, receipt;
- a certificate or diploma (to be handed out with a diploma);
- photos;
- inventory of the document (with the name of the methodologist);
- a copy of the transcript or an academic certificate (for expellees).

**AGREED:**

**Vice-Rector for Academic Affairs L.Myasnikova**