

# INSTRUCTIONS FOR REGISTRATION AND ISSUANCE OF THE EUROPEAN DIPLOMA SUPPLEMENT

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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**

**“28” 06 2024**

## **REGULATION ON THE FINAL ATTESTATION OF STUDENTS**

Edition for official use

Aktobe, 2024

### **THIS REGULATION WAS DEVELOPED BY**

Director of the Academic Affairs Department – S.Bisheken

Head of the Registrar's Office – G.Zhussupova

### **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 №14 dated “28” 06 2024)

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## **1 SCOPE OF APPLICATION**

1.1 This instruction applies to the academic recognition of higher education documents by countries in accordance with the principles of the Bologna Declaration.

1.2 This instruction regulates the procedure for providing sufficient information about the diploma holder, the qualifications he has received, the level of qualifications, the content of education and the results obtained, the functions of the qualification, additional information, certification of the application, as well as the national education system.

## **2 REFERENCE DOCUMENTS**

2.1 The Law of the Republic of Kazakhstan "On Education" dated July 27, 2007 №319-III.

2.2 Rules for the organization of the educational process on credit technology of education. Order of the Ministry of Education and Science of the Republic of Kazakhstan (hereinafter, the Ministry of Education and Science of the Republic of Kazakhstan) dated 04/20/2011 №152.

2.3 Model Rules for the activities of educational organizations implementing educational programs of higher and (or) postgraduate education. Order of the Ministry of Education and Science of the Republic of Kazakhstan dated October 30, 2018 №595.

2.4 The State mandatory standard of higher and postgraduate education. Order №2 of the Ministry of Science and Higher Education of the Republic of Kazakhstan dated 20/07/2022.

2.5 Approval of the types of documents on higher and (or) postgraduate education, the form of state-issued documents on higher and (or) postgraduate education and the rules for their registration and issuance, the basic requirements for the content of documents on higher and (or) postgraduate education of its own sample and the rules for their registration and issuance. Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated February 10, 2023 №47.

## **3 GENERAL PROVISIONS**

3.1 The European Diploma Supplement is a document providing comprehensive information necessary for the

assessment of any degree or qualification. The application is developed according to the standards of the European Commission, the Council of Europe and UNESCO/SEPES.

3.2 This document is intended only for academic recognition and is not an official confirmation of the educational document. It is not valid without a higher education diploma.

3.3 The purpose of completing the European Application is to provide sufficient information about the diploma holder, the qualifications he has received, the level of this qualification, the content of the study program, the results, the functional purpose of the qualification, as well as information about the national education system. The application model, which will be used for the transfer of grades, uses the European Credit Transfer or Credit Transfer System (ECTS).

3.4 The European Diploma Supplement provides an opportunity to continue education at foreign universities, as well as to confirm national higher education for foreign employers.

3.3 The European diploma supplement must be completed in English, printed on a standard letterhead with the university's logo upon individual request and issued free of charge. The deadline for registration is 30 calendar days from the date of submission of the application.

## **4 THE PROCEDURE FOR FILLING OUT AND ISSUING THE APPLICATION**

4.1 The application consists of 8 mandatory paragraphs in English. It is a standardized text that confirms the compliance of the developed application with European standards.

The form of the European diploma supplement is given in Appendix 1.

To receive the application, you must submit the following documents to the Registrar's Office no later than 3 weeks before the desired deadline for receiving the application: a copy of the identity card, a copy of the diploma, a copy of the diploma supplement, a completed application form (Appendix 2), an application addressed to the rector (appendix 3).

The application is issued once free of charge and is registered in the registration log applications for the diploma of the European standard.

### **Section 1. Information about the holder of the qualification:**

1.1. The surname is indicated (as written in the passport).

1.2. The name is indicated (as written in the passport).

1.3. The date and place of birth are indicated: day/month/year; country, region, district/city.

1.4. The student's identification number or code (student's cipher) is indicated. The identification number may be the student's personal number at the Univer IPC.

### **Section 2. Information about the acquired qualification:**

2.1. Name of the qualification

The full name of the qualification is indicated (in Latin letters) (Bachelor of Education).

2.2. Level of education

The qualification level is indicated according to the multi-level degree system: bachelor-master-PhD.

2.3. The training program

The name of the specialty/educational program is indicated.

2.4. Name and status of the higher educational institution that awarded the qualification

The name of the higher educational institution that awarded the qualification and its status are indicated.

2.5. The name and status of higher educational institutions where additional training took place (before transferring to the university that awarded the qualification; academic mobility, etc.).

The names of higher educational institutions are indicated, in addition to K.Zhubanov ARGU, these may be foreign universities where the student was sent under mobility programs.

2.6. Language of instruction and knowledge control

The language of instruction and knowledge control is indicated.

### **Section 3. Information about the qualification level:**

3.1. Form of study

One of the forms of education is indicated.

3.2. Duration of training

The duration of training is indicated in years.

3.3. Admission requirements

The requirements for access to the educational program are given, for example, the requirements for admission to bachelor's, master's, and doctoral programs.

### **Section 4. Information about the content of the training and the results obtained:**

4.1. Program requirements

The competencies acquired as a result of the training are indicated. It describes what requirements must be fulfilled in order to qualify, for example, in terms of the structure of the educational program, the number of credits, exams, etc.

#### 4.3. Content of the educational program

It describes the content of the training (compulsory and elective subjects, coursework completed by the student, completed internships, defended thesis with an indication of the complexity of the disciplines, practices, term papers and theses, status (mandatory, optional, additional), final grades in credits of the Republic of Kazakhstan and ECTS.

#### 4.4. Rating system and their distribution

#### 4.5. Classification (if any)

Specify a diploma with honors or a regular one.

### **Section 5. Professional qualification characteristics:**

#### 5.1. Access to continuing education

Indicate whether the acquired qualification makes it possible to move on to the next level of education and what requirements must be met. For example, what is necessary to enroll in a master's degree with a bachelor's degree.

#### 5.2. Professional status

Specify which professional rights are acquired by students upon graduation (if possible).

### **Section 6. Additional information:**

#### 6.1. Additional information about the acquired qualifications

Specify who and where graduates can work after receiving their qualifications.

#### 6.2. Additional sources of information (specify the University's website).

### **Section 7. Application Certification:**

The date of the qualification award, the issue, and the surname and first name of the official certifying the diploma supplement and signing the diploma itself are indicated; all this information is stamped. The date of issue of the application may not coincide with the date of qualification assignment.

### **Section 8. Information about the national higher education system**

It is indicated for all educational programs. The sample text of the section is given below:

Professional training in Kazakhstan includes a three-level model of specialist training: bachelor-master-PhD, based on the principles of the Bologna Declaration. A student who has successfully passed the final certification for mastering the professional curriculum of higher education is awarded a bachelor's degree. Higher education is acquired by citizens who have general secondary or technical and vocational, or post-secondary education. Professional educational training programs of higher education are implemented in higher educational institutions. The content of professional training programs of higher education provides for the study of a cycle of general education disciplines, a cycle of basic disciplines, a cycle of core disciplines, as well as professional practice in relevant specialties. Professional educational curricula of higher education include disciplines of a compulsory component and an elective component. Disciplines from the component of the student's choice in each cycle should meaningfully complement the disciplines of the mandatory component. The educational process at the university is carried out according to the credit technology of teaching, i.e. on the basis of students' choice and independent planning of the sequence of studying disciplines using credit as a unified unit of measurement for the volume of academic work of the student and the teacher. The period of mastering professional training programs of higher education is determined by the state mandatory standard of higher education and must be at least 4 years. For citizens with technical and vocational, post-secondary or higher education, higher education institutions develop and implement professional training programs that provide for shorter study periods.

### **AGREED:**

Vice-Rector for Academic Affairs L.Myasnikova

## The Diploma Supplement

*The purpose of the Diploma Supplement is to provide sufficient independent data to improve the international transparency and fair academic and professional recognition of qualifications (diplomas, degrees, certificates etc.). It is designed to provide a description of the nature, level, context, content and status of the studies that were pursued and successfully completed by the individual named on the original qualification to which this supplement is appended. It is free from any value judgements, equivalence statements or suggestions about recognition. This Diploma Supplement model was developed by the European Commission, Council of Europe and UNESCO.*



1. INFORMATION IDENTIFYING THE HOLDER OF THE QUALIFICATION	
1.1 Last name(s)	1.2 First name(s)
1.3 Date of birth (dd/mm/yyyy)	1.4 Student identification number or code (if available)
2. INFORMATION IDENTIFYING THE QUALIFICATION	
2.1 Name of qualification and (if applicable) title conferred (in original language)	2.2 Main field(s) of study for the qualification
2.3 Name and status of awarding institution (in original language)	
2.4 Name and status of institution (if different from 2.3) administering studies (in original language)	2.5 Language(s) of instruction/examination
3. INFORMATION ON THE LEVEL AND DURATION OF THE QUALIFICATION	
3.1 Level of the qualification	3.2 Official duration of programme in credits and/or years
3.3 Access requirements(s)	
4. INFORMATION ON THE PROGRAMME COMPLETED AND THE RESULTS OBTAINED	
4.1 Mode of study	4.2 Programme learning outcomes
4.3 Programme details, individual credits gained and grades/marks obtained	

4.4 Grading system and, if available, grade distribution table						4.5 Overall classification of the qualification (in original language)		
Letter grades	Grade points	% points	Number of graduates	% of each evaluation	Traditional grading system			
A	4,0	95-100	16	12,12	Excellent			
A-	3,67	90-94	32	24,24				
B+	3,33	85-89	26	19,7	Good			
B	3,0	80-84	48	36,36				
B -	2,67	75-79	6	4,55				
C+	2,33	70-74	2	1,52				
C	2,0	65-69	-	-	Satisfactory			
C+	1,67	60-64	-	-				
D+	1,33	55-59	-	-				
D-	1,0	50-54	-	-				
FX	0,5	25-49	-	-	Unsatisfactory			
F	0	0-24	2	1,52				
			132	100				
5. INFORMATION ON THE FUNCTION OF THE QUALIFICATION								
5.1 Access to further study					5.2 Access to a regulated profession (if applicable)			
6. ADDITIONAL INFORMATION								
6.1 Additional information					6.2 Further information sources			
7. CERTIFICATION OF THE SUPPLEMENT								
7.1 Date					7.2 Signature			
7.3 Capacity								
			7.4 Official stamp or seal					
8. INFORMATION ON THE NATIONAL HIGHER EDUCATION SYSTEM								

## Higher education

Citizens who have general secondary or technical and vocational, or post-secondary education acquire higher education. A citizen has the right to receive free higher education on a competitive basis.

Training in degree programs of higher education is carried out in the form of full-time education and (or) external studies.

The main types of organizations of higher and (or) postgraduate education are a national research university, a national organization of higher and (or) postgraduate education, a research university, a university, an academy, an institute and equivalent (conservatory, high school).

A student who has passed the final certification for the development of the degree program of higher education is awarded the degree of *μbachelor* or is awarded the qualification of *μspecialist*

## Postgraduate education

Citizens with higher education acquire postgraduate education.

Postgraduate education is carried out in the master's degree programme, residency and doctoral degree of organizations of higher and (or) postgraduate education, scientific organizations on the main activity profile and areas of staff training, as well as by sending scholars of the Bolashak international scholarship to study at leading foreign organizations of higher and (or) postgraduate education in full-time education in accordance with the list of specialties annually approved in the manner prescribed by the legislation of the Republic Kazakhstan.

*Training in the master's degree program is carried out on the basis of degree programs of higher education in two areas:*

- Scientific & Teacher training degree with a study period of at least two years;
- Professionally oriented degree with a study period of at least one year.

*Training in doctoral degree is carried out on the basis of master's degree programs in two areas:*

- Scientific & Teacher training degree with a study period of at least three years;
- Professionally oriented degree with a study period of at least three years.

Persons who have received a master's degree or have mastered degree programs of postgraduate education in military specialties, to obtain the degree of Doctor of Philosophy (Ph.D.), doctor in the professionally oriented program are trained in the doctoral studies of military, special educational institutions for at least three years.

Postgraduate medical and pharmaceutical education includes residency, master's & doctoral degree.

The residency provides in-depth training in clinical specialties with a duration of training from two to four years, depending on the specialization. The authorized body in the field of health care approves the rules for training medical staff in residency. The list of degree programs of higher and postgraduate education is contained in the register of degree programs.

## Accreditation of educational organizations

Accreditation of educational organizations is carried on a voluntary basis.

Educational organizations are obtain to institutional and degree program accreditation in accreditation bodies recognized by the Ministry of Education and Science of the Republic of Kazakhstan. The Ministry of Education and Science of the Republic of Kazakhstan maintains a Register of recognized accreditation bodies, accredited educational organizations and degree programs.

**The National Qualifications Framework of Kazakhstan** contains 8 qualification levels, which corresponds to the European Qualifications Framework (EQF) and educational levels. The eight recommended levels are described in the form of learning outcomes.

European Qualifications Framework (EQF)	Levels	Kazakhstan's National Qualifications Framework (NQF)	Qualifications Frameworks in the European Higher Education Area (QF-EHEA)
EQF 8	8. Doctoral Degree	NQF 8	Third Cycle
EQF 7	7. Master's Degree	NQF 7	Second Cycle
EQF 6	6. Higher Education. Bachelor's Degree	NQF 6	First Cycle
EQF 5	5. Post-Secondary Education	NQF 5	Short Cycle
EQF 4	4. Technical & Vocational Education	NQF 4	
EQF 3	3. General Secondary Education	NQF 3	
EQF 2	2. Basic Secondary Education	NQF 2	
EQF 1	1. Primary Education	NQF 1	
	0. Pre-School Education & Training		

## Questionnaire

for registration of the European Diploma Supplement\_\_\_\_\_

Aktobe Regional State University  
named after K. Zhubanov

1. Last name \_\_\_\_\_  
Name \_\_\_\_\_  
Middle name \_\_\_\_\_
2. The year of graduation \_\_\_\_\_  
Faculty \_\_\_\_\_  
Specialty \_\_\_\_\_  
Language of instruction \_\_\_\_\_
3. Registration of the European applications in English
4. The purpose of the European Diploma Supplement  
(please underline) Job (position), continuing education,  
other \_\_\_\_\_
5. Place of work, position  
at this moment \_\_\_\_\_  
\_\_\_\_\_
6. Contact information: \_\_\_\_\_  
E-mail \_\_\_\_\_  
House phone number \_\_\_\_\_  
Mobile phone number \_\_\_\_\_  
E-Mail \_\_\_\_\_

signature

Date " \_\_\_\_ " \_\_\_\_\_ 20\_\_ y.

To the member of the Board-Rector of Aktobe  
Regional University named after K.Zhubanov,  
L.Karabassova

graduate \_\_\_\_\_ year,

specialty \_\_\_\_\_

Full name

### Statement

I ask you to issue a European Diploma Supplement for my Bachelor's degree. I am attaching the following documents:

- 1) a copy of the identity card;
- 2) a copy of the diploma;
- 3) a copy of the diploma supplement.

" \_ " \_\_\_\_\_ 20\_\_ y. \_\_\_\_\_ signature