**NJSC «K.Zhubanov Aktobe Regional University»**

**«APPROVED»**
by the resolution of the Academic Council of K. Zhubanov Aktobe Regional University
(dated 02.07.2026, Minutes №12)

# INSTRUCTIONS ON THE PROCEDURE FOR MAINTAINING STUDENT PERSONAL FILES AND THEIR TRANSFER TO THE UNIVERSITY ARCHIVES

**For official use**

**Aktobe, 2026**

**THESE INSTRUCTIONS HAVE BEEN PREPARED BY**

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**APPROVED AND ENFORCED**
pursuant to a resolution of the Academic Council of the K. Zhubanov Aktobe Regional University (Minutes №12 dated 02.07.2026)

**VALID:** Until replaced by a new version

**INTRODUCED:** replacing Version 7

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## 1. SCOPE

1.1 These Instructions establish the procedure for maintaining students' personal files and their transfer to the University Archives of K. Zhubanov Aktobe Regional University.

1.2 These Instructions are mandatory for all relevant structural units of the University.

## 2. NORMATIVE DOCUMENTS

These Instructions have been developed in accordance with the following normative documents:

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

2.2 State Mandatory Standard of Higher and Postgraduate Education, approved by Order of the Ministry of Science and Higher Education of the Republic of Kazakhstan No. 2, dated 20 July 2022.

2.3 Model Rules for Admission to Educational Organisations Implementing Higher and Postgraduate Education Programmes, approved by Order of the Minister of Education and Science of the Republic of Kazakhstan No. 600, dated 31 October 2018.

2.4 Law of the Republic of Kazakhstan «On the National Archival Fund and Archives», dated 22 December 1998, No. 326-I.

## 3 ABBREVIATIONS

**3.1** The following abbreviations are used in these Instructions:

- **RK** – Republic of Kazakhstan;
- **MSHE RK** – Ministry of Science and Higher Education of the Republic of Kazakhstan;
- **UNT** – Unified National Testing;
- **CT** – Comprehensive Testing;
- **ARU** – K. Zhubanov Aktobe Regional University;
- **AIS** – Automated Information System;
- **EP** – Educational Programme.

## 4 GENERAL PROVISIONS

4.1 The personal files of students admitted to the first year of study shall be transferred, under a formal handover record, by the responsible technical secretaries of the University's Admissions Committee to the staff of the Registrar's Office in accordance with the admission order.

4.2 A student's personal file shall contain the following documents:

- application for admission;
- secondary school certificate or diploma based on college or higher education (for international applicants – a copy accompanied by a notarised translation and a certificate of recognition of the foreign educational qualification);
- Unified National Testing (UNT) or Comprehensive Testing (CT) certificate;

- certificate confirming the award of a state educational grant;
- record of the special entrance examination (for teacher education programmes);
- record of the creative entrance examination (for creative educational programmes);
- interview protocol (for applicants admitted on the basis of college or higher education);
- interview protocol (for international applicants and persons who have completed compulsory military service);
- copy of the identity card (or a copy of the passport with a notarised translation for international applicants);
Individual Identification Number (IIN) registration certificate (for international applicants);
- Medical Certificate (Form No. 075/u), certified by the Zhubanov University Polyclinic;
- supporting documents for students who are orphans, children deprived of parental care, or children under guardianship or trusteeship, where applicable (including parents' death certificates, local executive authority decisions establishing guardianship or trusteeship, birth certificate, recommendations from the guardianship and trusteeship authority, court decisions on deprivation of parental rights and recovery of child support, etc.);
- supporting documents confirming disability status, where applicable;
- educational services agreement.

4.3 Responsibility for verifying the authenticity of educational documents and ensuring the completeness of the documents contained in a student's personal file shall rest with the technical secretaries of the University's Admissions Committee. Where necessary, they shall submit requests to the relevant educational institution for verification.

4.4 Educational documents issued by foreign educational institutions shall undergo the recognition procedure in accordance with the legislation of the Republic of Kazakhstan. Where the certificate of recognition of a foreign educational qualification is not yet available, the student's personal file shall temporarily include the acknowledgement slip confirming submission of the application, indicating the expected date of issue of the certificate. Upon receipt, the certificate of recognition shall be added to the student's personal file by the technical secretaries of the Admissions Committee.

4.5 The staff of the Registrar's Office shall verify the accuracy of students' data entered into the Platonus Automated Information System (AIS) within one month. Any errors identified during the verification process shall be corrected by the technical secretaries of the Admissions Committee.

4.6 The records of transfer of students' personal files shall be signed by the staff of the Registrar's Office upon completion of the comprehensive verification, which shall be carried out within one month.

## 5 PROCEDURE FOR MAINTAINING STUDENTS' PERSONAL FILES AND THEIR TRANSFER TO THE UNIVERSITY ARCHIVES

5.1 The staff of the Registrar's Office shall be responsible for maintaining the confidentiality of students' personal data.

5.2 Each student's personal file shall be assigned a six-digit reference number: the first two digits shall indicate the year of admission, and the remaining four digits shall represent the sequential number of the personal file.

5.3 Copies of the orders relating to admission to the first year of study, progression from one year of study to the next, and other relevant orders shall be added to the student's personal file in a timely manner.

5.4 The personal files of graduates who have completed their studies at the University and of students who have been withdrawn from the University (for any reason) shall be transferred to the University Archives under a formal handover record.

5.5 The transfer of students' personal files from the Registrar's Office to the University Archives shall be carried out once a year.

5.6 When students' personal files are transferred to the University Archives, the original diploma and Diploma Supplement, if not collected by the graduate within one month of graduation, shall also be transferred.

5.7 The processing of documents prior to their transfer to the University Archives shall be carried out by the designated staff of the Registrar's Office.

5.8 Upon transfer to the University Archives, the personal files of graduates and students who have been withdrawn from the University for any reason shall contain the following documents:

- application for admission;
- Unified National Testing (UNT) or Comprehensive Testing (CT) certificate;
- certificate confirming the award of a state educational grant;
- extract from the admission order;
- extracts from orders (granting academic leave, withdrawal from the University, transfer, reinstatement, etc.);
- records of examinations, as applicable;
- original secondary school certificate or diploma submitted upon admission, where not collected in due time by the withdrawn student or graduate;
- original diploma and Diploma Supplement, where not collected by the graduate within the prescribed period;
- copy of the diploma and Diploma Supplement;
- copy of the identity card (or a copy of the passport with a notarised translation for international applicants);
- Individual Identification Number (IIN) registration certificate (for international applicants);
- Medical Certificate (Form No. 075/u), verified by the Zhubanov University Clinic;
- supporting documents for students who are orphans, children deprived of parental care, or children under guardianship or trusteeship, where applicable;
- supporting documents confirming disability status, where applicable;

- educational services agreement;
- copy of the academic transcript (for withdrawn students);
- clearance form and signed acknowledgement of receipt of documents;
- inventory of documents (from Admissions Committee).

5.9 In order to ensure the effective use of documents held in the University Archives, such documents may be issued to University employees for official use.

## 6 AMENDMENTS AND REVISIONS

6.1 Amendments and revisions to these Instructions shall be made in accordance with the legislation of the Republic of Kazakhstan, normative documents in the field of education, and the University's internal regulations.

6.2 Following the approval of amendments or revisions, all superseded copies of these Instructions held by the University shall be withdrawn and replaced with updated versions.

**AGREED BY:**

Vice-Rector for Academic Affairs L.Myasnikova