NJSC «K.Zhubanov Aktobe Regional University»

«APPROVED»
Chair of the Management Board–Rector
K. Zhubanov Aktobe Regional University
L.Karabassova
«28» 06 2024

INSTRUCTION ON THE PREPARATION AND ISSUANCE OF THE EUROPEAN DIPLOMA SUPPLEMENT

For official use only
Aktobe, 2024

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APPROVED AND ENTERED INTO FORCE :
by the Chair of the Management Board – Rector of K. Zhubanov Aktobe Regional University pursuant to the resolution of the Academic Council (Minutes №14 dated «28» 06 2024)

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1 SCOPE

1.1 This Instruction shall apply to the academic recognition of higher education qualifications by other countries in accordance with the principles of the Bologna Declaration.

1.2 This Instruction shall regulate the procedure for providing sufficient information on the holder of the diploma, the qualification awarded, the level of the qualification, the content of the education and the learning outcomes achieved, the function of the qualification, additional information, the certification of the Diploma Supplement, and the national higher education system.

2 NORMATIVE DOCUMENTS

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

2.2 Rules for the Organisation of the Educational Process under the Credit-Based System of Education, approved by Order No. 152 of the Ministry of Education and Science of the Republic of Kazakhstan (hereinafter referred to as the MES RK), dated 20 April 2011.

2.3 Modal Rules for the Activities of Educational Organisations Implementing Higher and (or) Postgraduate Education Programmes, approved by Order No. 595 of the Ministry of Education and Science of the Republic of Kazakhstan, dated 30 October 2018.

2.4 State Mandatory Standard for Higher and Postgraduate Education, approved by Order No. 2 of the Ministry of Science and Higher Education of the Republic of Kazakhstan (hereinafter referred to as the MSHE RK), dated 20 July 2022.

2.5 Methodological Guidelines for Completing the Diploma Supplement. Appendix to Order No. 155 of the Minister of Education and Science of the Republic of Kazakhstan dated 19 April 2019.

3 GENERAL PROVISIONS

3.1 The European Diploma Supplement is a document providing comprehensive information required for the evaluation of any higher education qualification. The Diploma Supplement has been developed in accordance with the standards established by the European Commission, the Council of Europe, and UNESCO/CEPES.

3.2 The Diploma Supplement is intended solely for the purpose of academic recognition and does not constitute official proof of a higher education qualification. It shall be valid only when accompanied by the corresponding higher education diploma.

3.3 The purpose of the Diploma Supplement is to provide sufficient information on the holder of the diploma, the qualification awarded, the level of the qualification, the content of the study programme, the learning outcomes achieved, the function of the qualification, and the national higher education system. The Diploma Supplement uses the European Credit Transfer and Accumulation System (ECTS) for the conversion and recognition of academic credits and grades.

3.4 The Diploma Supplement facilitates further study at foreign higher education institutions and enables graduates to demonstrate the recognition of their national higher education qualification to international employers.

3.5 The Diploma Supplement shall be completed in English, printed on the University's official template bearing the University logo, and issued free of charge

upon an individual request. The processing period shall be 30 calendar days from the date of submission of the application.

4 PROCEDURE FOR COMPLETING AND ISSUING THE DIPLOMA SUPPLEMENT

4.1 The Diploma Supplement shall consist of eight mandatory sections completed in English. It shall comprise a standardised text confirming that the Diploma Supplement complies with European standards.

The template of the Diploma Supplement is provided in Appendix 1.

To obtain the Diploma Supplement, the applicant shall submit the following documents to the Registrar's Office no later than three weeks before the requested date of issue:

- a copy of the identity document;
- a copy of the diploma;
- a copy of the Diploma Supplement (transcript);
- a completed application form (Appendix 2);
- an application addressed to the Rector (Appendix 3).

The Diploma Supplement shall be issued once, free of charge, and shall be recorded in the Register of Issued Diploma Supplements.

Section 1. Information Identifying the Holder of the Qualification

1.1. Family name (exactly as it appears in the passport).

1.2. Given name. (exactly as it appears in the passport).

1.3. Date and place of birth: day/month/year; the country, region, district, or city of birth.

1.4. Student identification number or code. The identification number may be the student's personal identification number in the „Univer“ information system.

Section 2. Information Identifying the Qualification

2.1. Name of qualification. The full title of the qualification shall be indicated in English (e.g. Bachelor of Education).

2.2. Level of qualification. The qualification level shall be indicated in accordance with the three-cycle degree system (Bachelor – Master – PhD).

2.3. Name of educational programme. The title of the speciality or Educational Programme shall be indicated.

2.4. Name and status of the higher education institution awarding the qualification The official name and status of the higher education institution awarding the qualification shall be indicated.

2.5. Name and status of other higher education institutions attended The names and status of higher education institutions, other than K. Zhubanov Aktobe Regional University, where the holder undertook periods of study (e.g. prior to transfer to the awarding institution or within the framework of academic mobility programmes), shall be indicated.

2.6. Language(s) of instruction and assessment. The language(s) of instruction and assessment shall be indicated.

Section 3. Information on the Level of the Qualification

3.1. Mode of study. The applicable mode of study shall be indicated.

3.2. Official duration of the programme. The official duration of the programme shall be indicated in years.

3.3. Access requirements. The admission requirements for entry to the Educational Programme shall be indicated, including the admission requirements for Bachelor's, Master's, or PhD programmes, as applicable.

Section 4. Information on the Contents and Results Gained

4.1. Programme requirements.

The competencies acquired upon completion of the Educational Programme shall be indicated. This section shall describe the requirements to be fulfilled in order to obtain the qualification, including the structure of the Educational Programme, the required number of academic credits, successful completion of examinations, and other graduation requirements.

4.2. Contents of the Educational Programme.

This section shall describe the content of the Educational Programme, including compulsory and elective courses, course projects completed by the student, professional practices undertaken, and the defended Diploma Project, indicating the workload of courses, professional practices, course projects, and the Diploma Project, their status (compulsory, elective, or additional), the final grades awarded, and the corresponding academic credits in the Republic of Kazakhstan credit system and the European Credit Transfer and Accumulation System (ECTS).

4.3. Grading scheme and grade distribution guidance.

4.4. Overall classification (if applicable). It shall be indicated whether the graduate was awarded a Diploma with Honours or a standard diploma.

Section 5. Information on the Function of the Qualification

5.1. Access to further study.

This section shall indicate whether the qualification provides access to the next level of higher education and specify the relevant admission requirements. For example, it shall indicate the requirements for admission to a Master's degree programme upon completion of a Bachelor's degree.

5.2. Professional status.

Where applicable, this section shall indicate the professional rights conferred upon the holder by the qualification.

Section 6. Additional Information

6.1. Additional information on the qualification.

This section shall indicate the employment opportunities available to graduates upon obtaining the qualification.

6.2. Additional sources of information. The official website of the University shall be indicated.

Section 8. Information on the National Higher Education System

This section shall be completed for all Educational Programmes. A model text for this section is provided below.

Higher education in the Republic of Kazakhstan is based on a three-cycle degree structure comprising Bachelor's, Master's, and PhD programmes, in accordance with the principles of the Bologna Declaration. A student who has successfully completed the Final Attestation for a higher education Educational Programme shall be awarded the Bachelor's degree. Higher education is accessible to persons who have completed general secondary education, technical and vocational education, or post-secondary education. Higher education Educational Programmes are delivered by higher education institutions. The content of higher education Educational Programmes includes the

General Education Course Cycle (GEC), the Basic Course Cycle (BCC), the Major Course Cycle (MCC), and the completion of the relevant professional practice. Higher education Educational Programmes comprise courses from the Compulsory Component (CC) and the Elective Component (EC). The courses included in the Elective Component shall complement the courses included in the Compulsory Component within each course cycle. The educational process at higher education institutions is organised under the Credit-Based System of Education, which is based on students' freedom to choose courses and independently plan their individual learning pathways, using the academic credit as the standard unit for measuring student workload. The duration of higher education Educational Programmes shall be determined by the State Mandatory Standard for Higher Education and shall be no less than four years. Higher education institutions may develop and implement Educational Programmes with a shortened period of study for applicants holding technical and vocational, post-secondary, or higher education qualifications.

AGREED BY:

Member of the Management Board
for Academic Affairs - Vice-Rector L.Myasnikova

Appendix 1

Sample Completed Diploma Supplement

University logo

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, the Council of Europe and UNESCO.

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

4.4. Grading scheme and, if available, grade distribution guidance

4.5. Overall classification of the qualification (in the original language)

Grade in RK			
Letter Grade	***Grade Point***	***Percentage (%)***	***Traditional Grade***
A	*4,0*	*95-100*	*Excellent*
A-	*3,67*	*90-94*	
B+	*3,33*	*85-89*	*Good*
B	*3,0*	*80-84*	
B-	*2,67*	*75-79*	
C+	*2,33*	*70-74*	*Satisfactory*
C	*2,0*	*65-69*	
C-	*1,67*	*60-64*	
D+	*1,33*	*55-59*	
D	*1,0*	*50-54*	
F	*0*	*0-49*	*Unsatisfactory*

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

СЕРТИФИКАЦИЯ ПРИЛОЖЕНИЯ

7.1. Date

7.2. Signature

7.3. Status

7.4. Official stamp or seal

8. INFORMATION ON THE NATIONAL HIGHER EDUCATION SYSTEM

Higher Education

Higher education is available to individuals who have completed general secondary education, technical and vocational education, or post-secondary education. Citizens of the Republic of Kazakhstan have the right to compete for state-funded higher education on a competitive basis.

Higher education programmes may be delivered through full-time, part-time, and external study modes.

The principal types of higher and (or) postgraduate education institutions include national research universities, national higher and (or) postgraduate education institutions, research universities, universities, academies, institutes, and equivalent institutions (including conservatories, higher schools, and higher colleges).

Upon successful completion of a higher education programme and passing the final attestation (180–240 ECTS credits), graduates are awarded the degree of Bachelor or the qualification of Specialist, as applicable.

9 Postgraduate Education

Postgraduate education is available to individuals who hold a higher education qualification. It is provided through master's, residency and doctoral programmes offered by higher and (or) postgraduate education institutions and research organisations in accordance with their principal fields of activity and areas of specialisation. It may also be pursued through the Bolashak International Scholarship, which supports full-time study at leading foreign higher and (or) postgraduate education institutions in accordance with the list of fields of study approved annually under the legislation of the Republic of Kazakhstan.

Master's degree programmes are based on higher education programmes and are offered in two streams:

- Research and Pedagogical Master's Programme – minimum duration of 2 years (120 ECTS credits);
- Professional Master's Programme – minimum duration of 1 year (60–90 ECTS credits).

Doctoral programmes are based on master's degree programmes and are offered in two streams:

- Research and Pedagogical Doctoral Programme – minimum duration of 3 years (180 ECTS credits);
- Professional Doctoral Programme – minimum duration of 3 years (180 ECTS credits).

Holders of a master's degree or graduates of postgraduate military education programmes may pursue the degree of Doctor of Philosophy (PhD) or the degree of Professional Doctor through doctoral programmes at military and specialised higher education institutions with a minimum duration of 3 years.

Postgraduate medical and pharmaceutical education comprises residency, master's and doctoral programmes.

Residency programmes provide advanced clinical training in medical specialties and normally require 2 to 4 years of study, depending on the specialty. The rules governing residency training are established by the authorised state body responsible for healthcare.

The Register of Educational Programmes contains the list of recognised higher and postgraduate education programmes.

Accreditation of Educational Institutions

Accreditation of educational institutions is conducted on a voluntary basis.

Educational institutions may undergo both institutional accreditation and specialised (programme) accreditation by accreditation agencies recognised by the Ministry of Science and Higher Education of the Republic of Kazakhstan.

The Ministry maintains the official register of recognised accreditation agencies, accredited educational institutions, and accredited educational programmes.

National Qualifications Framework

The National Qualifications Framework of Kazakhstan (NQF) comprises eight qualification levels, aligned with the European Qualifications Framework (EQF) and the corresponding levels of education. The eight reference levels are described in terms of learning outcomes.

European Qualifications Framework (EQF)	**Levels**	**National Qualifications Framework of Kazakhstan (NQF)**	**Qualifications Framework of the EHEA (QF-EHEA)**
EPK 8	8. Doctoral Education	HPK 8	3 Cycle
EPK 7	7. Master's Programme	HPK 7	2 Cycle
EPK 6	6.Higher education	HPK 6	1 Cycle
EPK 5	5. Post-secondary education	HPK 5	Short Cycle
EPK 4	4. Technical and Vocational Education	HPK 4	
EPK 3	3. General secondary Education	HPK 3	
EPK 2	2. Basic Secondary Education	HPK 2	
EPK 1	1. Primary Education 0. Preschool Education	HPK 1	

Appendix 2

QUESTIONNAIRE

for the Issuance of the European Diploma Supplement for Diploma No. _____
K. Zhubanov Aktobe Regional State University

1. Surname _____
   First name _____
   Patronimic _____
2. Year of Graduation _____
   Faculty _____
   Speciality / Educational Programme _____
_____
   Language of Instruction _____
3. Language of the Diploma Supplement _____in English
4. Purpose of Requesting the Diploma Supplement
   (please tick or underline as appropriate) Employment (Position), Further Study,
   Other _____
5. Current Employer and Position
_____
_____
6. Contact Details
   E-mail: _____
   Home Telephone (if applicable): _____
   Mobile Telephone: _____
   Postal Address: _____

Applicant's Signature

Date «___» _____20__

Appendix 3

To the Chair of the Management Board –
Rector of K. Zhubanov Aktobe Regional
University L. Ch. Karabassova
from a graduate of _____
(year of graduation)
Educational Programme / Speciality:
_____
_____
Full Name

Application

I kindly request that a Diploma Supplement be issued in respect of my Bachelor's degree diploma. I enclose the following documents:

1. a copy of my identity card;
2. a copy of my Bachelor's degree diploma;
3. a copy of the diploma transcript.

«__ »_____20__ г. _____ Signature