



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

Version 01  
date «04» April 2022

# **PROVISION TO SET PERSONAL COST OF STUDY FOR INTRANS AND CURRENT STUDENTS AT THE M. NARIKBAYEV KAZGUU UNIVERSITY**

Ex. № \_\_\_\_\_ original

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**Nur-Sultan, 2022**

## PREFACE

### **1 DEVELOPED BY** a focus group:

Head of the focus group – Head of Financial Support of students and communication with graduates department Maimakova A.E.

Developers:

1. Head of Financial Support of Students and communication with graduates department Maimakova A.E.
2. Head of Legal support office – Krushinskyi M.A.
3. Deputy Head of Legal support office – Idrissov R.R.

**2 SUBMITTED** for consideration by the Board on April 4, 2022, on amendments and additions – May 16, 2022

**3 APPROVED** by the decision of the Board dated April 4, 2022, Protocol No. 06, as amended and supplemented on May 16, 2022, Protocol No. 09

**IT WAS PUT INTO EFFECT** on April 4, 2022, with amendments and additions from May 16, 2022

### **4 EXPERT GROUP:**

- First Deputy Chairman of the Board – Kudaibergenov G.B.
- Chief accountant – Uvalieva B.B.
- Head of Legal support office – Krushinskyi M.A.
- Head of Financial development and control department – Khamzin A.
- Head of sales and marketing department – Alatayev A.S.

### **6 INSPECTION PERIODICITY**

1 year

**7 INTRODUCED** instead of the Provision to set and allocate personal cost of study for intrans and current students of JSC “KAZGUU University”, approved by the decision of JSC “KAZGUU University” Board from May, 28, 2020, minutes #24 with changes and additions from September, 03, 2019, minutes # 27

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## **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 setting personal cost 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;

KAZGUU BS – KAZGUU Business School;

SP&PMD – Strategic planning and personnel management department;

FSS&CGD – Financial Support of students and communication with graduates department;

A&MS – Administrative and managerial staff;

TS – Teaching staff;

LC RK – Labor Code of the Republic of Kazakhstan.

## **4. Powers and responsibilities**

4.1. The current provision is approved by the decision of the Board.

4.2. The head of FSS&CGD 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 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 FSS&CGD.

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 in FSS&CGD.

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 students and non-degree students 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 and identity card of a student);
- 1.2. marriage certificate (for married couples);

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/non-degree students must submit documents and applications for a personal change of cost of study of “Family” category to FSS&CGD within the period indicated in paragraph 5.6 of the current provision.

## **6.2. “Know our graduates” category**

Individual tuition fees are set for graduates of the higher education program (bachelor's degree), university students entering postgraduate education programs (master's degree, PhD, BS KAZGUU), as well as non-degree students entering the postgraduate education program (master's degree).

The individual cost of training is set according to the *Register of individual cost of services for the corresponding year of admission / reinstatement of a student*.

### **Requirements/ Criteria:**

1. It is necessary to submit the last original certificate of degree or diploma earned.
2. The validity period of the individual tuition fee is set for the entire period of study, subject to timely payment for tuition in accordance with the concluded agreement on the provision of paid educational services.

## **6.3. «Upgrade» category**

The individual cost of training is set for students of BS KAZGUU, who are:

- BS partners;
- small business owners;
- novice managers (at least 2 years of experience);
- members of the same family (siblings, husband, wife, children);

The individual cost for each student will be set according to the *Register of the individual cost of services for the corresponding year of admission/ reinstatement of the student*.

### **Requirements:**

1. It is necessary to provide the originals of the supporting documents.

2. The individual tuition fee is set until the end of the period of study at BS KAZGUU.

#### **6.4. “College graduate” category**

The individual tuition fee is set for graduates of the KAZGUU college in Aktobe, enrolling in higher education programs as non-degree students, according to the *Register of individual cost of services for the corresponding year of admission/reinstatement 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.
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 has GPA no less than 2,67 on completion of a certain term.

#### **6.5 "Mega Talent" category**

The individual cost of training is set for students studying at BS KAZGUU, who are:

- nonresident students studying in an online format;
- women entrepreneurs, middle and senior executives (in support of the development of women's leadership in Kazakhstan);
- graduates of KAZGUU University;
- students who have submitted a motivation letter and passed an interview.

##### **Requirements/Criteria:**

1. The individual cost of tuition is established according to the *Register of individual cost of services for the corresponding year of admission / reinstatement of the student*.
2. It is necessary to provide the originals of the supporting documents. In case of a request based on a motivation letter, it is necessary to send a letter explaining the basis for establishing an individual cost, as well as to pass an interview with the administration of BS KAZGUU.
3. The individual tuition fee is set until the end of the period of study at BS KAZGUU.

#### **6.6. "Succession of generations" category**

The individual tuition fee is set for children (students and non-degree students) of the University graduates entering higher and postgraduate education programs, according to the *Register of individual cost of services for the corresponding year of admission/reinstatement of a student*.

**Requirements/Criteria:**

1. Originals and copies of the following documents must be provided:
  - 1.1. documents confirming the relationship (birth certificate and identity card);
  - 1.2. the parent's diploma of graduation from the University.
2. The validity period of the individual tuition fee is extended for one academic period (semester), subject to timely payment for tuition in accordance with the concluded agreement on the provision of paid educational services and provided that the student has an average academic performance score – GPA of at least 2.67 according to the results of the relevant session.
3. Applicants and students submit documents and applications for individual determination of the cost of training to the FSS&CGD during the period specified in paragraph 5.6 of this Regulation.

**6.7. "KAZGUU School Graduate" Category**

The individual tuition fee is set for graduates of "KAZGUU School" entering higher education programs (full-time education), according to the *Register of individual cost of services for the corresponding year of admission/reinstatement of a student*.

**Requirements/Criteria:**

1. The original and a copy of the "KAZGUU School" completion certificate must be provided.
2. The validity period of the individual tuition fee is extended for one academic period (semester), subject to timely payment for tuition in accordance with the concluded agreement on the provision of paid educational services and provided that the student has an average academic performance score – GPA of at least 2.67 according to the results of the relevant session.
3. Applicants and students submit documents and applications for an individual change in the cost of training to the FSS&CGD during the period specified in paragraph 5.6 of this Regulation.

**6.8. "KAZGUU – our home" category**

Individual tuition fees are set for the University employees, their children and spouses entering higher and postgraduate education programs, according to the



*Register of individual cost of services for the corresponding year of admission/reinstatement of a student.*

This individual tuition fee is provided for the purpose of supporting University staff.

**Requirements/Criteria:**

1. Originals and copies of the following documents must be provided:

Employees (full-time administrative staff, teaching staff):

- a certificate from HR;

Employees' children:

- birth certificate/court decision on adoption, decision of guardianship/guardianship authorities;

Spouses of employees:

- marriage certificate.

2. In order to establish an individual tuition fee for this category, a University employee must have a work experience of 1 or more calendar year.

**3. Special condition:** Individual tuition fees can be set when forming a cost-effective academic group.

4. The validity period of the individual tuition fee, subject to all conditions, is provided for the following periods:

- bachelor's degree – 4 academic years;

- specialized master's degree – 1 academic year;

- scientific and pedagogical master's degree – 2 academic years;

- doctoral studies – 3 academic years;

- KAZGUU Business School:

• EMBA - 1 academic year;

• MBA – 2 academic years;

• DBA – 3 academic years.

5. In case of dismissal / termination of the employment contract on any grounds provided for by the Labor Code of the Republic of Kazakhstan, the established individual cost is canceled from the moment of termination of the contract.

## **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 can 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 3,0 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 FSS&CGD for authenticity.

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 FSS&CGD decision in accordance with the criteria and requirements established by this Provision an order is issued by FSS&CGD (the original document is submitted to a secretariat, copies of documents are kept in FSS&CGD and AD).

8.5. In this case the FSS&CGD must introduce a written decision about a reason of refusal in accordance with the Provision.

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 and retaking exams (assessment FX).

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 period.

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. Following the results of the corresponding session at the end of the main academic periods (semester), excluding summer and winter schools, the Registrar Office provides transcripts of students/non-degree students to extend the performance criteria for each category provided for by this Regulation.

8.12. 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 competitions hosted by international and republican social organizations on the basis of preliminary agreement with the University.

8.13. 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).

8.14. 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 FSS&CGD, 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 1<sup>st</sup> 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).

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:

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-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 FSS&CGD.

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		