

CORPORATE IMS STANDARD

JOINT-STOCK COMPANY "KAZAKH-BRITISH TECHNICAL UNIVERSITY"

PROCEDURE FOR AWARDING
INDIVIDUAL SCHOLARSHIPS TO UNDERGRADUATE STUDENTS
AT KAZAKH-BRITISH TECHNICAL UNIVERSITY JSC

CS IMS KBTU 517-1-22

Almaty

Introduction

This corporate standard "Procedure for Awarding Individual Scholarships to Undergraduate Students at Kazakh-British Technical University JSC" is an integral part of the documentation of the integrated management system (hereinafter referred to as IMS) of Kazakh-British Technical University JSC (hereinafter referred to as KBTU) and regulates compliance with the requirements of international standards of the series ISO 9001:2015, ISO 14001:2015, ISO 45001:2016, GOST ISO/IEC 17025-2019.

General Information

DEVELOPED AND INTRODUCED

Department of Student Affairs

APPROVED AND ENACTED

Decision of the Management Board of Kazakh-British Technical University JSC

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1. PURPOSE

1.1. The Procedure for Awarding Individual Scholarships to Undergraduate Students at Kazakhstan-British Technical University JSC (hereinafter referred to as the Procedure) defines the conditions and mechanism for awarding individual scholarships of the KBTU Alumni Association to undergraduate students of KBTU.

2. SCOPE OF APPLICATION

2.2 The requirements of this Procedure are binding for all employees of KBTU structural divisions involved in the distribution and payment of individual scholarships. Individual scholarships of KBTU Alumni Association, KBTU Alumni are granted by KBTU graduates of 2006 graduation year and on.

3. TERMS, DEFINITIONS AND ABBREVIATIONS

3.1. The terms, definitions and abbreviations used in this Procedure are as follows:

- 1) **Association** - KBTU Alumni Association, KBTU Alumni sponsoring a scholarship for KBTU undergraduate students
- 2) **Project organizer** - Council of KBTU Alumni Association
- 3) **Project** - a set of activities aimed at organizing the payment of personal scholarships of KBTU Alumni Association, KBTU Alumni to KBTU students
- 4) **Student** - KBTU undergraduate student taking part in the Contest
- 5) **Scholarship holder** - a winner of the students scholarship Contest during an academic semester
- 6) **Scholarship** - a monthly cash payment provided from the KBTU Endowment Corporate Fund at the request of the Association and sent to the KBTU account for further payment to the Student
- 7) **Application** - the application and supporting documents sent by a candidate to a special mailbox of the Organizer at alumni_scholarship@kbtu.kz, in the form and under the terms of this Procedure
- 8) **Commission** - independent body of at least five chosen KBTU graduates, who are guided in their work by this Procedure and are authorised to review and approve the Scholarship recipients pool according to this Procedure. Failure to comply with this requirement will invalidate the results of the competitive selection
- 9) **Contest** - the process of reviewing applications and selecting students by the Commission
- 10) **Manager** - a full-time University employee in charge of incoming Applications from Students for the Contest

4. PROCEDURE REQUIREMENTS

4.1. The KBTU Alumni Association provides scholarships to KBTU students in order to support and develop the young intellectual potential of the country.

4.2. The main goal is:

- support of talented students, as well as students belonging to socially vulnerable categories;
- increase the motivation of students to actively participate in the life of the university;
- increase the prestige of the Alumni Association.

4.3. Amount of the Scholarship: 33,334 (thirty-three thousand, three hundred thirty-four) tenge per Student per month, including taxes withheld at the source of payment, in accordance with the current tax legislation of the Republic of Kazakhstan.

4.4. Target group: KBTU undergraduate students. Affiliation Restrictions: The student must not be a close relative of university staff and/or project organisers.

4.5. The receipt by the Student of a state scholarship is not a basis for refusal to participate in the Competition and receive the Association Scholarship. The student has the right to take part in the Competition again - in the next academic period.

4.6. Scholarship term: one academic semester (6 months).

4.7. To participate in the Student Competition:

1) fills in the Application of the established form, in accordance with Appendix No. 1 to this Procedure;

2) sends the application and copies of supporting documents in a scanned version to the email address alumni_scholarship@kbtu.kz.

4.8. Documents provided for participation in the Competition:

4.8.1. Required Documents:

1. application of the established form (Appendix No. 1);
2. statement of responsibility (Appendix No. 2);
3. transcript;
4. Motivational letter - at least 100 words on the topic "Why exactly am I worthy of a scholarship?" (language: to choose from - Kazakh, Russian, English);
5. documentary evidence of one (or several) of the specified categories, if any: an orphan, a disabled person, disabled parents and/or retired parents. (Mandatory document for socially vulnerable students);
6. certificate of family composition or copies of birth certificates of all children (Required document for students from large families).

4.8.2. Additional documents (if any):

- copies of documents proving participation in competitions, olympiads, etc.;
- copies of scientific publications.

4.9. Requirements for students:

- no criminal record and/or administrative penalties;
- absence of disciplinary violations in KBTU for the past and current academic periods (semester);
- study at the undergraduate program of KBTU;
- compliance with the performance criteria specified in clause 4.11 of this Procedure;
- compliance with the affiliation criteria specified in clause 4.4 of this Procedure;

- additional requirements or conditions may be added by the Association.

4.10. Selection criteria:

Regardless of the year of study:

- general GPA no less than 3.0 (at the time of the Commission's consideration) and GPA 2.2 for students belonging to socially vulnerable categories;

- active participation in the public, cultural, research and practical activities of the university;

- achievements at republican and/or international olympiads, creative competitions, scientific conferences, start-up project competitions for the period of study at KBTU, as well as holding patents for discoveries or inventions;

- not receiving scholarships from other sources, except for state scholarships.

Under equal conditions, the advantage is given to:

- orphans and children left without parental care;

- children with disabilities;

- students from large families, students with disabled parents or retired parents.

4.11. The competition is held annually:

1) from July to August to determine the scholarship holders in the autumn semester;

2) in January to determine the scholarship holders in the spring semester.

The terms of the announcement of the Competition are approved by the Project Organizer in agreement with the Association. Deadline for accepting applications: within 15 calendar days from the date of the announcement of the start of accepting applications.

The competition is held in two stages:

Stage 1:

- accepting the Applications and a full package of documents and confirmation of their status ("Confirmed", "Rejected", "Incomplete").

In the course of collecting the applications some applications might be rejected in case that:

- the data was filled in incorrectly;

- not all the mandatory documents specified in the Application were provided;

- false information was provided.

The Manager confirms the correctness of the accepted Applications and the accuracy of the information provided in them. After confirmation, the Application has the status "Confirmed". Incorrectly executed Applications, as well as those containing false information, have the status "Rejected", they are not confirmed by the Manager and are not allowed to participate in the Contest.

Stage 2:

- consideration by the Commission of applications with the status "Confirmed";

- approval of the Fellows.

At stage 2, the confirmed Applications are considered by the Commission for compliance with the criteria specified in this Procedure. Deadline for consideration of applications: within 10 calendar days from the date of completion of application acceptance.

The Commission's decision is final and cannot be appealed. Based on the decision of the Commission, the Project Manager prepares a draft order on the payment of scholarships to scholarship holders.

4.12. Payment of Scholarships to Fellows is carried out by the Department of Accounting, Reporting and Finance of KBTU in accordance with the order at KBTU on the appointment of fellows at the written request of the Project Organizer.

The scholarship is awarded for a period of 1 academic period (semester), paid monthly. A semester is the period from July to December of the reporting year or from January of the reporting year to June of the current year.

The scholarship is paid exclusively by the bank transfer to the Scholarship Holder's bank card. The scholarship is paid only to valid university students.

4.13. The payment of the Scholarship is terminated in the case of:

- the inconsistency of the Scholarship Holder with the requirements of the Procedure revealed as a result of monitoring of educational activities;
- granting academic leave to the Scholarship Holder;
- deductions of the Scholarship holder from the university;
- detection of gross disciplinary misconduct by the Scholarship Holder, as well as violations of the KBTU Academic Integrity Policy, which leads to non-compliance with the criteria specified in this Procedure. The scholarship can be cancelled, but the refund of the amounts already listed is not required. In this case, the basis for the cancellation of the scholarship payment is the decision of the KBTU Disciplinary Committee;

- transfer of the Scholarship holder to another higher educational institution;
- in case of death of the Scholarship Holder.

The Manager prepares a draft order to terminate the payment of the Scholarship to the Scholarship Holder, including documents confirming the non-compliance of the Scholarship Holder with the requirements. Termination of the Scholarship payment is made based on the Rector's order.

The Scholarship that has been released cannot be granted to another university student. The funds remaining from the released Scholarship remain on the account of the Project Organizer and can be used for the payment of Scholarships in the next academic semester on the basis of the Competition.

5. REQUIREMENTS TO THE PROJECT ORGANIZER

5.1. The project organizer has the right to return applications with the status "Incomplete" for the possibility of correction and / or addition in order to re-submit the application. The project organizer has the right to use the following data of the student in its reporting, including public reporting:

- full name;
- date of birth;
- year of studying, faculty, educational program .

5.2. The project organizer has the right to use the Student's data for analysis, identifying average indicators among Students and further publishing the results of the analysis, but without specifying names. Submission of the Application means the Student's unconditional consent to the use of the Student's personal data by the Project Organizer.

5.3. The costs of collecting supporting documents for the Application are not paid by the Project Organizer.

5.4. Application will only be accepted if:

- compliance with the requirements of the order;
- completed on all items related to the student.

5.5. Applications submitted for the Competition are not edited or reviewed by either the Project Organizer or the Commission.

5.6. To achieve the goals of the Competition, the Project Organizer has the right to request from third parties additional information about the Students applying for the Scholarship.

6. REQUIREMENTS TO THE MEMBERS OF THE COMMISSION

6.1. If necessary, members of the Commission have the right to comment on Applications in written form . Estimates and comments made by members of the Commission are confidential information prohibited from publication and available only to the relevant university staff and the Project Organizers.

6.2. The composition of the members of the Commission is closed and not disclosed, but can change the status with the consent of the members of the Commission.

7. Procedural risks

7.1 The following procedural risks may arise during the performance of actions regulated by this Procedure:

№	Name of risk	Preventive actions	Corrective actions	Risk Owner
1	Providing an incomplete set of documents	Interaction with the student through e-mail, development of this Order	Identification of the cause of the observed nonconformity and taking corrective measures	Student/ Project Manager
2	Failure to inform students in a timely manner about the contest	Project manager interaction with school dean's offices, delivering information to all students via messengers, chat rooms, outlook		Менеджер проекта
3	Untimely payment of scholarships	Development of this document, notification of the timing of payment by the Project Organizer		Department of Accounting, Reporting and Finance
4	Lack of transfer of funds for the payment of the scholarship	Correspondence and official notification of the Corporate Fund KBTU Endowment about the results of the contest and the need to transfer funds to the KBTU current account		Vice-Rector for Social and Educational Issues of KBTU

8. IMS records

8.1. This Procedure establishes the following IMS records:

№	Record name	Record storage location	Responsible for records	Timing of formation
1	Applications of students (document package according to clause 4.8.)	Email, cloud storage	Project Manager	According to the File Register
2	Order for the granting of personal scholarships	Chancery, cloud storage	Project Manager	According to the File Register
3	Letter to the KBTU Endowment Corporate Fund about the results of the contest and the need to transfer funds to the KBTU current account	Project organizer	Project Manager	According to the File Register

9. THE RESPONSIBILITY

9.1. The Council of the “KBTU Alumni” graduates Association is responsible for the planning and implementation of the competition.

9.2. The project manager is responsible for the timely acceptance of students’ applications (according to the instructions), the formation of a set of analyzes for the commission and the submission of applications for consideration by the Commission.

9.3. The Commission is responsible for the selection of the Scholars.

9.4. The KBTU Vice-Rector for Social and morale building Affairs is responsible for the timely transfer of funds from the KBTU Endowment Corporate Fund to the KBTU settlement account for the accrual and payment of scholarship to the Student.

9.5. The Department of Accounting, Financial statements and Finance is responsible for the timely accrual and payment of scholarship to the Student.

10. THE DOCUMENT LINKS

10.1. This Procedure uses links to the following documents:

1) The model rules for the activities of organizations of higher and (or) postgraduate education, approved by the Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018 № 595;

2) The state compulsory for all standard of higher education, approved by the Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated July 20, 2022 № 2.


11. THE FINAL PROVISIONS

11.1. This Procedure comes into force after the Board of KBTU makes a decision on its approval. The amendments and additions to this Procedure may be made by decision of the Board.

11.2. If, as a result of amendments in the legislation of the Republic of Kazakhstan, the KBTU Charter, certain norms of this Procedure come into conflict with them, until the Procedure is brought into line with the legislation and the Charter, it is necessary to be guided by the current regulatory legal acts of the Republic of Kazakhstan.

11.3. The issues not administered by this Procedure are regulated in accordance with the current legislation of the Republic of Kazakhstan and the KBTU regulatory documents.

**FLOW DIAGRAM:
AWARDING INDIVIDUAL SCHOLARSHIPS OF THE KBTU ALUMNI
ASSOCIATION TO UNDERGRADUATE STUDENTS OF KAZAKH-BRITISH
TECHNICAL UNIVERSITY**

Entry:	Contest procedure for awarding individual scholarships of the KBTU Alumni Association to undergraduate students of KBTU.	
Action	a person in charge	record storage
Filling out applications; sending by email	Student	Email
Confirmation of acceptance of the document and request for missing documents	Project Manager	Email
	Project Manager	Email, cloud storage
Consideration of applications and decision making	Commission	Decree
Exit:	Awarding scholarships to scholarship holders	

Application for participation in the competition for the award of Scholarships of the KBTU Alumni Association "KBTU ALUMNI."

To Scholarship Award Committee
Association of graduates of KBTU
«KBTU ALUMNI»
From

(Full name)
residing at: _____

(address of the actual residence)

APPLICATION

Please accept my Application for participation in the competition for Scholarships of the KBTU Association «KBTU ALUMNI.»

FULL NAME student		Photo
<i>Contact information (mobile phone, email address)</i>		
Date of Birth		
Address of the actual residence		
Nationality		
Secondary education		
Faculty		
Major		
Year of study		
General GPA		
Source of funding for training (state grant / paid by the student/ paid by the company) / KBTU grant		
Social status (large family, health status, other social categories)		
Achievements during the period of study at KBTU (academic, scientific, creative, sportive), if available		
Violation of the internal regulations of the university / DMIS (if any)		
Additional information about myself		

Student's application for participation in the competition.

Rules for filling out the Application:

1. A complete package of documents is sent to the Organizer's e-mail within the time specified in the announcement of the Contest. In no case should you delete letters received from the Project Organizer before the end of the Contest from the address
2. Where a Student's signature is required, only the signature should be affixed. Where the signature and full name of the Student is required, the signature and full name of the Student must be in writing on the identity card/passport.
3. A photograph must be attached to the application and scanned copies of all necessary documents must be attached.
4. Data and supporting documents on participation and receiving awards at events in the field of science, sports and culture (olympiads, tournaments, etc.) should be indicated only for the time of study at KBTU.

Student's full name _____

Date _____

Signature _____

Statement of responsibility

I _____
(Student's full name)

A student applying for a scholarship from the «KBTU ALUMNI» Association confirms that all the information I have submitted in this application is complete and accurate. I am aware that the provision of false or incomplete data leads to exclusion from the Competition, as well as the loss of the monthly scholarship if awarded. I am acquainted with the requirements of the order of the scholarship program of the Association of «KBTU ALUMNI».

I do not object to handing over the results of the competitive selection to partners, experts and other interested organizations, as well as by posting the results of the competitive selection on the official website.

I undertake to pass all stages of the competition independently, without the participation of parents/guardians or other intermediaries. When passing the competition, I undertake to be polite with the staff of the University, responsible for the organization and conduct of stages of the competition.

When changing your personal data, within 7 (seven) calendar days from the date of change, send new data in written form or by email to **alumni_scholarship@kbtu.kz**

I undertake to check regularly the e-mail listed in my application and to respond in a timely manner to the requested information.

Please write the text in italics below:

I personally filled out the present annex. With the above conditions and requirements, I am familiar with and agree (I confirm by personal signature).

Student signature _____

Date _____