



JSC «Kazakh University of Technology and Business named after K. Kulazhanov»

QUALITY MANAGEMENT SYSTEM

POLICY



APPROVED

President of

JSC «KazUTB named after K. Kulazhanov»

E.T. Kulazhanov

**"SOCIAL PACKAGE"
FOR STUDENTS OF THE UNIVERSITY AND COLLEGE
OF JSC «KAZUTB NAMED AFTER K. KULAZHANOV»
KazTBU-VRUWaSD-RP-8.5/8.6-2025-03**

AGREED

Rector of

JSC «KazUTB named after K. Kulazhanov»

L.K. Baibolova

Astana, 2026

**"Social package" for students of the university and college of JSC "KazUTB
named after K. Kulazhanov" KazTBU-VRUWaSD-RP-8.5/8.6-2025-03**

PREFACE

These Regulations were developed by the Vice-Rector for UWaSD.

These Regulations are approved by the President with a personal signature on the title page, agreed with the Rector and put into effect from the date of signing.

This Regulation applies to students of the university and college of JSC "KazUTB named after K. Kulazhanov"

Present Regulations Designed by in compliance c documented procedure DP KazTBU-QAaAD-DP-7.5-2025-20-05.01.

Periodic review of these Regulations is carried out by the Vice-Rector for HRV with an interval not exceeding 3 years, in accordance with DP KazTBU-QAaAD-DP-7.5-2025-20-05.01.

To consider the Regulation on the Procedure for Providing "Kulazhanov" Benefits for Tuition Fees for Students PD 16-06.05-2022 of 29.02.2024 to be considered invalid.

CONTENTS

1 Name of the document	3
2 Developer	3
3 Purpose of the document.....	3
4 Regulatory References	3
5 Terms and Definitions.....	4
6 Abbreviations used.....	5
7 General provisions and description of the procedure	6
8 Procedure for Granting Benefits to Students	6
9 Benefits provided when paying for educational services	8
10 Socio-medical and social benefits.....	8
11 Encouragement of students	9
12 Process Risks and Preventive Actions	9
13 Responsibilities and Authority.....	9
14 Privacy.....	10
15 Final part	10
16 Anti-Corruption Regulations	10
17 Annex	11
F-PVSR-8.5/8.6-2025-03-01	11
F-PVSR-8.5/8.6-2025-03-02	12
F-PVSR-8.5/8.6-2025-03-03	13
F-PVSR-8.5/8.6-2025-03-04	14
F-PVSR-8.5/8.6-2025-03-05	15
18 Approval sheet F. ООКИЯ-7.5-2025-05-02(MANDATORY).....	17
19 Familiarization sheet F. ООКИА-7.5-2025-05-03 (mandatory).....	17
20 Change registration sheet F. ООКИА-7.5-2025-05-04 (mandatory)	18
21 Periodic Inspection Record Sheet F. ООКИА-7.5-2025-05-05 (mandatory).....	18

1 NAME OF THE DOCUMENT

1.1 "Social package" for students of the university and college of JSC
"KazTBU named after K. Kulazhanov" KazTBU-VRUWaSD-RP-8.5/8.6-2025-03

2 DEVELOPER

2.1 Vice-Rector for Upbringing Work and Social Development.

3 PURPOSE OF THE DOCUMENT

3.1 This social package is designed to further develop and improve social protection and improve the standard of living of JSC students "KazTBU named after K. Kulazhanov";

4 REGULATORY REFERENCES

- 4.1 [ISO 9001:2015 "Quality Management System. Requirements";](#)
- 4.2 [ISO 9000:2015 Quality Management System. Basic Provisions and Dictionary](#) _;
- 4.3 [ISO 37001:2016 Anti-Corruption Management System;](#)
- 4.4 [Labor Code of the Republic of Kazakhstan;](#)
- 4.5 [Law of the Republic of Kazakhstan "On Education";](#)
- 4.6 [Law of the Republic of Kazakhstan "On Combating Corruption";](#)
- 4.7 [Law of the Republic of Kazakhstan "On Science and Technology Policy";](#)
- 4.8 [Law of the Republic of Kazakhstan dated December 19, 2003 No. 508-II "On Advertising"; Regulatory and Legal Acts of the Republic of Kazakhstan \(Adilet Information Retrieval System\)](#)
- 4.9 Social Code of the Republic of Kazakhstan (dated April 20, 2023 No 224-VII LRK)
- 4.10 Decree of the Government of the Republic of Kazakhstan dated June 30, 2023 № 523. On Approval of the Model Rules for the Provision of Social Assistance, Establishment of Its Amounts and Determination of the List of Certain Categories of Citizens in Need
- 4.11 Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018 No 595 "On Approval of the Model Rules for the Activities of Organizations of Higher and Postgraduate Education (with amendments and additions as of 27.10.2023);
- 4.12 Order of the Minister of Education and Science of the Republic of Kazakhstan dated April 20, 2011 No 152 "On Approval of the Rules for the Organization of the Educational Process on Credit Technology of Education" (with amendments and additions as of 11.08.2023);
- 4.13 Order of the Minister of Education and Science of the Republic of Kazakhstan dated March 20, 2015 No 137 "On Approval of the Requirements for Educational Organizations for the Provision of Distance Learning and the Rules for the Organization of the Educational Process for Distance Learning and in the Form of Online Learning in Educational Programs of Higher and (or) Postgraduate Education" (with amendments and additions as of 07.08.2023);
- 4.14 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 No 94 dated 06.05.2021);
- 4.15 Charter of JSC "KazUTB named after K. Kulazhanov";
- 4.16 Orders and instructions of the Rector;
- 4.17 ST "Anti-Corruption Standard of JSC "KazUTB named after K. Kulazhanov" approved by the Academic Council dated 02.2024, minutes No7;
- 4.18 Internal Labor Regulations of K. Kulazhanov KazUTB JSC;

**"Social package" for students of the university and college of JSC "KazUTB
named after K. Kulazhanov" KazUTB-PVSR-PPD-8.5/8.6-2025-03**

- 4.19 Documented procedure "Documented information";
- 4.20 Quality Policy approved by the Board of Directors dated 19.04.2024, Minutes No 2;

"Social package" for students of the university and college of JSC "KazUTB named after K. Kulazhanov" KazUTB-PVSR-PPD-8.5/8.6-2025-03

4.21 JSC Development Program "KazUTB named after K. Kulazhanov" 2024-2029, approved by the Board of Directors dated 29.08.2024, Minutes No 1;

4.22 All relevant internal documents of the University related to educational and social work. (Regulations, Code of Honor of Students, etc.).

5 TERMS AND DEFINITIONS

Terms	Definitions
Anti-corruption standard of KazTBU named after K. Kulazhanov JSC	An internal regulatory document that defines the actions and decisions of teaching staff, employees and students aimed at strict compliance with the established rules and the prevention of corruption in the field of educational services.
Government Scholarship	Monthly allowance for students within the framework of the state educational order (on the basis of a grant) of secondary specialized and higher educational institutions.
Dean	An official who manages the faculty.
Children left without parental care	Children whose parents have been deprived of parental rights or have had their parental rights restricted, have left their children in medical and other institutions, and are in places of deprivation of freedom
Leisure	Time not occupied by work or any business.
Application	An official appeal, a written request for something, drawn up in the prescribed form and submitted to the head.
Health center	A medical center organized in institutions to provide pre-medical or first aid in case of injuries, sudden illnesses, occupational poisoning, to organize measures to combat general and occupational morbidity, industrial injuries, as well as improvement of working and living conditions.
Low-income family	A family that has a total monthly income for each family member below the subsistence minimum in the last 12 months before applying for student benefits, established for these purposes by the legislation of the Republic of Kazakhstan.
Large family	A family with four or more cohabitants (including temporarily absent) minor children.
Name Document	Designation of the type of written document.
Single-parent family	A family in which children (child) are raised by one of the parents, including divorced, widowed.
Single Student Mother	A woman who has given birth to a child, but has not entered into a legal marriage, and whose alimony is not paid.
Patronage	Foster care is a form of upbringing in which orphans, children left without parental care (parent) are transferred to foster care in families under an agreement concluded by the body exercising the functions of guardianship or guardianship, and the person who has expressed a desire to take the child (children) for upbringing.
Pensioner	A person who receives a regular cash benefit paid by

**"Social package" for students of the university and college of JSC "KazUTB
named after K. Kulazhanov" KazUTB-PVSR-PPD-8.5/8.6-2025-03**

	persons who have reached retirement age have become disabled or have lost their breadwinner.
Trustee	A person appointed in accordance with the procedure established by the law of the Republic of Kazakhstan to perform guardianship functions, acting on behalf of the child and is his/her legal representative until reaching the age of majority.
Orphan	A person under the age of 18 who hasn't both or the only parent.
Management system Quality	Part of the management system aimed at quality.
Sale	Voluntary, unilateral reduction of the cost of the service supplier of the initial cost of the service.
Social package	A set of benefits or additional services, the payment for which is taken on organization of education.
Social status (category)	The position (position) of an individual or a group in society, which is determined by the totality of his (her) rights, obligations, expectations and privileges associated with the fulfillment of a certain social role.
Standard	Document or regulatory document with special properties
Structural department	Organizationally – a separate part of a legal entity and employees related to it, performing the range of labor duties established for them, responsible for the implementation of functions assigned to them.
Document Management	A set of works on the analysis of documents for compliance, on accounting and maintaining them in operation, disseminating and bringing them to the attention of interested persons.

6 ABBREVIATIONS USED

Reduction	Full name
GPA	Weighted average assessment of the level of educational achievements of a student for a certain period in the selected program (the ratio of the sum of the products of credits by the digital equivalent of the points of the final grade for all types of educational work to the total number of credits for these types of work for a given period of study).
ISO	International Standardization Organization
AA	Academic Affairs
JSC "KazUTB" named after K. Kulazhanova"	Joint Stock Company "Kazakh Technology and Business University named after K. Kulazhanov"
UW&SD	Upbringing work and Social Development
University	Higher education institution
JD	Job description
DP	Documented procedure
Healthy lifestyle	Healthy Lifestyle
Integral GPA	The total level of educational achievements of the student, the inclination to research activities and the degree of development of social competencies.
KazUTB-QAaAD- DP- 6.1-2025-22	Documented Risk Management Procedure

**"Social package" for students of the university and college of JSC "KazUTB
named after K. Kulazhanov" KazUTB-PVSR-PPD-8.5/8.6-2025-03**

Reduction	Full name
KazUTB-LSD-DP 09-08.05-2022	"Anti-corruption Standard of the Kazakh University of Technology and business named after K. Kulazhanov" Joint-Stock Company
Commission	Commission by provision of benefits by payment for educational services to students of JSC "KazUTB named after K. Kulazhanov"
MCI	Monthly Calculation Index
MC	International Standard
This Regulation Procedure	"Social package" for students of the university and college of JSC "KazUTB named after K. Kulazhanov" of KazUTB-UWaSD-RP-8.5/8.6-2025-03
N&D	Science and Innovation
DCCaLP	Department Countermeasures corruption and Legal Provision
ODA	Department of Planning and Calculation
RP	Regulations on the procedure
Vice-Rector for UWaSD	Vice-Rector for Upbringing Work and Social Development
Republic of Kazakhstan	Republic of Kazakhstan
QMS	Quality Management System
Secondary Specialized Educational Institution	Secondary specialized educational institution
FT	Faculty of Technology
UDM	Office of Youth Affairs
QAaAD	Quality Assurance and Accreditation Department
PED	Postgraduate Education Department
F	Form
FEaIT	Faculty of Engineering and Information Technology
FEaB	Faculty of Economics and Business

7 GENERAL PROVISIONS AND DESCRIPTION OF THE PROCEDURE

7.1 The social package serves to implement the following tasks:

7.1.1 improvement of mechanisms for providing comprehensive social assistance and support to students of KazUTB named after K. Kulazhanov JSC;

7.1.2 Improvement socio-economic and social and domestic conditions of students.

7.2 Funds for the development of the social package are formed from the own funds of KazUTB named after K. Kulazhanov JSC;

7.3 All types of benefits are provided for one academic year.

8 PROCEDURE FOR GRANTING BENEFITS TO STUDENTS

8.1 To receive the social support specified in section 10, the student provides the dean of the faculty with the following documents by October 1 of the current academic year:

8.1.1 Application addressed to the Rector (**F- UW&SD-8.5/8.6-2025-03-01**);

8.1.2 A copy of an identity document (required);

8.1.3 Information about the composition of the family (mandatory);

8.1.4 Certificate of income of family members (mandatory);

**"Social package" for students of the university and college of JSC "KazUTB
named after K. Kulazhanov" KazUTB-PVSR-PPD-8.5/8.6-2025-03**

8.1.5 Conclusion of the medical advisory commission (if any);
8.1.6 A copy of the death certificate of both or the only parent (if any);
8.1.7 Copies of documents issued by the competent authorities in the territory of the Republic of Kazakhstan and confirming the occurrence and consequences of natural disasters (acts of state bodies, including local representative and executive bodies);

8.1.8 The list of supporting documents depending on the social status of the student is listed in the form **F- UW&SD -8.5/8.6-2025-03-05**.

8.2 Confirmation of acceptance of documents is the issuance of a receipt indicating the surname and initials of the person who accepted the documents in the form **F- UW&SD -8.5/8.6-2025-03-02**;

8.3 Until October 15, the deans of the faculties prepare submissions in the form **F- UW&SD-8.5/8.6-2025-03-03-03** for the provision of benefits to students for payment for educational services, which are sent with a package of supporting documents provided by students for consideration by the collegial body - the commission.

8.4 The composition of the commission is approved by the order of the rector of JSC "KazTBU named after K. Kulazhanov", it is mandatory to comply with the odd number of commission members.

8.5 The commission should include representatives of JSC students "KazTBU named after K. Kulazhanov".

8.6 The chairman and secretary of the commission are elected from among the members of the commission.

8.7 Consideration of the recommendations of the deans of the faculties is carried out at a meeting of the commission.

8.8 Verification of the correctness of the data provided on the full name of students, faculty, academic group, corresponding GPA is carried out by the registrar office of KazTBU named after K. Kulazhanov JSC.

8.9 At its meeting, the Commission shall evaluate and discuss the submissions for compliance with the conditions specified in Section 10 of these Regulations.

8.10 The decision of the commission on the provision and/or reasoned refusal of benefits for payment for educational services to students of KazTBU named after K. Kulazhanov JSC in the current academic year is documented in the minutes of the meeting, in the form **F- UW&SD - 8.5/8.6-2025-03-04**, on the basis of which an appropriate order is issued, signed by the rector of KazTBU named after K. Kulazhanov JSC.

8.11 In case of a change in social status and status during the academic year, the student provides the dean of the faculty with supporting documents until February 15 of the current year in accordance with paragraphs 8.1.1-8.1.8 of these Regulations.

8.12 The meeting of the commission is held 2 (two) times a year - after October 15 and after February 15 for one month.

8.13 Notification of the deadlines for submission of applications, informing about the list of necessary supporting documents, notification of the status of considered applications of students for the provision of benefits for payment for educational services is carried out by the Deputy Dean for HR of the faculties.

8.14 Documents and applications of students for the provision of benefits for payment for educational services are stored for 5 (five) years.

8.15 The terms and conditions for the provision of benefits for payment for educational services in accordance with these Regulations are subject to publication on the corporate website of the KazTBU named after K. Kulazhanov JSC www.kaztbu.edu.kz.

**"Social package" for students of the university and college of JSC "KazUTB
named after K. Kulazhanov" KazUTB-PVSR-PPD-8.5/8.6-2025-03**

9 BENEFITS PROVIDED WHEN PAYING FOR EDUCATIONAL SERVICES

9.1 Benefits for payment for educational services provided for full-time education:

№	Type of benefit	Discount amount of the cost for one academic year
1.	Orphans and children left without parental care, who Assigned Trustee or concluded Contract about foster care	25 %
2.	* For students of families, having three and more than minors' children, which educates lonely disabled parent or pensioner	10%
3.	* Students from a single-parent family with three or more minors' children, income below subsistence minimum	10 %
4.	* For the student, which educates lonely Disabled parent(s) or pensioner with income below the subsistence level minimum	10%
5.	In case of simultaneous training at "KazTBU named after K. Kulazhanov" JSC on a paid basis of two or more students with an income below of the subsistence minimum	10% for each of the student
6.	For a student with 1 disability group	20 %
7.	Students with disabilities of group 2 or 3	10 %
8.	* For a student from a large family raising a child-disabled person with an income below the subsistence level	10 %
9.	* Children of employees with work experience in "KazTBU named after K. Kulazhanov" JSC for over 5 years	10%
10.	To the student-winner or prize-winner: republic- international- scientific, social and sports projects, contests, Olympiads and competitions	10 % 20%

*NOTE: Students should not have academic debts, with academic performance for the entire period of study GPA-3.0 and above (does not apply to 1st year students)

10 SOCIAL AND MEDICAL AND SOCIAL BENEFITS

10.1 Free medical support for students is carried out on the basis of the CITY polyclinic.

10.2 The right to free accommodation in dormitories is granted to the following groups of nonresident students:

10.2.1 orphans and children left without parental care;

10.4.3 working in the summer period in the labor collectives of "KazTBU named after K. Kulazhanov" JSC.

10.5 Students with disabilities from childhood and disabled people of groups I, II and III are provided with a discount for accommodation in dormitories in the amount of 50% of the annual fee.

**"Social package" for students of the university and college of JSC "KazUTB
named after K. Kulazhanov" KazUTB-PVSR-PPD-8.5/8.6-2025-03**

11 ENCOURAGEMENT OF STUDENTS

11.1 At the request of vice-rectors and deans, the Department of Youth Affairs that took an active part in the organization and conduct of public, sports, cultural events can be encouraged by letters of gratitude, prizes, cash prizes.

11.2 Parents of students who have achieved excellent results in educational, scientific and social life, at the end of the academic year, are sent letters of gratitude on behalf of the rector of "KazTBU named after K. Kulazhanov" JSC.

12 PROCESS RISKS AND PREVENTIVE ACTIONS

Risks associated with:	Risk Prevention Actions
1. untimely submission of documents by students; 2. incomplete package of documents provided by students; 3. violation of ethical standards in relation to students; 4. unmotivated refusal to provide social benefits.	1. advance announcement and communication to students of information about the availability of social benefits; 2. ensuring transparency and accessibility of the benefits provided; 3. careful study and action in strict accordance with the RP providing benefits; 4. a reasoned, written notice of refusal to provide a social benefit.

13 RESPONSIBILITY AND AUTHORITY

Division	Responsibilities and Authority
Vice-Rector for UW&SD	<ul style="list-style-type: none"> • Coordination and monitoring of all activities related to the implementation of the procedure; • Updating documented information and checking for compliance with requirements; • Registration control copies, Withdrawal old documents; • Timely mailing, providing access to interested parties, posting on the website and information stands only in Pdf format electronic versions, approved documented information; • Archiving of documented QMS information.
Deans of Faculties, Director of the College	<ul style="list-style-type: none"> • Application exclusively updated version of this Regulation; • Registration and accounting of students' applications; • Maintenance of paper documentation in accordance with the forms to of this Regulation
Commission for the provision of benefits for payment for educational services to students of JSC "KazUTB named after K. Kulazhanov"	<ul style="list-style-type: none"> • Application of only the updated version of this Regulation; • Holding meetings to consider the representations of faculties for the provision of discounts on payment for educational services; • Preparation of the minutes of the meeting of the collegial body F-UWaSD-8.5/8.6-2025-03-04.
Students	<ul style="list-style-type: none"> • Application exclusively updated Versions of this Regulation;

**"Social package" for students of the university and college of JSC "KazUTB
named after K. Kulazhanov" KazUTB-PVSR-PPD-8.5/8.6-2025-03**

	<ul style="list-style-type: none">• Submission of applications on the form F- UWaSD -8.5/8.6-2025-03-01, and the necessary documents in the form F- UWaSD -8.5/8.6-2025-03-05 within the established time limits.
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14 CONFIDENTIALITY

14.1 This Regulation is an internal regulatory document of the "KazTBU named after K. Kulazhanov" JSC and is not subject to submission in full to other parties, except for experts of certification bodies during the certification audit, consumers-partners with the permission of the rector of "KazTBU named after K. Kulazhanov" JSC.

15 FINAL PART

15.1 This Regulation may be amended and supplemented.

15.2 The decision to amend, supplement and cancel this Regulation is made by the President and Rector of "KazTBU named after K. Kulazhanov" JSC.

15.3 Issues not regulated in this Regulation are regulated in accordance with the current legislation of the Republic of Kazakhstan.

16 ANTI-CORRUPTION REGULATIONS

16.1 In order to comply with the requirements of the international standard MS ISO 37001:2016 in "KazTBU named after K. Kulazhanov" JSC (clause 4.5 "Assessment of corruption risks"), this regulation contains **high potential corruption risks**, since it includes decision-making processes based on subjective assessment and the provision of material advantages (discounts).

16.2 The assessment is aimed at ensuring transparency, objectivity and elimination of corruption risks in the process of providing discounts in accordance with the regulations.

16.3 The results of the analysis are used to identify violations, take corrective measures and improve the effectiveness of anti-corruption policy in the field of education.

**"Social package" for students of the university and college of JSC "KazUTB
named after K. Kulazhanov" KazUTB-PVSR-PPD-8.5/8.6-2025-03**

**17 ANNEX
Application form**

F- UWaSD -8.5/8.6-2025-03-01

For President of "KazUTB named after
K. Kulazhanov" JSC
Kulazhanov E.T.
from the student _____ courses, groups

(full name of the student)

Application

I ask you to provide me a discount on payment for education for the 202-202_ academic year in accordance with the

(supporting documents are attached).

Full name of the student _____

Signature _____

Date _____

**"Social package" for students of the university and college of JSC "KazUTB
named after K. Kulazhanov" KazUTB-PVSR-PPD-8.5/8.6-2025-03**

The form of Receipt

F- UWaSD -8.5/8.6-2025-03-02

Receipt

Dean /Deputy Dean/ of the faculty _____
(*faculty name*) / (*Full name*)

The following documents were accepted from the student _____, Group#

- _____
1. application;
 2. a copy of an identity document.
a copy of the death certificate of both or the only parent, or other documents confirming the absence of parents (court decision on deprivation of parental rights, restriction, recognition as missing, declaring them dead, recognizing them as incapable (partially capable);
 3. the conclusion of the medical advisory commission;
- (strike out what does not apply)**

Dean /Deputy Dean/ of the faculty: _____

Date _____

**"Social package" for students of the university and college of JSC "KazUTB
named after K. Kulazhanov" KazUTB-PVSR-PPD-8.5/8.6-2025-03**

**Form for the submission of the dean of the faculty
for the provision of benefits for educational services**

F- UWaSD -8.5/8.6-2025-03-03

To President of "KazTBU
named after K. Kulazhanov" JSC
Kulazhanov E.T.
the Dean of the Faculty

Performance

I ask you to provide a discount on payment for educational services for 202_ –
202_ academic year for the following students:

№	Full na me	ISN	Special ty, Group	Cou rse	GPA	Social status	Clause	% discount	Comments
1.									
2.									
3.									
4.									

Dean of the Faculty:

Date:

F- UWaSD -8.5/8.6-2025-03-04

MINUTES

Meetings of the Commission for the Provision of
benefits for payment for educational services to students
of KazTBU named after K. Kulazhanov JSC

Astana

«___» _____ 20__y.

Full name of the commission: for the Granting of Tuition Fee Discounts for Students of the JSC "KazTBU named after K. Kulazhanov"

Location: 37A K. Mukhamedkhanov St., Astana, Kazakh University of Technology and Business named after K. Kulazhanov, JSC

Venue of the commission meeting: _____

Attended:

1. Position, full name
2. Position, full name
3. Position, full name

A quorum for the commission meeting is present. Each member of the commission has one vote. Decisions are made by a simple majority vote of the commission members.

A proposal has been received to elect _____, as the Chairperson of the commission meeting and _____ as the Secretary of the Commission.

Voting results: "For" - _____ people (____%). The decision was made unanimously.

Agenda:

1. _____;
2. _____.

Voting results: "For" - _____ people (100%). The decision was made unanimously.

Question 1.

After listening to the members of the commission and studying the submitted materials for compliance with the requirement, the commission recommends students for a discount according to the list:

1. _____.
2. _____.

Chairman of the Commission
Secretary

Name
Name

Members of the Commission:

Name
Name

Students studying on a fee-paying basis from the same family

1. Application addressed to the rector (indicating the full name, group/course, faculty, reason for applying)
2. Identity document
3. Transcript (for 2-4 year students)
4. Family composition data (parents' ID cards, birth certificates, or identity cards of the student's siblings)
5. Certificate from the parents' place of work indicating the salary
6. Certificate of parental income or pension contributions
7. Certificate of registration as unemployed
8. Certificate from the place of study (university, college, school) of the student's brothers and sisters (including to confirm the status of a full-time student)
9. Kandas Status Document

Students from a large family-kandas

1. Application addressed to the rector (indicating the full name, group/course, faculty, reason for applying)
2. Identity document
3. Transcript (for 2-4 year students)
4. Family composition data (parents' ID cards, birth certificates, or identity cards of the student's siblings)
5. Certificate from the parents' place of work indicating the salary
6. Certificate of parental income or pension contributions
7. Certificate of registration as unemployed
8. Certificate from the place of study (university, college, school) of the student's brothers and sisters (including to confirm the status of a full-time student)
9. Kandas Status Document

Benefits for children of employees of KazTBU named after K. Kulazhanov JSC are provided for full-time employees who need to provide a certificate indicating the length of service. Students with significant achievements in the field of science, sports and other fields must provide supporting certificates, award sheets.

**«Социальный пакет» для обучающихся университета и колледжа
АО «КазУТБ им. К. Кулажанова» КазУТБ-ПВСР-ППД-8.5/8.6-2025-03**

Ф. ООКиА-7.5-2025-05-02(обязательное)

18 ЛИСТ СОГЛАСОВАНИЯ

Должность	Ф.И.О.	Дата	Подпись
Проректор по АВ	Аскарбеков Э.Б.		
Проректор по НИИ	Айбульдинов Е.К.		
Проректор по ВСР	Бердіғалиұлы С.		
Руководитель ОПиР	Сагидулдинова М.К.		
Руководитель ОПКиПО	Байузакова А.С.		
Главный бухгалтер	Шағырбай М.А.	18.06.2025	
Руководитель УОКиА	Нурбаева М.З.	18.06.2025	

Ф. ООКиА-7.5-2025-05-03 (обязательное)

19 ЛИСТ ОЗНАКОМЛЕНИЯ

Должность	Ф.И.О.	Дата	Подпись
Декан ТФ			
Декан ФИиИТ			
Декан ФЭиБ			
Директор колледжа			
Руководитель ОПО			

