



**On approval of the Rules of transfer and reinstatement to military, special educational institutions of the National security bodies of the Republic of Kazakhstan**

*Unofficial translation*

Order of the Chairman of the National Council of the Republic of Kazakhstan dated January 13, 2016 No. 3. Registered in the Ministry of Justice of the Republic of Kazakhstan on February 18, 2016 No. 13121

*Unofficial translation*

In accordance with subparagraph 12) of Article 5-1 of the Law of the Republic of Kazakhstan dated July 27, 2007 On Education **I hereby ORDER:**

1. To approve the attached Rules of transfer and reinstatement to military, special educational institutions of the national security bodies of the Republic of Kazakhstan.

2. To invalidate order No. 218 of the Chairman of the National Security Committee of the Republic of Kazakhstan dated July 2, 2014 “On approval of the Rules of transfer of students to higher special (military) educational institutions of the national security bodies of the Republic of Kazakhstan” (registered in the Register of State Registration of Regulatory Legal Acts under No. 9688, published in the legal information system Adilet on August 29, 2014).

3. The Human Resources Department of the National Security Committee of the Republic of Kazakhstan shall:

1) provide the state registration of this order with the Ministry of Justice of the Republic of Kazakhstan;

2) within ten calendar days after the state registration of this order with the Ministry of Justice of the Republic of Kazakhstan, direct it for official publication in periodicals and in the legal information system Adilet;

3) place this order on the Internet resource of the National Security Committee of the Republic of Kazakhstan.

4. Control over the execution of this order shall be assigned to Deputy Chairman of the National Security Committee of the Republic of Kazakhstan M.O. Kolkobayev

5. This order shall take effect upon expiry of ten calendar days after the date of its first official publication.

*Chairman  
of the National Security Committee  
of the Republic of Kazakhstan*

*V. Zhumakanov*

Approved by order No.3  
of the NSC chairman  
of the Republic of Kazakhstan  
dated January 13, 2016

# **Rules of transfer and reinstatement to military, special educational institutions of the National security bodies of the Republic of Kazakhstan**

## **1. General provisions**

1. These Rules of transfer and reinstatement to military, special educational institutions of the National security bodies of the Republic of Kazakhstan (hereinafter - the Rules) have been developed in accordance with subparagraph 12) of Article 5-1 of the Law of the Republic of Kazakhstan dated July 27, 2007 On Education and establish the transfer and reinstatement procedure to military, special educational institutions of the National security bodies of the Republic of Kazakhstan (hereinafter - the NSB universities).

2. In these Rules, transfer means transferring of students of higher education institutions of the Republic of Kazakhstan (hereinafter - the universities of the Republic of Kazakhstan) to the NSB universities.

3. Reinstatement - means an action of resuming training of a person previously expelled from the NSB university.

## **2. Transfer procedure**

4. Transfer to NSB universities from universities of the Republic of Kazakhstan shall be carried out during the vacation time if there are vacant places in the corresponding course, taking into account the results of the academic year and the accumulated transfer score, if the difference in the curricula for undergraduate studies is no more than five subjects of the compulsory component.

The transfer shall not be made to NSB universities to the training courses on academic programmes of higher education with a reduced term of study (on the basis of higher education).

5. When transferring to NSB universities from universities of the Republic of Kazakhstan, the academic difference shall be determined in the disciplines of the academic curricula that were studied in the previous academic periods.

When determining the difference in the disciplines, the difference in the forms of the final control is not taken into account.

6. The academic difference in the disciplines of the syllabuses shall be determined by the NSB university on the basis of the list of studied subjects, their programmes and volumes in academic hours or credits, reflected in a copy of a training card or transcript or in a certificate issued to persons who have not completed education in the form approved by order No. 289

of the Minister of Education and Science of the Republic of Kazakhstan dated June 12, 2009 “On approval of the certificate issued to persons who have not completed their education” (registered in the Register of State Registration of Regulatory Legal Acts under No. 5717).

Credit transfer is allowed, which is defined as a prerequisite of an academic discipline by another academic discipline or a block of cognate educational disciplines, provided that they correspond to the content and volume of the disciplines.

7. In accordance with the mastered prerequisites, the NSB university establishes a course of study and conducts transfer of the scored credits in accordance with the academic programmes.

Elimination of the academic difference in the disciplines of the working curriculum shall be carried out in the current academic period according to the individual plan developed by the academic office of the NSB university and approved by the deputy head of the NSB university, supervising the academic-methodological work.

8. The academic difference in the disciplines of the working curriculum, not eliminated within the prescribed period, is subsequently accounted for as academic backlog. In the event of an unsatisfactory result in the elimination of the academic difference on a discipline, the backlog has to be liquidated before the start of the next academic period.

9. Persons studying at universities of the Republic of Kazakhstan wishing to transfer to the NSB universities (hereinafter - candidates for study), by December 1 of the year preceding the year of transfer, shall submit applications through the units and territorial bodies of the National Security Committee of the Republic of Kazakhstan (hereinafter - NSC units) in a free form, indicating the language of instruction, addressed to the head of the NSB university.

Attached to the application shall be:

- 1) identity document (notarized copy);
- 2) documents certifying the previous education level (certificate of secondary education or a diploma of post-secondary education);
- 3) a copy of the transcript signed by the deputy head of the university of Kazakhstan, supervising the educational, academic-methodological work and a clerk of the academic office of the university of Kazakhstan, sealed with a stamp;
- 4) certificate of passing the Unified National Testing or complex testing (copy);
- 5) six photographs (without a headwear, size 4, 5 x 6 cm);
- 6) registration certificate (copy);
- 7) autobiography and resume (original).

10. In the availability of vacant places in the relevant course, the NSB university shall prepare a conclusion on the possibility of transfer to the NSB university within five working days according to the form of the appendix to these Rules.

11. The personnel services of the NSC units, taking into account the requirements specified in Articles 7 and 10 of the Law of the Republic of Kazakhstan dated February 13, 2012 “On Special State Bodies of the Republic of Kazakhstan” (hereinafter -the Law) shall:

conduct a special examination of candidates for study, psychophysiological and medical examination in military medical commissions of the NSC units, as well as polygraph examination to determine suitability for service;

direct the formed personal files of the candidates for study to the NSB universities before May 20 of the year of transfer.

12. By June 10 of the year of transfer, through the personnel services of the NSC units, the NSB university shall notify the candidates for study of the timing of the transfer actions.

13. Enrollment of the candidates for study as cadets shall be made upon the order of the head of the NSB university.

### **3. Reinstatement procedure**

14. A person expelled from the NSB university is reinstated given age restrictions established by the admission requirements at special (military) educational institutions regulated by the Law when applying in any form for reinstatement and successfully undergoing the reinstatement procedure.

15. Persons previously expelled from NSB university for poor progress or for negative reasons shall not be reinstated in NSB universities.

16. Application for reinstatement shall be addressed to the head of the NSB university in which the candidate wishes to continue to study no later than three months before the start of the next academic period. A transcript shall be attached to the application for reinstatement.

17. Provided that the student completed the first academic period in accordance with the working curriculum, also if the difference in the working curricula for undergraduate studies is no more than five academic disciplines, the university’s personnel department shall begin conducting verification actions in two working days in accordance with paragraph 1 of article 8 of the Law.

18. In case of positive completion of the verification actions within two weeks from the date of their completion, the academic office shall prepare a certificate addressed to the head of the NSB university on the possibility of reinstating the student for study and submit it to the Academic Board of the NSB university for consideration.

19. In the event of a positive conclusion of the verification procedures and compliance with the conditions of paragraph 17 of these Rules, the Academic Board of the NSB university shall make a decision on the acceptance by the NSB university of the makeup of missing disciplines (academic backlog) on the curriculum.

20. If a candidate for reinstatement makes up the academic backlog, then by the order of the head of the NSB university, he shall be reinstated.

21. The reinstatement of the expelled person to the NSB university shall be carried out on the same course in cognate disciplines.

Appendix  
to the Rules of transfer and reinstatement  
to military, special educational institutions  
of the National security bodies  
of the Republic of Kazakhstan

Form

**Approved**  
**position of the head of the NSB university**

title \_\_\_\_\_ Full name  
dated " \_\_\_\_ " \_\_\_\_\_ 20\_\_

—  
**CONCLUSION**

on possibility of transfer to \_\_\_\_\_ of the NSC of the Republic of Kazakhstan  
(name of the military, special educational institution  
of the National security bodies of the Republic of Kazakhstan)

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(position, special or military title, full name of the candidate)

Academic difference in disciplines on the curricula,  
studied by the candidate \_\_\_\_\_ in previous academic  
periods, is \_\_\_\_ academic subjects.

№	Name of the subject	Note

Head of NSB university personnel service: title \_\_\_\_\_ Full name

Head of academic office of NSB university: title \_\_\_\_\_

Full name

Read and understood " \_\_\_\_ " \_\_\_\_\_ 20\_\_ yr. signature \_\_\_\_\_