



On approval of the Rules for the Provision of Public Service “Accreditation of Entities Pursuing Scientific and (or) Scientific and Engineering Activities”

Unofficial translation

Order No. 196 of the Minister of Education and Science of the Republic of Kazakhstan dated May 12, 2020. Registered with the Ministry of Justice of the Republic of Kazakhstan on May 13, 2020 under No. 20626.

Unofficial translation

Pursuant to sub-paragraph 1) of Article 10 of the Law of the Republic of Kazakhstan of April 15, 2013 “On Public Services” **I HEREBY ORDER:**

1. That the attached Rules for the Provision of Public Service “Accreditation of Entities Pursuing Scientific and (or) Scientific and Engineering Activities” shall be approved.
2. That in compliance with the Annex hereto, certain orders of the Ministry of Education and Science of the Republic of Kazakhstan shall be deemed to have lost force.
3. That in obedience to the legislation of the Republic of Kazakhstan, the Committee of Science of the Ministry of Education and Science of the Republic of Kazakhstan shall:
 - 1) ensure state registration hereof with the Ministry of Justice of the Republic of Kazakhstan;
 - 2) place this order on the Internet resource of the Ministry of Education and Science of the Republic of Kazakhstan after its official publication;
 - 3) within ten working days after the state registration hereof with the Ministry of Justice of the Republic of Kazakhstan, submit to the Legal Department of the Ministry of Education and Science of the Republic of Kazakhstan of information on the execution of the measures stipulated by sub-paragraphs 1) and 2) of this paragraph.
4. That the supervising Vice-Minister of Education and Science of the Republic of Kazakhstan shall be in charge of controlling the execution of this order.
5. That this order shall be put into effect ten calendar days after the date of its first official publication.

*Minister of Education and Science
of the Republic of Kazakhstan*

A. Aimagambetov

“AGREED BY”

Ministry of Digital Development,
Innovation and the Aerospace Industry
of the Republic of Kazakhstan

Annex to order /
Approved by order/
Annex to joint executive order
and decision of the akimat/

approved by joint resolution and
decision
Approved
by order of the Minister of
Education and Science
of the Republic of Kazakhstan
No. 196 dated May 12, 2020

Rules for the Provision of the Public Service “Accreditation of Entities Pursuing Scientific and (or) Scientific and Engineering Activities”

Footnote. The Rules - as revised by order of the Acting Minister of Science and Higher Education of the Republic of Kazakhstan No. 283 of 16.06.2023 (shall come into effect after the day of its official publication).

Chapter 1: General Provisions

1. These Rules for the Provision of the Public Service “Accreditation of Entities Pursuing Scientific and (or) Scientific and Engineering Activities” (hereinafter - Rules) have been elaborated under sub-paragraph 1) of Article 10 of the Law of the Republic of Kazakhstan “On Public services” (hereinafter - the Law) and establish the procedure for the provision of the public service “Accreditation of Entities Pursuing Scientific and (or) Scientific and Engineering Activities” (hereinafter - the public service).

2. The public service shall be rendered by the Science Committee of the Ministry of Science and Higher Education of the Republic of Kazakhstan (hereinafter - the service provider) to natural persons and legal entities (hereinafter - the service recipient) as described herein.

3. The following basic concepts are used herein:

1) accreditation - the procedure, as a result thereof entities of scientific and (or) scientific and engineering activities acquire official recognition of conformity of their activities to the requirements and standards established by the laws of the Republic of Kazakhstan;

2) a certificate of accreditation - a document of the established sample, confirming the official recognition by the competent authority of scientific, scientific and engineering activities pursued by a natural person or a legal entity.

Chapter 2: Procedure for the provision of a public service

4. In order to receive the public service, service recipients shall provide the service provider or via the Government for Citizens State Corporation Non-Commercial Joint Stock Company (hereinafter referred to as the State Corporation) a package of documents mentioned in paragraph 8 of the List of Basic Requirements for Provision of the Public Service “Accreditation of Entities Pursuing Scientific and (or) Scientific and Engineering Activities” as per Annex 1 hereto (hereinafter referred to as the List of Basic Requirements).

5. The list of basic requirements for the provision of a public service including the features of the process, form, content and result of provision, as well as other data with due regard to the specifics of the provision of public services is shown in the List of Basic Requirements.

6. Details of identity documents shall be obtained by an employee of the State Corporation from the relevant state information systems via the e-Government gateway.

When accepting documents via the State Corporation, the service recipient shall be given a receipt of acceptance of the relevant documents.

Should a service recipient provide an incomplete set of documents as per the list specified in the List of Basic Requirements and (or) documents with expired validity period, an employee of the State Corporation shall refuse to accept the application and issue a receipt in the form under Annex 2 hereto. When applying to the State Corporation, the day of reception shall not be included in the term of provision of the public service.

Compiled applications (with the package of documents, if any) with two copies of the register shall be forwarded to the service provider via courier, and (or) postal service, and (or) via the information system, as per the schedule. The second copy of the register shall be returned to the State Corporation with a mark of receipt by the relevant service provider.

Accepted applications with accompanying documents shall be delivered to the respective service provider and back at least twice on the day of receipt of these applications.

7. The official of the office of the service provider shall accept and register the documents on the day of their receipt and send them to the head of the service provider, who within 1 business day shall appoint the responsible executive of the structural subdivision of the service provider (hereinafter referred to as the responsible executive).

8. Should the service recipient file an incomplete set of documents pursuant to the list stipulated by the List of Basic Requirements and (or) documents with expired validity period, the service provider shall refuse to accept an application.

Upon receipt of the application, the responsible executive shall examine the compliance of the submitted documents, data (information) contained therein as per the List of Basic Requirements.

In case of non-compliance of the documents filed under the List of Basic Requirements, the responsible executive shall draw up an Act of Expertise (in free form) on Accreditation of an Entity of Scientific and (or) Scientific and Engineering Activities (hereinafter - the Act of Expertise) and agree it with the head of the responsible structural subdivision.

According to the Act of Expertise, the responsible executive shall prepare a motivated response on refusal, which shall be agreed by the head of the responsible structural subdivision within 1 business day and signed by the head of the service provider or his/her deputy for sending to the service recipient.

9. Should the documents presented by the service provider comply with the List of Basic Requirements, the responsible executive shall draw up the Act of Expertise (in free form) and

agree it with the head of the responsible structural subdivision and (or) with the deputy head of the service provider, whereby within one business day he/she shall draw up a decision on issuing the accreditation certificate for a period of five years as per Annex 3 hereto and sign it with the head of the service provider or his/her substitute.

However, the accreditation certificate issued earlier shall be recognised as no longer valid.

10. In case of revealing the grounds for refusal in rendering the public service, the responsible executive shall inform the applicant about the preliminary decision on refusal in rendering the public service, as well as the time, date and place (method) of the hearing for the opportunity to express the applicant's position on the preliminary decision.

A notification on hearing shall be sent not less than 3 (three) business days prior to the end of the term of rendering the public service under Article 73 of the Administrative Procedural and Procedural Code of the Republic of Kazakhstan (hereinafter - APPC RK). The hearing shall be held not later than 2 (two) business days from the date of notification.

Following the results of the hearing, a certificate of accreditation shall be issued, or a reasoned refusal to provide a public service.

11. The ready accreditation certificate shall be issued to the service recipient upon presentation of an identity document or an electronic document from the digital document service (to identify the person) (or his/her representative: a legal entity by a power of attorney of the organisation; individuals by a notarised power of attorney or his/her representative whose powers are executed pursuant to Article 68 of the APPC RK).

12. The results of public service shall be delivered by the service provider for the State Corporation of Astana city within 1 (one) calendar day by courier, for the State Corporation of other regions - by postal service within 7 (seven) calendar days.

Herewith, the service provider shall ensure delivery of the result of the public service to the State Corporation not later than 24 hours prior to the expiry of the term of rendering the public service.

13. The State Corporation shall ensure storage of the result of the public service within 1 (one) month, then shall transfer it to the service provider for further storage within 1 (one) year. When the service-recipient applies after 1 (one) month, at the request of the State Corporation the service provider shall forward the finished result of the state service to the State Corporation for issuance to the service-recipient within 10 (ten) business days (located in the city of Astana within 1 (one) business day).

14. The service recipient (a legal entity), whose scientific and technical activities are not the main type of activities, for the purpose of solving the tasks specified in the constituent documents, having scientific subdivisions in its structure, shall be accredited by the service provider in order to obtain an accreditation certificate.

When applying for accreditation, scientists' scientometric data shall be filed no more than twice (as a natural person and from the scientist's main place of employment).

15. Branches shall be accredited as part of the parent organisation.

16. The service provider shall compile a database of accredited entities that have received accreditation certificates, as well as terminated certificates, to be placed on the internet resources of the service provider.

17. Should the surname, first name, patronymic (if any) of the service recipient (a natural person) and (or) the name of the service recipient (a legal entity) be changed, the accredited entities/natural persons shall file an application to the service provider as per Annex 11 hereto for re-issuance of the accreditation certificate accompanied by supporting documents as per paragraph 8 of the List of Basic Requirements, whereby the service provider shall be issued an accreditation certificate with the previously issued validity period.

18. Should the accreditation certificate be lost, the service provider shall issue a duplicate accreditation certificate upon written request of the accredited entity within five business days

19. Prior to the expiry of the term, the accreditation certificate shall be terminated in the following cases:

1) reorganisation (in the forms of merger, consolidation, division, separation, transformation) or liquidation of a legal entity;

2) a written application of the entity to terminate the certificate;

3) death (entry into legal force of a court decision on declaring the entity/person incapacitated, based on which the entity/person is deprived of a special right related to occupation in a certain field) of a natural person who received an accreditation certificate.

20. The service provider shall ensure that data on the stage of public service provision is entered into the information system for monitoring the provision of public services under sub-paragraph 11) of paragraph 2 of Article 5 of the Law.

21. Within 3 (three) business days from the date of enactment of amendments and (or) additions hereto the information shall be sent by the service provider to the Government for Citizens State Corporation, as well as to the Unified Contact Centre.

Chapter 3: Procedure for appealing against actions (inaction) of officials on issues of rendering public services

22. A complaint regarding the provision of public services shall be examined by a higher administrative body, an official, an authorised body for evaluation and control over the quality of public services (hereinafter - the body considering the complaint).

A complaint shall be lodged with the service provider and (or) the official whose decision, action (inaction) is being appealed against.

A service provider, an official, whose decision, action (inaction) is being appealed, no later than three business days from the date of receipt of the complaint shall forward it and the administrative file to the body reviewing the complaint.

Herewith, the service provider, the official whose decision, action (inaction) is appealed, may not send the complaint to the body considering the complaint, if it adopts a decision or

other administrative action within three business days, fully satisfying the requirements specified in the complaint.

A complaint of the service recipient, filed to the service provider shall be examined within 5 (five) business days from the day of its registration under paragraph 2 of Article 25 of the Law of the Republic of Kazakhstan “On State Services”.

A service recipient's complaint received by the authorised body for evaluation and control over the quality of public services shall be examined within 15 (fifteen) business days from the day of its registration.

23. Except as otherwise prescribed by law, recourse to the court shall be allowed after appealing in a pre-trial procedure.

Annex 1
to the Rules for the Provision
of the Public Service
“Accreditation of Entities
Pursuing Scientific and (or) Scientific
and Engineering Activities”

**List of Basic Requirements for the Provision of the Public Service
“Accreditation of Entities Pursuing Scientific and (or) Scientific and Engineering Activities”**

| | | |
|---|--------------------------------------|--|
| 1 | Name of the service provider | Science Committee of the Ministry of Science and Higher Education of the Republic of Kazakhstan. |
| 2 | Ways of providing the public service | The documents shall be accepted and the result of the public service shall be issued via: the office of the service provider or the Government for Citizens State Corporation" Non-Commercial Joint-Stock Company. |
| | | From the moment the documents are received by the office of the service provider: 1) for service recipients (natural persons) within 5 (five) business days; 2) for service recipients (legal entities) within 19 (nineteen) business days. In case of change of surname, first name, patronymic of the service recipient (natural person) and (or) name of the service recipient (legal entity), the accreditation certificate shall be re-issued: 1) for service recipients (natural persons) within 3 (three) business days; |

| | | |
|---|--|--|
| 3 | Term of rendering the public service | <p>2) for service recipients (legal entities) within 7 (seven) business days from the date of filing the relevant written application.</p> <p>On the documents received via the State Corporation the service provider shall take a decision on accreditation of entities of scientific and (or) scientific and engineering activities or refusal in accreditation:</p> <p>1) for service recipients (individuals) within 13 (thirteen) business days (when filing to the departments of the State Corporation of Astana city - 5 (five) business days);</p> <p>2) for service recipients (legal entities) within 25 (twenty-five) business days (when filing to the departments of the State Corporation of Astana city - 19 (nineteen) business days);</p> <p>Should the surname, first name, patronymic of the service recipient (a natural person) and (or) the name of the service recipient (a legal entity) change from the moment of filing the package of documents with the State Corporation, the service provider shall re-issue the accreditation certificate:</p> <p>1) for service recipients (natural persons) within 10 (ten) business days (when filing to the departments of the State Corporation of Astana city - 5 (five) business days);</p> <p>2) for service recipients (legal entities) not later than 20 (twenty) business days (when submitting to the departments of the State Corporation of Astana - 10 (ten) business days).</p> |
| 4 | Form of the public service provision | On paper |
| 5 | Result of rendering a public service | Accreditation certificate as per Annex 11 hereto, or a motivated refusal response |
| 6 | The amount of payment charged from the service recipient when rendering a public service and ways of its collection in cases envisaged by the laws of the Republic of Kazakhstan | The public service shall be rendered free of charge to natural persons and legal entities. |
| | | |

7

Working hours

1) of the service provider - from Monday to Friday inclusive from 09.00 a.m. to 6.30 p.m., with a lunch break from 1.00 p.m. to 2.30 p.m., excluding weekends and public holidays, as per the labour laws of the Republic of Kazakhstan;

2) Acceptance of applications and issuance of ready results of state services shall be effected via the State Corporation from Monday to Friday inclusive from 9.00 a.m. to 6.00 p.m. without a break, on-duty service departments of the State Corporation from Monday to Friday inclusive from 9.00 a.m. to 8.00 p.m. and on Saturday from 9.00 a.m. to 1.00 p.m. excluding holidays and weekends in accordance with the Labour Code of the Republic of Kazakhstan.

In order to obtain accreditation, the service recipients (natural persons) shall provide the service provider or the State Corporation with the following documents:

1) an application letter as per Annex 12 hereto;

2) an identity document or an electronic document from the digital document service (for personal identification);

3) copies of: a diploma of higher education; a master's degree and (or) a diploma on awarding an academic degree (candidate of sciences, doctor of sciences), doctor of philosophy (PhD) degree, doctor by profile and (or) a certificate (diploma) on awarding an academic title of associate professor (associate professor) or professor (documents on education issued by foreign educational organisations shall be recognised in the territory of the Republic of Kazakhstan according to the laws in the field of education);

4) 1 (one) monograph and/or published scientific articles for the last 5 years: for technical and natural sciences 1 international patent or 1 (one) article in an international peer-reviewed scientific journal with

List of documents required for rendering the public service

a non-zero impact factor according to the Journal Citation Reports of Clarivate Analytics, or in publications with a CiteScore of at least 35 in at least one scientific field in the Scopus database, for social sciences and humanities 1 (one) article in publications with non-zero impact factor according to Journal Citation Reports (Journal Citation Reports) of Clarivate Analytics, or indexed in Web of Science Core Collection database (sections Arts and Humanities Citation Index, Science Citation Index Expanded, Social Sciences Citation Index, as well as 3 (three) articles in scientific publications recommended by the Committee for Quality Control in Science and Higher Education of the Ministry of Science and Higher Education of the Republic of Kazakhstan.

To get accreditation, service recipients (legal entities) shall submit the following documents to the service provider and (or) to the State Corporation:

- 1) an application letter as per Annex 13 hereto;
- 2) copies of documents confirming the information specified in Annexes 4, 5, 6, 7, 8, 9, 10 hereto for the last 5 years.

If the period of the entity's activities does not exceed 5 years, copies of supporting documents shall be filed for the entire period of its activities.

An employee of the State Corporation and the service provider shall obtain details of the identity document of the service recipient from the relevant state information systems via the e-government gateway.

Service providers shall retrieve digital documents from the digital document service via the implemented integration, subject to the consent of the document owner granted through the user's mobile subscriber number registered on the e-government web portal by transmitting a one-time password or

| | | |
|---|---|--|
| | | <p>by sending a short text message as a response to a notification from the e-government web portal.</p> <p>To reissue an accreditation certificate, the service recipients shall file the following documents with the service provider or the State Corporation:</p> <p>Service recipients (natural persons):</p> <ul style="list-style-type: none"> - an application letter as per Annex 11 hereto; - a copy of the previously issued accreditation certificate. <p>Service recipients (legal entities):</p> <ul style="list-style-type: none"> - an application letter as per Annex 11 hereto; - a copy of the decision to change the name of the service recipient (Resolution/order/protocol); - a copy of the previously issued accreditation certificate. |
| 9 | <p>Grounds for refusal to provide a public service prescribed by the laws of the Republic of Kazakhstan</p> | <ol style="list-style-type: none"> 1) finding of unreliability of the documents filed by the service recipient to receive a public service and (or) data (information) contained therein; 2) non-compliance of the service recipient and (or) presented materials , objects, data and information required for rendering a public service with the requirements established by normative legal acts of the Republic of Kazakhstan; 3) with regard to the service recipient, there is an enforceable court decision (judgement) on the prohibition of activities or certain types of activities requiring the receipt of a certain public service; 4) the service recipient is subject to an effective court decision, whereby the service recipient is deprived of a special right related to the receipt of a public service; 5) lack of consent of the service recipient, granted under Article 8 of the Law of the Republic of Kazakhstan “On Personal Data and their Protection”, for access to personal data of limited access, which are required for the provision of public services; |

| | | |
|----|--|---|
| | | 6) in case of re-accreditation, three years from the moment of issuance of accreditation certificate not to implement scientific and technical projects and programmes at the expense of state budget funds. |
| 10 | Other requirements considering the specifics of rendering a public service | In case of necessity, the documents for rendering the public service shall be accepted by an official of the State Corporation with a visit to the place of residence by applying via the Unified Contact Centre: 1414, 8-800-080-7777. |

Annex 2
to the Rules for the Provision
of the Public Service
“Accreditation of Entities
Pursuing Scientific and (or) Scientific
and Engineering Activities”

Document form
(surname, first name, patronymic
(if any) or
name of the service provider
organisation)
(service recipient's address)

Receipt of refusal to accept documents

Guided by paragraph 2 of Article 20, paragraph 2 of the Law of the Republic of Kazakhstan “On State Services”, Department No. _____ of the branch of the Government for Citizens State Corporation (specify address) refuses to accept documents for the provision of the public service _____ due to filing an incomplete set of documents as per the list stipulated by the Rules of the mentioned public service, and (or) documents with expired validity period, namely:

Name of missing documents:

- 1) _____;
- 2) _____.

This receipt has been drawn up in 2 copies, one for each party.

_____ (surname, first name, patronymic (if any) of the official of the Government for Citizens State Corporation Non-Commercial Joint-Stock Company)

_____ (signature)

Performed by: _____

(surname, first name, patronymic (if any)) (signature)

Contact number: _____

Received by: _____

_____ (surname, first name, patronymic (if any))(service recipient's signature)

“ _____ ” _____ 20__

Annex 3
to the Rules for the Provision
of the Public Service
“Accreditation of Entities
Pursuing Scientific and (or) Scientific
and Engineering Activities”

Accreditation certificate

| | |
|--------------------|--------------------------|
| The city of Astana | “ _____ ” “ _____ ” 20__ |
|--------------------|--------------------------|

In line with Article 23 of the Law of the Republic of Kazakhstan “On Science”,

_____ (name of the legal entity / Surname, name and patronymic (if any) natural person)

is accredited as an entity of scientific and (or) scientific and engineering activities for a period of five years. The certificate shall be granted for participation in competitions of scientific, scientific and engineering projects and programmes financed from the state budget and other sources, not prohibited by the laws of the Republic of Kazakhstan.

Authorised body

Stamp here

Series _____

No. _____

Annex 4
to the Rules for the Provision
of the Public Service
“Accreditation of Entities
Pursuing Scientific and (or) Scientific
and Engineering Activities”

Document form

Details of the entity

| No. | Date of initial state registration (year of establishment) | Type of activities of the entity | Form of ownership: state one/ private one | Accreditation of the entity of scientific and (or) scientific and engineering activities | | Legal address, telephone number, e-mail , Internet resource |
|-----|---|----------------------------------|---|--|--|---|
| | | | | Initial one | Repeated one (date, serial number of the certificate) | |
| | | | | | | |

| | | | | | | |
|---|--|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | Date of initial state registration (year of establishment) | | | | | |

Attached:

- a copy of the articles of association of the entity;
- in the case of re-accreditation, a copy of the accreditation certificate shall be enclosed.

Head of the entity _____

(Surname, first name, patronymic (if any)(signature)

Annex 5
to the Rules for the Provision
of the Public Service
“Accreditation of Entities
Pursuing Scientific and (or) Scientific
and Engineering Activities”

Document form

Information on employees engaged in scientific and (or) scientific-technical activities with the academic degrees of Doctor of Science, Candidate of Science, Doctor of Philosophy (PhD), Doctor by profile, with the academic title of Associate Professor or Professor, as well as the academic degree of Master

| No. | Surname, first name, patronymic (if any) | Details of the Master's academic degree (speciality, year of award) | Details of the Doctor of Philosophy (PhD) or Doctor of Science degree, (speciality, year of award) | Data on the Candidate of Sciences or Doctor of Sciences degree (speciality, year of award) | Information on the academic title Associate Professor or Professor, (speciality, year of award) |
|--------|--|---|--|--|---|
| 1 | 2 | 3 | 4 | 5 | 6 |
| Total: | | | | | |

Attached:

- copies of diplomas;
- an employment contract or other supporting documents where the accredited organisation is specified as the main place of employment and an order on hiring employees.

Note:

- entities with at least 5 researchers working in these entities for more than 6 months may apply for accreditation;
- data on employees engaged in scientific and (or) scientific and engineering activities shall be specified by the service recipients (legal entities), as well as data on previously employed staff involved in scientific activities shall be presented in the form of a table with indication of full name, period of employment, position and academic degree/title.

Head of the entity _____

(Surname, first name, patronymic (if any) (signature)

Annex 6
to the Rules for the Provision
of the Public Service
“Accreditation of Entities
Pursuing Scientific and (or) Scientific
and Engineering Activities”

Document form

Data on availability of a laboratory of international and (or) national level with appropriate equipment for conducting research work (excluding humanities, sociological and economic sciences not requiring a laboratory)

| No. | Physical address of the building (structure) specifying the total and usable area (m2) | A laboratory for research work including name and area of the laboratory | Certified or attested (accredited) laboratory at the international level or at the national level with indication of name and area: | |
|--------|--|--|---|-------------------------|
| | | | - at the international level | - at the national level |
| 1 | 2 | 3 | 4 | 5 |
| Total: | | | | |

Attached:

- a copy of the certificate of a certified or attested (accredited) laboratory and (or) structure of the organisation indicating the laboratory;
- laboratory certificate;
- where the organisation leases a laboratory for research work, the laboratory lease agreement shall be attached;
- an explanatory statement (in free form) that the scientific activity does not require a laboratory.

Head of the entity _____

(if any) (signature) (Surname, first name, patronymic)

Annex 7
to the Rules for the Provision
of the Public Service
“Accreditation of Entities
Pursuing Scientific and (or) Scientific
and Engineering Activities”

Document form

Data on professional development over the last 5 (five) years

| No. | Surname, first name, patronymic (if any) | Name of the topic | Venue and period of training (courses) | Name of the organisation where the training (courses) took place at the international level or at the national level | |
|-----|--|-------------------|--|--|--|
| | | | | | |
| | | | | | |

| | | | | | |
|---|--------|---|---|------------------------------|-------------------------|
| | | | | - at the international level | - at the national level |
| 1 | 2 | 3 | 4 | 5 | 6 |
| | Total: | | | | |

Attached:

- copies of the certificate and (or) licence for advanced training

Head of the entity _____

(Surname, first name, patronymic (if any) (signature)

Annex 8
to the Rules for the Provision
of the Public Service
“Accreditation of Entities
Pursuing Scientific and (or) Scientific
and Engineering Activities”

Document form

Data on the total amount of financing of R&D and implementation of scientific, scientific and engineering projects and programmes for the last 5 (five) years:

| No. | Grant Funding Projects (GF) | Targeted scientific, scientific and engineering programmes (Targeted funding programme) | Grants for commercialisation of the outcomes of scientific and (or) scientific and engineering activities | Grants from other sources (projects financed by the local budget or international organisations and foundations, etc.). | Own funds | Other sources (programmes and projects financed by business, non-governmental foundations and organisations, etc.) |
|-----|-----------------------------|---|---|--|-----------|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |

Attached:

- copies of agreements on implementation of scientific, scientific and engineering projects and programmes;

- copies of reports on research work and (or) acts of completed work.

Head of the entity _____

(Surname, first name, patronymic (if any) (signature)

Annex 9
to the Rules for the Provision
of the Public Service
“Accreditation of Entities
Pursuing Scientific and (or) Scientific
and Engineering Activities”

Document form

Details of intellectual property for the last 5 (five) years:

| | | | |
|--|--|--|--|
| | | | |
|--|--|--|--|

| | | | |
|-----|---|------------|--|
| No. | Protection documents (patents for inventions, industrial designs, utility models, selection achievements) | Copyrights | International Patent (Eurasian Patent), Licence Agreements |
| 1 | 2 | 3 | 4 |

Attached:

- copies of patents for inventions, industrial designs, utility models, selection achievements;

- copies of copyright certificates;

- copies of international patents (Eurasian Patent), licence agreements.

Head of the entity _____

(Surname, first name, patronymic (if any) (signature))

Annex 10
to the Rules for the Provision
of the Public Service
“Accreditation of Entities
Pursuing Scientific and (or) Scientific
and Engineering Activities”

Document form

Data on published research papers for the last 5 (five) years:

| | | | | | |
|-----|--|--|--|---|--|
| No. | Articles in international peer-reviewed research journals ranked in the 1st, 2nd and 3rd quartile based on the Journal Citation Reports of Clarivate Analytics, or having a CiteScore percentile of at least 35 in at least one of the scientific fields, in the social sciences and humanities, in journals indexed in the Web of Science Core Collection, Arts and Humanities Citation Index, Science Citation | Articles in journals indexed by RRCI and other international databases with non-zero impact factor | Articles in research publications, recommended by the CQASHE MSHE RK | Materials on conferences, forums, congresses, symposiums and congresses | Publishing activities (monographs, textbooks, manuals, |
|-----|--|--|--|---|--|

| | | | | | |
|---|---|---|---|---|------------------------------|
| | Index Expanded, Social Sciences Citation Index, of Clarivate Analytics. | | | | methodological documents) |
| 1 | 2 | 3 | 4 | 5 | 6 |

Attached:

- copies of published scientific articles;
- copies of published materials on conferences, forums, congresses, symposiums and congresses;
- copies of monographs, textbooks, manuals, methodological documents

Note: explanation of abbreviations:

RRCI – Russian Research Citation Index

CQASHE MSHE RK– Committee for Quality Assurance in Science and Higher Education of the Ministry of Science and Higher Education of the Republic of Kazakhstan

Head of the entity _____

(signature) (Surname, first name, patronymic (if any))

Annex 11
to the Rules for the Provision
of the Public Service
“Accreditation of Entities
Pursuing Scientific and (or) Scientific
and Engineering Activities”

Document form

to _____
from _____
(full name of the entity)

(tel./email address)

**Application Letter
(when reissuing)**

I kindly ask you to re-issue accreditation certificate series ___ of _____ 20 ___, in view of the change in the name of the legal entity/full name

(name of a legal entity / Surname, name and patronymic (if any)
as an entity of scientific and (or) scientific and engineering activities.

Attachment:

| No. s/o | Name of the document | Availability note |
|---------|--|-------------------|
| 1 | 2 | 3 |
| 1. | a copy of the decision to change the name of the service recipient (a resolution, order, minutes); | |

| | | |
|----|--|--|
| 2. | a copy of the previously issued accreditation certificate. | |
|----|--|--|

I consent to the use of data constituting a secret protected by the Law maintained in information systems when rendering public services.

“ ___ ” _____ 20__

(Signature)

(Head/Surname, name and patronymic (if any))

Annex 12
to the Rules for the Provision
of the Public Service
“Accreditation of Entities
Pursuing Scientific and (or) Scientific
and Engineering Activities”
to _____
from _____
(person’s full name)

(tel./email address)

**Application Letter
(for natural persons)**

I kindly ask you to accredit _____
(Surname, name and patronymic (if any) of the person)
as a person involved in scientific and (or) scientific and engineering activities.

Attachment:

| No. | Name of the document | Availability note |
|-----|---|-------------------|
| 1 | 2 | 3 |
| 1 | <p>Copies of: a diploma of higher education; a master's diploma and (or) a diploma on awarding an academic degree (Candidate of Sciences, Doctor of Sciences), Doctor of Philosophy (PhD) degree, doctoral degree by profile and (or) a certificate (diploma) on awarding the academic title of Associate Professor or Professor.</p> <p>(Educational documents issued by foreign educational institutions shall be accepted in the territory of the Republic of Kazakhstan pursuant to the legislation in the field of education).</p> | |
| | <p>1 (one) monograph and/or published scientific articles for the last 5 (five) years: for technical and natural sciences 1 (one) international patent or 1 (one) article in an international</p> | |

2

peer-reviewed scientific journal with a non-zero impact factor as per the data in Journal Citation Reports of Clarivate Analytics, or in publications with a CiteScore percentile score of at least 35 in at least one of the research fields in the Scopus database, for social sciences and humanities 1 (one) article in publications with non-zero impact factor as per the Journal Citation Reports of Clarivate Analytics, or indexed in the Web of Science Core Collection database (Arts and Humanities Citation Index, Science Citation Index Expanded, Social Sciences Citation Index), as well as 3 (three) articles in research publications recommended by the Committee for Control in the Sphere of Science and Higher Education of the Ministry of Science and Higher Education of the Republic of Kazakhstan.

I consent to the use of data constituting a secret protected by the Law maintained in information systems when rendering public services.

“ ___ ” _____ 20__

(Signature)

(Surname, name and patronymic (if any))

Annex 13
to the Rules for the Provision
of the Public Service
“Accreditation of Entities
Pursuing Scientific and (or)
Scientific and Engineering Activities”

to _____
from _____

(tel./email address)

Application Letter (for legal entities)

I kindly ask you to accredit _____

(name of the legal entity (if any))

as an entity engaged in scientific and (or) scientific and engineering activities.

Attachment:

| | | |
|--|--|--|
| | | |
|--|--|--|

| No. | Name of the document | Availability note |
|-----|--|-------------------|
| 1 | 2 | 3 |
| 1 | A copy of the organisation's articles of association | |
| 2 | Details of the service recipient as per Annexes 4, 5, 6, 7, 8, 9 hereto; | |
| 3 | Copies of documents supporting the details specified in Annexes 4, 5, 6, 7, 8, 9 hereto. | |

I consent to the use of data constituting a secret protected by the Law maintained in information systems when rendering public services.

Head _____

(stamp here) (Signature) (Surname, name and patronymic (if any))

Annex to the order/
Approved by the order/
Annex to the joint resolution
and the decision of the akimat/
approved by joint resolution
and decision
Annex to
Order of the Minister
of Education and Science
of the Republic of Kazakhstan
No. 196 dated May 12, 2020

List of certain repealed orders of the Ministry of Education and Science of the Republic of Kazakhstan

1. Sub-paragraph 3) of paragraph 1 of order of the Minister of Education and Science of the Republic of Kazakhstan No. 212 dated April 16, 2015 "On Approval of the Public Service Standards in Education and Science" (recorded in the Register of State Registration of Regulatory Legal Acts under No. 11260, published on June 23, 2015 in Adilet, the Information and Legal System).

2. Sub-paragraph 3) of paragraph 1 of order of the Minister of Education and Science of the Republic of Kazakhstan No. 528 dated August 13, 2015 "On Approval of Regulations of Public Services in the Field of Education and Science" (registered with the Register of State Registration of Regulatory Legal Acts under No. 12066, published on October 22, 2015 in Adilet, the legal information system).

3. Order No. 256 of the Minister of Education and Science of the Republic of Kazakhstan dated 31 May 2017 "On Amendments to Order No. 212 of the Minister of Education and Science of the Republic of Kazakhstan dated 16 April 2015 "On Approval of Standards of Public Services in the Field of Education and Science" (registered with the Register of State Registration of Regulatory Legal Acts under No. 115206, published on October 17, 2017 in the Reference Control Bank of Regulatory Legal Acts of the Republic of Kazakhstan).

4. Order No. 588 of the Minister of Education and Science of the Republic of Kazakhstan dated November 21, 2017 “On Amendments to Order No. 528 of the Minister of Education and Science of the Republic of Kazakhstan dated August 13, 2015 “On Approval of Regulations of Public Services in the Field of Education and Science” (registered with the Register of State Registration of Regulatory Legal Acts under No. 116498, published on December 13, 2017 in the Reference Control Bank of Regulatory Legal Acts of the Republic of Kazakhstan).

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