



**On approval of the Rules for provision of public service "Acceptance of works for awards in the field of science, state scientific scholarships"**

*Unofficial translation*

Order of the Minister of Education and Science of the Republic of Kazakhstan dated June 11, 2020 No. 242. Registered in the Ministry of Justice of the Republic of Kazakhstan on June 12, 2020 No. 20852.

Unofficial translation

In accordance with subparagraph 1) of article 10 of the Law of the Republic of Kazakhstan dated April 15, 2013 "On public services", **I HEREBY ORDER:**

1. To approve the attached Rules for provision of public service "Acceptance of works for awards in the field of science, state scientific scholarships" in accordance with Appendix 1 to this order.

2. To recognize as invalid some orders of the Ministry of Education and Science of the Republic of Kazakhstan in accordance with Appendix 2 to this order.

3. The Science Committee of the Ministry of Education and Science of the Republic of Kazakhstan, in accordance with the procedure established by the legislation of the Republic of Kazakhstan, to ensure:

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

2) placement of this order on the Internet resource of the Ministry of Education and Science of the Republic of Kazakhstan;

3) within ten working days after the state registration of this order, submission of information to the Legal Department of the Ministry of Education and Science of the Republic of Kazakhstan on implementation of the measures provided for in subparagraphs 1) and 2) of this paragraph.

4. The supervising vice minister of education and science of the Republic of Kazakhstan is authorized to control the execution of this order.

5. This order comes into effect upon the expiration of ten calendar days after its first official publication.

*Minister of education and science of the  
Republic of Kazakhstan*

*A. Aimagambetov*

"AGREED"

Ministry of digital development,  
innovations and aero-space industry of the  
Republic of Kazakhstan

## **Rules for provision of public service "Acceptance of works for awards in the field of science, state scientific scholarships"**

### **Chapter 1. General provisions**

1. These Rules for provision of public service "Acceptance of works for awards in the field of science, state scientific scholarships" (hereinafter - the Rules) are developed in accordance with subparagraph 1) of article 10 of the Law of the Republic of Kazakhstan dated April 15, 2013 "On public services" (hereinafter – the Law) and determine the procedure for provision of the public service "Acceptance of works for awards in the field of science, state scientific scholarships" (hereinafter - the public service).

2. The public service is provided by the Science Committee of the Ministry of Education and Science of the Republic of Kazakhstan, with the exception of awards in the field of agricultural science (hereinafter referred to as the service provider) to individuals (hereinafter referred to as the service recipient) in accordance with these Rules.

### **Chapter 2. Procedure for provision of public service**

3. To receive a public service, the service recipient submits to the service provider through the non-profit joint-stock company State Corporation "Government for Citizens" (hereinafter referred to as the State Corporation) at the place of residence, the list of documents specified in paragraph 8 of the public service Standard "Acceptance of works for awards in the field of science, state scientific scholarships" in accordance with Appendix 1 to these Rules (hereinafter - the public service Standard).

The list of basic requirements for provision of the public service, including the characteristics of the process, the form, content and result of provision of public service, as well as other information, taking into account the specifics of the provision of public service, are set out in the public service Standard.

4. An employee of the State Corporation accepts the submitted documents and issues to the service recipient a receipt of acceptance of the relevant documents, or if the service recipient provides an incomplete package of documents, acceptance of the documents is refused and a receipt of refusal to accept the documents is issued in accordance with Appendix 2 to these Rules.

When contacting the State Corporation of Nur-Sultan, an employee of the State Corporation within 1 (one) working day sends a package of documents to the service provider through a courier.

When contacting the State Corporation of other regions, an employee of the State Corporation within 7 (seven) working days delivers a package of documents by post to the service provider.

The period for accepting documents by the State Corporation in all regions is 30 (thirty) calendar days from the date of publication of the announcement of the competition for awards in the field of science, state scientific scholarships in the republican mass media.

The day of the service recipient's appeal to the State Corporation is not included in the period for provision of a public service.

The employee of the State Corporation receives information about the identity documents of the service recipient from the relevant state information systems through the gateway of the "electronic government".

5. On the day of receipt of documents, the service provider's office accepts, registers and submits them for execution to the responsible structural unit.

6. An employee of the responsible structural unit of the service provider (hereinafter referred to as the employee of the service provider), within 2 (two) working days, registers documents in the registration log and issues a certificate of acceptance of works for awards in the field of science, state scientific scholarships in the form in accordance with Appendix 3 to these Rules (hereinafter - the result of provision of a public service).

The service provider sends the result of provision of a public service to the State Corporation of other regions or Nur-Sultan no later than one day before the expiration of the term for provision of a public service.

7. The service provider ensures that information about the stage of rendering a public service is entered into the information system for monitoring the provision of public services in accordance with subparagraph 11) of paragraph 2 of Article 5 of the Law.

### **Chapter 3. Procedure for appealing decisions, actions (inaction) of central state bodies, as well as service providers and (or) their officials on the issues of provision of public services**

8. A complaint against the decision, actions (inaction) of the service provider on provision of public services can be filed in the name of the head of the service provider, to the authorized bodies in the field of control over circulation of civilian and service weapons and on the assessment and control over the quality of provision of public services, in accordance with the legislation of the Republic of Kazakhstan.

A complaint from a service recipient sent to a service provider directly providing a public service, in accordance with paragraph 2 of Article 25 of the Law of the Republic of Kazakhstan "On public services", is subject to consideration within five working days from the date of its registration.

The service recipient's complaint received by the authorized body for assessment and control over the quality of provision of public services is subject to consideration within fifteen working days from the date of its registration.

In cases of disagreement with the results of provision of a public service, the service recipient has the right to apply to the court in the manner prescribed by the legislation of the Republic of Kazakhstan.

Appendix 1  
to the Rules for provision of public  
service "Acceptance of works for  
awards in the field of science, state  
scientific scholarships"

**Standard of the public service "Acceptance of works for awards in the field of science, state scientific scholarships"**

Footnote. Appendix 1 as amended by the Order of the Acting Minister of Education and Science of the Republic of Kazakhstan dated 29.09.2021 No. 491 (shall be enforced upon expiry of ten calendar days after the date of its first official publication).

1	Name of service provider	The Science Committee of the Ministry of Education and Science of the Republic of Kazakhstan, with the exception of awards in the field of agricultural science (hereinafter referred to as the service provider)
2	Methods of provision of a public service	Acceptance of documents and issuance of the result of provision of a public service is carried out through the non-profit joint-stock company "State Corporation "Government for Citizens" (hereinafter - the State Corporation).
3	Term for provision of a public service	Terms of rendering a public service: in Nur-Sultan - 3 (three) working days; other regions - 15 (fifteen) working days. The day of receipt of documents is not included in the period for provision of a public service. The period for accepting documents by the State Corporation in all regions is 30 (thirty) calendar days from the date of publication in the republican mass media. When applying to the State Corporation, the day of receipt of documents is not included in the period for provision of a public service.
4	Form of provision of a public service	Paper
		The result of provision of a public service is the issuance of a certificate of acceptance of works for awards in

5	Result of provision of a public service	<p>the field of science, state scientific scholarships in the form in accordance with Appendix 3 to these Rules.</p> <p>The form for providing the result of provision of a public service is paper ..</p>
6	Amount of payment charged from the service recipient when rendering a public service, and methods of collecting it in the cases provided for by the legislation of the Republic of Kazakhstan	The public service is provided free of charge.
7	Schedule	<p>1) the service provider - from Monday to Friday from 9-00 to 18-30, with a lunch break from 13-00 to 14-30, except weekends and holidays, in accordance with the labor legislation of the Republic of Kazakhstan.</p> <p>2) State Corporation - from Monday to Saturday inclusive, in accordance with the established work schedule from 9-00 to 20-00 without a lunch break, except for Sundays and holidays, in accordance with the labor legislation of the Republic of Kazakhstan;</p> <p>Reception in the State Corporation is carried out at the place of registration of the service recipient in the “electronic” queue, without accelerated service or by booking an electronic queue through the “electronic government” web portal <a href="http://www.egov.kz">www.egov.kz</a>.</p> <p>The addresses of the places of rendering a public service are posted on:</p> <p>1) the Internet resource of the service provider;</p> <p>2) the Internet resource of the State Corporation: <a href="http://www.gov4c.kz">www.gov4c.kz</a> .</p>
		<p>Documents required for awarding of awards in the field of science:</p> <p>1) scientific work in the form of books, monographs, textbooks, stitched prints of articles, copies of patents, copyright certificates, reports on research work that have passed state registration;</p> <p>2) a description of the work (no more than 0.5 sheets), which sets out</p>

List of documents required for provision of a public service

its content, the relevance and novelty of research, the main scientific results, their significance and the possibility of further use;

3) a brief summary of the work;

4) an extract from the minutes of the meeting of the advisory body of the organization that has nominated the work;

5) certificate from the place of work of the candidate for the award;

6) a brief description of the scientific activity of the candidate for the award, indicating his creative contribution (for collective works);

7) a list of basic scientific works (no more than 5);

8) a certificate from the organization that has nominated the work, certifying that the work (series of works) submitted for the competition has not previously been awarded prizes paid from the republican budget.

At the same time, the documents specified in subparagraphs 5), 6) and 7) of this paragraph are submitted from the place of the last work of the candidate for the award in the event of his dismissal.

Documents required for the award of a state scientific scholarship:

1) a cover letter from the relevant organization;

2) an extract from the minutes of the meeting of the advisory body of the organization on the nomination of a candidate for a state scientific scholarship;

3) a motivated application (recommendation) of the advisory body of the organization;

4) a certificate from the place of work of the candidate for a state scientific scholarship;

5) a list of published scientific works of the candidate for a state scientific scholarship over the past five years, as well as reprints of the most important works (no more than five).

As for the monograph, an abstract of up to two pages of printed text is submitted (benefits are not provided

		for receiving public service when the service recipient applies). Information about the identity documents of the service recipient is obtained from the relevant state information systems through the gateway of the "electronic government".
9	Grounds for refusal to provide a public service established by the legislation of the Republic of Kazakhstan	In the event that the service recipient submits an incomplete package of documents specified in paragraph 8 of the public service Standard, an employee of the State Corporation refuses to accept documents and issues a receipt of refusal to accept documents in the form in accordance with Appendix 2 to these Rules.
10	Other requirements, taking into account the specifics of provision of a public service, including those provided in electronic form and through the State Corporation	1) the maximum allowable waiting time for delivery of the package of documents by the service recipient is 15 minutes; 2) the maximum allowable service time in the State Corporation is no more than 15 minutes. The service recipient has the opportunity to receive information about the procedure and status of provision of a public service in remote access mode through the "personal account" of the portal, the service provider's referral services, as well as the Unified Contact Center "1414", 8-800-080-7777.

Appendix 2  
to the Rules for provision of  
public service "Acceptance of  
works for awards in the field of  
science, state scientific  
scholarships"  
Form

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(Surname, name, patronymic (if any) (hereinafter - full name),

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(service recipient's address)

**Receipt of refusal to accept documents**

Guided by paragraph 2 of Article 20 of the Law of the Republic of Kazakhstan dated April 15, 2013

"On public services", department №\_\_ of the branch of the non-profit joint stock company "State Corporation "Government for Citizens" (indicate address) refuses to accept documents for provision of the public service "Acceptance of works for awards in the field of science, state scientific scholarships" in view of submission of incomplete package of documents according to the list specified by the public service Standard, namely:

Name of missing documents:

1. \_\_\_\_\_ ;
2. \_\_\_\_\_ ;
3. \_\_\_\_\_

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

\_\_\_\_\_  
(Full name of the employee of the State Corporation) (signature)

Received:

\_\_\_\_\_  
(Full name and signature of the service recipient) (signature)

"\_\_" \_\_\_\_\_ 20\_\_

Appendix 3  
to the Rules for provision of  
public service "Acceptance of  
works for awards in the field of  
science, state scientific  
scholarships"  
Form  
№ \_\_\_\_\_  
dated " \_\_ " \_\_\_\_\_ 20\_\_ .

### **Certificate of acceptance of works for awards in the field of science, state scientific scholarships**

Is issued to \_\_\_\_\_

\_\_\_\_\_  
(Surname, name, patronymic (if any) (hereinafter - full name of the service recipient)

\_\_\_\_\_  
(address of the service recipient)

This certificate has been drawn up in duplicate, one for each party.

\_\_\_\_\_  
(Full name of the service provider's employee) (signature)

Appendix 2  
to the order of the



**List of some orders of the Ministry of Education and Science of the Republic of Kazakhstan that have become invalid**

1. Order of the Minister of Education and Science of the Republic of Kazakhstan dated April 15, 2015 No. 206 "On approval of public service standard "Acceptance of works for awards in the field of science, state scientific scholarships" (registered in the Ministry of Justice of the Republic of Kazakhstan on May 21, 2015 No. 11107, published on June 12, 2015 in the Information and Legal System "Adilet");

2. Order of the Minister of Education and Science of the Republic of Kazakhstan dated June 9, 2015 No. 370 "On approval of the regulations of the public service "Acceptance of works for awards in the field of science, state scientific scholarships" (registered in the Ministry of Justice of the Republic of Kazakhstan on July 10, 2015 No. 11627, published on July 16, 2015 in the Information and Legal System "Adilet");

3. Order of the Minister of Education and Science of the Republic of Kazakhstan dated February 13, 2017 No. 62 "On amendments to the order of the Minister of Education and Science of the Republic of Kazakhstan dated April 15, 2015 No. 206 "On approval of the public service Standard "Acceptance of works for awards in the field of science, state scientific scholarships" (registered in the Ministry of Justice of the Republic of Kazakhstan on March 28, 2017 No. 14950);

4. Order of the Minister of Education and Science of the Republic of Kazakhstan dated May 17, 2017 No. 223 "On amending the order of the Minister of Education and Science of the Republic of Kazakhstan dated June 9, 2015 No. 370" On approval of the regulations for the public service "Acceptance of works for awards in the field of science, state scientific scholarships" (registered in the Ministry of Justice of the Republic of Kazakhstan on June 20, 2017, No. 15236).