



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 "On Education", **I HEREBY ORDER:**

Footnote. Preamble - as amended by the order of the Chairman of the National Security Committee of the Republic of Kazakhstan dated September 30, 2024 № 134/КЕ (shall come into effect upon expiry of ten calendar days after the day of its first official publication).

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 № 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 № 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 №3
of the NSC chairman

The Rules for transfer and reinstatement to military, and special educational institutions of the national security agencies of the Republic of Kazakhstan

Footnote. The Rules - as amended by the order of the Chairman of the National Security Committee of the Republic of Kazakhstan dated September 30, 2024 № 134/КЕ (shall come into effect upon expiry of ten calendar days after the day of its first official publication).

Chapter 1. General Provisions

1. These Rules for transfer and reinstatement to military, and special educational institutions of the national security agencies of the Republic of Kazakhstan (hereinafter referred to as the Rules) have been developed in accordance with subparagraph 12) of Article 5-1 of Law of the Republic of Kazakhstan "On Education" and shall determine the procedure for transfer and reinstatement to military, special educational institutions of the national security agencies of the Republic of Kazakhstan (hereinafter referred to as MSEI of NSA).

2. The following concepts shall be used in these Rules:

1) reinstatement – an action that determines the resumption of education of a person previously expelled from MSEI of NSA;

2) transfer – transition of students of higher and (or) postgraduate education institutions of the Republic of Kazakhstan and MSEI of the Republic of Kazakhstan to MSEI of NSA;

3) prerequisites (Prerequisite) – a list of disciplines containing knowledge, skills and abilities necessary for mastering the discipline being studied;

4) transcript (Transcript) – a document containing a list of mastered disciplines and (or) modules, other types of academic work for the corresponding period of study, indicating credits and grades;

5) academic difference – a difference in the disciplines of the curriculum, determined by MSEI based on the list of studied disciplines and (or) modules, their programs and volumes in academic hours or credits, reflected in a copy of the transcript (certificate) issued to persons who have not completed their education.

Chapter 2. Procedure for transfer to military special educational institutions of the national security agencies of the Republic of Kazakhstan

3. Transfer to MSEI of NSA from higher and (or) postgraduate education institutions of the Republic of Kazakhstan (hereinafter referred to as OHPE of RK), including military and special educational institutions, according to related educational programs shall be carried out during the vacation period if there are vacant places in the relevant course, taking into account

the results of the academic year and the accrued transfer score, if the difference in the working curricula for the bachelor's degree is no more than four academic disciplines and (or) a module of the compulsory component.

The transfer of a student within the MSEI of NSA from one educational program to another shall be carried out before the beginning of the next academic period if there are vacant places in the corresponding course (except for the last academic period of the final year), taking into account the results of the academic year and the accrued transfer score, if the difference in the working curricula for the bachelor's degree is no more than four academic disciplines and (or) modules of the compulsory component and no more than five disciplines and (or) modules of the university component.

Transfer to MSEI of NSA to the streams of training in higher education programs with a shortened period of study (based on higher education) shall not be carried out.

4. When transferring to MSEI of NSA from OHPE of the Republic of Kazakhstan and MSEI of the Republic of Kazakhstan, the academic difference in the disciplines and (or) modules of the working curricula studied in previous academic periods shall be determined.

When determining the difference in disciplines, the difference in the forms of the final assessment shall not be taken into account.

5. The academic difference in disciplines and (or) modules of working curricula shall be determined MSEI of NSA on the basis of the list of studied disciplines, their programs and volumes in academic hours or credits reflected in the transcript (certificate) issued to persons who have not completed their education, signed by the head of the organization of higher and (or) postgraduate education and sealed, in the form established by the order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated February 10, 2023 № 47 "On approval of the types of documents on higher and (or) postgraduate education, the form of documents on higher and (or) postgraduate education of the state standard and the rules for their registration and issuance, the main requirements for the content of documents on higher and (or) postgraduate education of its own sample and the rules for their registration and issuance" (registered in the State Register of Normative Legal Acts under № 31894), by order of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018 year № 595 "On approval of the Model Rules for the activities of organizations of higher and (or) postgraduate education" (registered in the State Register of Normative Legal Acts under № 17657).

Transfer of credit, defined as a prerequisite of an academic discipline by another academic discipline or a block of academic disciplines related in content, shall be permitted, provided that they correspond to the content and scope of the disciplines.

6. In accordance with the mastered prerequisites, MSEI of NSA shall establish the course of study and transfer the mastered credits according to the educational programs.

The elimination of academic differences in disciplines and (or) modules of the working curriculum shall be carried out in the current academic period according to an individual plan

developed by the educational and methodological department of MSEI of NSA and approved by the deputy head of MSEI of NSA, who supervises educational and methodological work.

7. An academic difference in disciplines and (or) a module of the working curriculum that is not eliminated within the period established by the individual plan shall be subsequently taken into account as an academic debt. In the event of receiving an unsatisfactory grade when eliminating an academic difference in a discipline, the debt shall be eliminated before the beginning of the next academic period.

8. Persons studying at higher education institutions of the Republic of Kazakhstan who have expressed a desire to transfer to MSEI of NSA (hereinafter referred to as Candidates for study) shall apply any form, indicating the language of education, to the name of the head of MSEI of NSA, through the divisions and territorial bodies of the National Security Committee of the Republic of Kazakhstan (hereinafter referred to as the NSC divisions) before December 1 of the year preceding the year of transfer.

The following documents shall be attached to the application:

- 1) identity document (notarized copy);
- 2) documents confirming the previous level of education (secondary education certificate or post-secondary education diploma);
- 3) a copy of the transcript, signed by the deputy head of the OHPE of the RK and (or) MSEI of the RK, supervising the educational, educational and methodological work, and an employee of the educational and methodological department of the higher educational institution of the RK, sealed with the official seal;
- 4) certificate of passing the Unified National Test or comprehensive testing (copy);
- 5) six photographs (without headgear, size 4.5 x 6 cm);
- 6) registration certificate (copy);
- 7) autobiography and questionnaire (original).

Persons studying at MSEI of NSA who have expressed a desire to transfer to another educational program or another MSEI of NSA before December 1 of the year preceding the year of transfer, shall submit a report in any form indicating the language of education to the name of the head of MSEI of NSA.

In case of transfer to another MSEI of NSA, the report shall be additionally agreed upon with the head of this MSEI of NSA.

9. If there are vacancies in the relevant course for the OHPE of the RK and MSEI of NSA, the MSEI of NSA within five working days shall prepare a conclusion on the possibility of transfer (hereinafter referred to as the Conclusion) in the form according to the appendix to these Rules.

10. The personnel services of the NSC divisions, taking into account the features provided for in Articles 7 and 10 of the Law of the Republic of Kazakhstan "On Special State Bodies of the Republic of Kazakhstan" (hereinafter referred to as the Law) shall:

carry out activities for special screening of candidates for training, psychophysiological and medical examination in military medical commissions of the NSC units, as well as polygraph examination to determine suitability for service;

send the completed personal files of candidates for study at MSEI of NSA before May 20 of the year of transfer.

11. MSEI of NSA shall, before June 10 of the year of transfer, notify candidates for study through the personnel departments of the National Security Committee divisions about the timing of the transfer activities.

12. The enrollment of candidates for study as cadets shall be formalized by the order of the head of MSEI of NSA.

Chapter 3. The procedure for reinstatement in military special educational institutions of the national security agencies of the Republic of Kazakhstan

13. A person expelled from MSEI of NSA shall be reinstated taking into account the age restrictions determined by the conditions for admission to study in military and special educational institutions, regulated by the Law, upon filing an application for reinstatement in any form and completing the reinstatement procedure.

14. Persons previously expelled from the MSEI of NSA for academic failure or negative reasons are not subject to reinstatement at the MSEI of NSA.

15. An application for reinstatement shall be submitted to the head of MSEI of NSA no later than three months before the beginning of the next academic period in which the student wishes to continue their studies. A transcript shall be attached to the application for reinstatement.

16. Provided that the student has completed the first academic period in accordance with the working curriculum, and also if the difference in the working curricula for the bachelor's degree is no more than five academic disciplines, the human resources department of the university within two working days shall begin to conduct verification activities in accordance with paragraph 1 of Article 8 of the Law.

17. If the verification activities are passed positively, within two weeks from the date of completion of the verification, the educational and methodological department shall prepare a certificate addressed to the head of MSEI of NSA on the possibility of reinstating the student to study and submit it for consideration by the Academic Council of MSEI of NSA.

18. The Academic Council of MSEI of NSA, if there is a positive conclusion from the verification procedures and the conditions of paragraph 17 of these Rules are met, shall decide on accepting by MSEI of NSA the academic remediation in the disciplines of the work plans.

19. When a candidate remediates academic debt, the person shall be reinstated in studies by order of the head of MSEI of NSA.

20. The reinstatement of an expelled person to the MSEI of NSA shall be carried out in the same course in related specialities.

Appendix
to the Rules for transfer and reinstatement
to military, special educational institutions

of the national security agencies of the
Republic of Kazakhstan
Form

I hereby approve
the position of the head of MSEI of NSA

title _____ surname and initials (if any)
from " ____ " _____ 20 ____

CONCLUSION

on the possibility of transfer to _____ National Security Committee of the
Republic of Kazakhstan

(name of the military, special educational institution of the national security agencies of
the Republic of Kazakhstan)

(position, special or military rank, last name, first name, patronymic
if any) of the candidate)

The academic difference in the disciplines of the working curricula studied by candidate _
_____ during the previous academic periods is ____ academic subjects.

№	Name of the item	Note
---	------------------	------

Head of the personnel service of MSEI of NSA: rank _____ last name and initials

Head of the educational and methodological department of MSEI of NSA: rank _____
surname and initials

I hereby confirm that I have read and understood the conclusion " ____ " _____ 20 ____
signature _____