

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 state services", **I HEREBY ORDER:**

Footnote. The preamble as amended by the order of the Acting Minister of Science and Higher Education of the Republic of Kazakhstan dated 24.04.2024 № 188 (shall be enforced upon expiry of ten calendar days after the date of its first official publication).

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

Appendix 1
to the order of the
Minister of education and science
of the Republic of Kazakhstan
dated June 11, 2020 № 242

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

Footnote. The Rules as amended by the order of the Acting Minister of Science and Higher Education of the Republic of Kazakhstan dated 24.04.2024 № 188 (shall be enforced upon expiry of ten calendar days after the date of its first official publication).

Chapter 1. General provisions

1. These Rules for provision of state 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 "On state services" (hereinafter – the Law) and determine the procedure for provision of the state service "Acceptance of works for awards in the field of science, state scientific scholarships" (hereinafter - the state service).

2. The state service is provided by the Non- Commercial Joint Stock Company “National Academy of Sciences of the Republic of Kazakhstan under the President of the Republic of Kazakhstan” of the Ministry of Science and Higher Education 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 state service

3. To receive a state 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 state 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 List of basic requirements).

The list of basic requirements for provision of the state service, including the methods of provision of the state service, the term, form and the result of its provision as well as other information taking into account the specifics of the provision of public services, are set out in the List of Basic Requirements.

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 for Almaty city, an employee of the State Corporation, within 1 (one) working day, sends a package of documents by courier to the service provider.

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 shall be 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 application to the State Corporation shall not be included in the term of provision of the state service.

An employee of the State Corporation receives information about the identity documents of the service recipient from the relevant state information systems through the “e-government” gateway.

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 state service).

7. If there are grounds for refusal to provide the state service, as provided for in paragraph 9 of the List of Basic Requirements, the service provider shall notify the service recipient of the preliminary decision to refuse to provide the state service, as well as the time, place and method of holding a hearing to enable the service recipient to express a position on the preliminary decision. The notification (notification) is sent by text message to the subscriber's mobile phone number or by e-mail or using other means of communication that ensure the recording of the notification or call.

Notification of the hearing shall be sent at least 3 (three) working days prior to the decision on a reasoned refusal.

The service recipient's objection to the preliminary decision is accepted by the service provider within 2 (two) working days from the day of its receipt.

According to the results of hearing, the service provider makes a decision on provision of the state service, or forms a motivated refusal.

8. The service provider sends the result of provision of a state service to the State Corporation of other regions or Almaty city no later than one day before the expiration of the term for provision of a state service.

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

10. In case of amendments and (or) additions to these Rules, the authorized body in the field of science within 3 (three) working days after registration in the Ministry of Justice of the Republic of Kazakhstan sends information about the amendments and (or) additions to the service provider, the Unified Contact Center and the State Corporation through the electronic document management system.

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 the state service

11. A complaint against the decision, actions (inaction) of the service provider on provision of state services can be filed in the name of the head of the service provider, to the authorized body for assessment and control over the quality of provision of state services.

Upon receipt a complaint in accordance with paragraph 4 of Article 91 Administrative Processual and Process-Related Code of the Republic of Kazakhstan (hereinafter – the APPRC RK), the service provider shall send it to the body considering the complaint (higher administrative body and (or) official) not later than 3 (three) working days from the date of receipt. The service provider shall not send the complaint to the body considering the complaint (higher administrative body and (or) official), if within 3 (three) working days a favorable act is adopted, administrative action is taken, which fully satisfies the requirements specified in the complaint.

12. A complaint of the service recipient in accordance with paragraph 2 of Article 25 of the Law shall be subject to review:

by the service provider – within 5 (five) working days from the date its registration;

by the authorized body for assessment and control over the quality of provision of state services – within 15 (fifteen) working days from the date its registration.

13. The period for review the complaint by the service provider, the authorized body for assessment and control over the quality of provision of state services in accordance with paragraph 4 of Article 25 of the Law shall be extended for not more than ten (10) working days if necessary:

1) to perform an additional study or inspection of the complaint or inspection with a visit to the site;

2) obtaining additional information.

When the period for consideration of a complaint is extended, the official authorized to consider complaints, within 3 (three) working days from the date of extension of the period

for consideration of the complaint, shall notify in writing (if the complaint is filed on paper) or electronically (if the complaint is filed electronically) the service recipient who filed the complaint of the extension of the period for consideration of the complaint, indicating the reasons for the extension.

14. Applying to the court shall be allowed after pre-trial appeals in accordance with paragraph 5 of Article 91 of the APPRC RK.

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

List of basic requirements for the provision of state service "Acceptance of works for awards in the field of science, state scientific scholarships"

Name of state service "Acceptance of works for awards in the field of science, state scientific scholarships".

Name of subtypes of the state service:

- 1) Acceptance of works for awards in the field of science;
- 2) Acceptance of works for state scientific scholarships.

1.	Name of service provider	Non- Commercial Joint Stock Company "National Academy of Sciences of the Republic of Kazakhstan under the President of the Republic of Kazakhstan" of the Ministry of Science and Higher Education 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 state service	Acceptance of documents and issuance of the result of provision of a state service is carried out through the non-profit joint-stock company "State Corporation "Government for Citizens" (hereinafter - the State Corporation).
		Terms of provision of the state service: for Almaty city - 3 (three) working days;

3.	Term for provision of a state service	<p>for other regions - 15 (fifteen) working days.</p> <p>The period for accepting documents by the State Corporation in all regions is 30 (thirty) calendar days from the date of publication of information in the republican mass media.</p> <p>When applying to the State Corporation, the day of receipt of documents is not included in the period for provision of a state service.</p>
4.	Form of provision of a state service	Paper
5.	Result of provision of a state service	<p>Issuing a certificate of acceptance of works for consideration for awards in the field of science and state scientific scholarships in the form specified in <u>Appendix 3</u> to these Rules, or issuing a receipt of refusal to accept documents in the form specified in <u>Appendix 2</u> to these Rules on the grounds specified in paragraph 9 of the List, with a hearing of the service recipient.</p>
6.	Amount of payment charged from the service recipient when rendering a state service, and methods of collecting it in the cases provided for by the legislation of the Republic of Kazakhstan	The state service is provided free of charge.
		<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>.</p> <p>2) State Corporation - applications are accepted and finished results of state services are issued through</p>

7.	Work schedule of the service provider, the State Corporation and information facilities	<p>the State Corporation from Monday to Friday inclusive from 9:00 to 18:00 without a break, the duty departments of state service of the State Corporation from Monday to Friday inclusive from 9:00 to 20:00 and on Saturday from 9:00 to 13:00, except for holidays and weekends according to the <u>Labor Code</u> 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 www.egov.kz.</p> <p>The addresses of the places of provision of a state service are posted on:</p> <ol style="list-style-type: none"> 1) the Internet resource of the service provider; 2) the Internet resource of the State Corporation: www.gov4c.kz
		<p>Documents required for awarding of awards in the field of science:</p> <ol style="list-style-type: none"> 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; 2) a description of the work (no more than 0.5 sheets), which sets out 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;

8.

List of documents required for provision of a state service

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;

		<p>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).</p> <p>As for the monograph, an abstract of up to two pages of printed text is submitted (benefits are not provided for receiving state service when the service recipient applies).</p> <p>Information about the identity documents of the service recipient is obtained from the relevant state information systems through the gateway of the "electronic government".</p>
9.	<p>Grounds for refusal to provide a state service established by the laws of the Republic of Kazakhstan</p>	<p>1) establishment of the inaccuracy of documents submitted by the service recipient to obtain a public service, and (or) data (information) contained therein;</p> <p>2) non-compliance of the service recipient and (or) the materials, objects, data, and information submitted, which are necessary for the provision of a state service, with the requirements established by the regulatory legal acts of the Republic of Kazakhstan;</p> <p>3) a negative response from the authorized state body to a request for approval required for the provision of state services, as well as a negative conclusion of an examination, study, or verification;</p> <p>4) there is a legally binding court decision (judgment) prohibiting the service recipient from engaging in activities or certain types of</p>

		<p>activities requiring the receipt of a specific state service;</p> <p>5) there is a legally binding court decision depriving the service recipient of a special right related to the receipt of a state service;</p> <p>6) the service recipient has not given consent, in accordance with Article 8 of the Law of the Republic of Kazakhstan "On Personal Data and Its Protection," to access restricted personal data required for the provision of a state service.</p>
	10.	<p>Other requirements, taking into account the specifics of provision of a state service, including those provided in electronic form and through the State Corporation</p> <p>1) the maximum allowable waiting time for delivery of the package of documents by the service recipient is 15 minutes;</p> <p>2) the maximum allowable service time in the State Corporation is no more than 15 minutes.</p> <p>The service recipient has the opportunity to receive information about the procedure and status of provision of a state 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.</p>

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

(Surname, name, patronymic (if any) (hereinafter referred to as the full name),

(address of the service recipient)

Receipt of refusal to accept documents

Guided by paragraph 2 of Article 20 of the Law of the Republic of Kazakhstan
"On state services", Department № ____ of the branch of the non-profit joint-stock company
State Corporation "Government for Citizens" (specify address)
refuses to accept documents for the provision of state services "Acceptance of works
for awards in the field of science, state scientific scholarships" due to
your submission of an incomplete set of documents according to the list
provided for in the list of basic requirements, 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__ г.

Appendix 3
to the Rules for provision of state
service "Acceptance of works for
awards in the field of science, state
scientific scholarships"

Form

№ _____

dated " ____ " _____ 20__.

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

Is issued to _____

—
(Surname, name, patronymic (if any) (hereinafter – the full name of the service recipient)

(address of the service recipient)

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

(Surname, name, patronymic (if any) of the service provider's employee (signature)

Appendix 2
to the order of the
Minister of education and science
of the Republic of Kazakhstan
dated June 11, 2020 № 242

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 № 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 № 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 № 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 № 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 № 62 "On amendments to the order of the Minister of Education and Science of the Republic of Kazakhstan dated April 15, 2015 № 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 № 14950);

4. Order of the Minister of Education and Science of the Republic of Kazakhstan dated May 17, 2017 № 223 "On amending the order of the Minister of Education and Science of the Republic of Kazakhstan dated June 9, 2015 № 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, № 15236).