**TRANSFER AND REHABILITATION OF STUDENTS BY TYPE OF EDUCATIONAL ORGANIZATIONS**

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| **The standard of the state service "Transfer and rehabilitation of students by types of educational organizations"** |
| 1 | Name of the service provider | Organizations of technical and vocational, post-secondary education |
| 2 | Ways of providing public services | 1) the organization of technical and vocational, post-secondary education; Ways of providing public services 2) e-government web portal www.egov.kz (hereinafter referred to as the portal) |
| 3 | The term of the provision of public services | When transferring: from one specialty to another or from one form of education to another in one educational organization - 3 (three) working days; from one educational organization to another - 10 (ten) working days; from an organization implementing educational programs of technical and vocational, post-secondary education, to organizations implementing educational programs secondary education - 3 (three) working days; from a paid basis to training under a state educational order - 8 (eight) working days; from one form of education to another in another educational organization - 10 (ten) working days; For restoration: previously enrolled in another educational organization – 10 (ten) working days; students on a fee basis, expelled during the semester for non-payment of tuition in an educational organization in case of repayment of arrears within a month - 3 (three) business days |
| 4 | Form of provision | electronic/paper |
| 5 | The result of the provision of public services | Notification of transfer or restoration in accordance with Appendices 3, 4 to these Rules, or a reasoned refusal to provide a public service, indicating the reasons. Storage condition by the service provider. If the service recipient does not apply for the result of the public service within the specified period, the service provider ensures their storage at the place of reception until the service recipient receives them |
| 6 | The amount of payment charged to the service recipient for the provision of public services, and the methods of its collection in cases provided for by the legislation of the Republic of Kazakhstan | Is free |
| 7 | Work schedule | The service provider's work schedule is from Monday to Friday inclusive, from 9:00 to 18:00, with a lunch break from 13:00 to 14:00, except weekends and holidays, according to the labor legislation of the Republic of Kazakhstan |
| 8 | List of documents | For transfer: From one specialty to another or from one form of study to another in one educational organization: 1) an application for transfer (or other legal representatives) in any form. From one educational organization to another: 1) an application for transfer (or other legal representatives) in any form; 2) a copy from the student's record book (or progress book), certified by the signature of the head and the seal of the educational organization from where he is being transferred. From an organization implementing educational programs of technical and vocational, post-secondary education to organizations implementing educational programs of secondary education: 1) an application for transfer (or other legal representatives) in any form; 2) a ticket of arrival at another educational organization. From a paid basis to training under a state educational order: 1) an application for transfer (or other legal representatives) in any form. From one form of education to another to another educational organization: 1) an application for transfer (or other legal representatives) in any form; 2) a copy from the student's record book (or progress book), certified by the signature of the head and the seal of the educational organization from where he is being transferred. When transferring or restoring from a foreign educational organization to an educational organization of the Republic of Kazakhstan: 1) a document on the completed training programs (academic certificate or transcript); 2) a document on completion of the previous level of education, which is undergoing the nostrification procedure in the Republic of Kazakhstan in accordance with the Rules for Recognition and Nostrification of Educational Documents approved by Order No. 8 of the Minister of Education and Science of the Republic of Kazakhstan dated January 10, 2008 (registered in the Register of State Registration of Normative Legal Acts under No. 5135); 3) results entrance tests for admission to foreign educational organizations. To restore: Previously enrolled in another educational organization: 1) an application for reinstatement of one of the parents (or other legal representatives) in any form. 2) a copy of the certificate issued to persons who have not completed their education in the form approved by the Order of the Minister of Education and Science of the Republic of Kazakhstan dated June 12, 2009 No. 289 "On approval of the forms of the certificate issued to persons who have not completed their education" (registered in the State Register of Normative Legal Acts No. 5717). Students on a fee-based basis who were expelled during the semester for non-payment of tuition at an educational organization in case of repayment of arrears of payment within a month: 1) an application for the restoration of one of the parents (or other legal representatives) in any form; 2) a document on repayment of arrears. The recipient receives information about identity documents from the relevant state information systems through the gateway of the "electronic government". The service recipient agrees to the service provider to use information constituting a legally protected secret contained in information systems in the provision of public services, unless otherwise provided by the laws of the Republic of Kazakhstan |
| 9 | Grounds for refusal to provide public services established by the legislation of the Republic of Kazakhstan | 1) establishing the unreliability of the documents submitted by the service recipient for receiving a public service, and (or) the data (information) contained therein; 2) non-compliance of the service recipient and (or) the submitted materials, objects, data and information necessary for the provision of public services with the requirements established by these Rules; 3) in relation to the service recipient, there is a court decision that has entered into force, on the basis of which the service recipient is deprived of a special right related to receiving a public service |