

**INSTRUCTIONS ON THE PROCEDURE FOR EXECUTING ORDERS  
BY THE PERSONNEL OF STUDENTS**

Orders on the personnel of students provide information on the movement of students:

- enrollment;
- deductions;
- granting academic leave;
- exit from academic leave;
- changes in personal data of students;
- transfer to the next course;
- repeat course of study;
- restoration;
- enrollment by transfer from another university;
- transfer from one educational program to another;
- transfer from one form of education to another;
- transfer to vacant grants;
- assignment of a state scholarship;
- provision (relocation/eviction) of a place in the DS;
- admission to final certification;
- departure/arrival within the framework of academic mobility;
- referral for professional practice;
- graduation of students, etc.

A distinction is made between individual and consolidated Orders on personnel. Individual Orders contain information only about one student, while consolidated Orders contain information about several, regardless of the

management actions they get involved in (expulsion, transfer from course to course, assignment and payment of state scholarships, graduation, etc.).

Orders on the personnel of students are executed in the Documentolog electronic document management system with subsequent registration and distribution for review to all institutes and relevant departments and are entered into the Platonus automated information system.

The Registrar's Office (RO) of the ALT University, based on the received documents (applications, submissions, etc.) signed by the management of the ALT University, prepares orders for students. The text of the order is printed in Times New Roman font size 14 with 1 interval. The text of the Order item should not contain any abbreviations, typos, errors in information, especially in surnames. The text of the instruction begins with the last name, first name and patronymic of the student, information about the educational program (then the verbs are used: transfer, consider, provide, expel, assign) and then additional information. The text of the Order shall indicate the course, form of study, code and name of the educational program group, educational program, name of the educational group, language of instruction, date of entry into force (if necessary), date of expiration (if any), reasons (if any).

Below the item, <Reason> is written, which reflects the name and information about the document that served as the basis for including this item in the Order.

The approval of the Order is carried out in the Documentolog electronic documentolog the digital signature of the approving persons and is signed by the President-Rector.

As necessary, institutes provide the OR with a package of required documents from students to process the Order by the end of the next working day.

The list of documents for registration of the Order is specified in the Academic Policy, the Rules for the transfer and reinstatement of students, and the Rules for granting academic leave to students.

Orders are issued within three working days after receiving an application from students. To issue an Order, additional information about students must be indicated in the applications (for example: when

reinstatement - name of the group, date from which classes begin, presence of academic differences in disciplines/credits, etc.).

After the President-Rector signs the Order, the OR employee ensures the timely registration of Orders on the movement of students in the Order registration log. The numbering of Orders begins from the beginning of each calendar year.

The directorates of the institutes shall communicate the contents of the Orders to the students in respect of whom the Order has been issued.

The registrar office enters into the information systems the movements of students according to the issued Orders within two working days.

The originals of the Orders on the personnel of students are kept in the Registrar's Department, extracts from the Orders are filed in the personal files of students.

After two years, the Orders, arranged in chronological order, are submitted to the ALT University archive according to the approved inventories of cases.

**Signed**

06.02.2025 16:06 Erbosynova Anargul Serikkazinovna

**Approved**

06.02.2025 16:14 Zharmagambetova Meruert Sovetovna

