



Approved
by the Decision of the Board
of JSC "Astana Medical University", Protocol
dated "03" December 2024.

REGULATIONS

INTEGRATED MANAGEMENT SYSTEM

ABOUT THE "STUDENT OF THE YEAR" COMPETITION

PL-AMU-112-24

«АСТАНА МЕДИЦИНА УНИВЕРСИТЕТІ»
КОММЕРЦИЯЛЫҚ ЕМЕС АКЦИОНЕРЛІК ҚОҒАМЫ
САПАНЫ ҚАМТАМАСЫЗ ЕТУ ОРТАЛЫҒЫ

ТҮПНҰСҚА / ОРИГИНАЛ

«АСТАНА МЕДИЦИНА УНИВЕРСИТЕТІ»
КОММЕРЦИЯЛЫҚ ЕМЕС АКЦИОНЕРЛІК ҚОҒАМЫ
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ТІРКЕУ № 48

18 . декабрь 2024

Astana

PREFACE

- 1 **DEVELOPED BY:** – Centre for Social and Educational Work
- 2 **DEVELOPER:** – Head of the Center for social and educational work Z.Shaymerdenova
- 3 **EMBEDDED:** – Centre for Social and Educational Work
- 4 **APPROVED:** No. 28 " " 2024 year.
- 5 **PUT INTO EFFECT** « 03 » 12 2024 year.
- 6 **AGREED**
 - Vice-Rector, Member of the Board V. Koikov
 - Vice-Rector, Member of the Board A.Zhunossova
 - Vice-Rector, Member of the Board M. Gazalieva
 - Vice-Rector, Member of the Board D. Saydangazin
 - Financial director, member of the Board of Directors of B.Maradzapov
 - Head of the Legal Services Department of A.Mukhambetova
 - Acting Head of the Planning and Economic Analysis Department, G.Mamazhanov
 - Head of the Center for social and educational work Z.Shaymerdenova
 - Head of the quality assurance center K.Asylaeva
 - Student Rector, E.Kydyrbay
- 7 **PERIODICITY OF REVISIONS** as necessary

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1. General Provisions

1. This Regulation on the "Student of the Year" competition for the title (hereinafter referred to as the Competition) is held at NJSC "Astana Medical University " (hereinafter referred to as the University).

2. This Regulation defines the purpose, objectives, procedure, order and selection criteria for the Competition winners.

3. The responsibility for the development and organization of the competition lies with the Center for Social and Educational Work (hereinafter referred to as the Center).

2. Main Part

4. Purpose of the Competition.

The competition is held to identify the most talented, initiative-driven, and creative students of the University, as well as to foster spiritual and moral values among students and cultivate a well-rounded personality.

5. Objectives of the Competition

- 1) to contribute to the formation of an active life and civic stance, intellectual, spiritual, and creative growth of students, and enhance the competitiveness of the University;
- 2) To shape the image and raise the prestige of the University.

6. Organization and procedure for holding the Competition

1) The responsibility for the development and organization of the competition lies with the Center. The preparation and execution of the competition are organized by the Competition Commission (hereinafter referred to as the Commission), which is appointed by the Rector's order. The Commission:

announces the competition;
ensures the work of the Competition Commission;
notifies the winners of the competition;
organizes and conducts the award ceremony.

2. the number of members in the Competition Commission must be odd and consist of at least 7 (seven) people. In its activities, the Commission is guided by this Regulation and the order of the supervising Vice-Rector.

3. The Commission consists of:

Chairman – Vice-Rector for Supervision;

Deputy Chairman – Head of the Center;

Commission members: Deans of Schools, Head of the Center for Scientific Research Development, Director of the Research Institute of Preventive Medicine named after Academician E.D. Dalenov, representatives of student self-government, and the Secretary of the Commission (elected among the members of the Commission).

4. The Commission may exercise its powers if at least 2/3 of the members are present at its meetings.

5. Decisions of the Commission are made by voting among the members present at the meeting.

6. Decisions of the Commission are formalized in protocols, which are signed by all members of the Commission who participated in the meeting. The protocols should include the special opinion of Commission members (if available). The protocols must include the following information: surname, first name, patronymic of the winner; school, course, group, and main achievements of the candidate.

7) the competition is held based on the results of one academic year and in the following categories:

- 1) "For Achievements in Scientific Research" (Appendix 1);
- 2) "For Active Creative Performance" (Appendix 2);
- 3) "For Achievements in Sports" (Appendix 3);
- 4) "For Active Social Work" (Appendix 4).

8) the competition is open to students of the University. Each student can participate in only one nomination. The candidate must complete the application form according Appendix 5.

9)stages of the Competition Selection Process:

1st stage – selection of participants from April 1 to May 10 of the current academic year. Nominees submit all required documents to the Center.

2nd stage – summing up the results from May 11 to May 16 of the current academic year. The competition commission makes a decision and selects the winners based on a comprehensive assessment.

7.Requirements for Competition Participants:

1) Each participant must submit a complete set of competition documentation to the competition commission, which should include the following documents:
 application for participation in the competition;
 a reference, endorsed by the dean of the school;
 transcript (GPA score not lower than 3.0);
 list of publications (reports at scientific conferences, abstracts, articles), patents for inventions and utility models, signed by the dean or vice-rector (for the results of the academic year);
 documents confirming the participant's achievements in the relevant competition category (copies of diplomas, certificates, awards, and other documents confirming participation/wins in competitions, conferences, contests, and olympiads);
 certificate from the Center confirming the absence of disciplinary sanctions.

2) originals of the documents confirming the candidate's achievements must be provided in case of any disputed issues.

3) all materials for each candidate in each nomination should be submitted in both printed and electronic formats, fastened with a binder, and accompanied by a digital photograph of the candidate.

8. Summing up the results of the Competition:

1. the winners of the competition are determined at the meeting of the competition commission.
2. the competition commission selects the winner in each nomination.
3. the competition commission evaluates candidates in each nomination based on the submitted set of competition documentation.

9. Awarding of Competition Winners:

1. the winners of the competition, who take prize-winning places, will be awarded a valuable prize, a certificate "University Pride", and his/her photograph will be placed on the "University Pride" display.
2. Participants who have shown high results but did not win may be rewarded upon the recommendation of the competition commission.

3.Review, amendments, storage, and distribution

10. The review, amendments, storage, and distribution of this Regulation are carried out in accordance with the requirements of the University standard "Document Management" (SU-MUA-20-02).
11. The original of this Regulation, along with a copy of the protocols from the meeting of the Board of NJSC "Astana Medical University," is registered and stored in the Document Control Center (DCC).
12. A scanned version of this Regulation is posted on the University's website in the "For Employees" section.
13. Copies of this Regulation, once considered, are sent by the developers to all structural divisions.
14. The developers submit PDF files of the approved internal regulations quality assurance center
15. along with a copy of the minutes from the meeting of the Board of NJSC "Astana Medical University".

Appendix 1

Form "Selection Criteria for the 'Student of the Year' Competition"
 Unauthorized copying of the document is prohibited!

in the nomination
"For Achievements in Scientific Research"

**Selection Criteria for the 'Student of the Year' Competition
in the nomination
"For Achievements in Scientific Research"**

To evaluate the candidates who have applied for the competition in the "For Achievements in Scientific Research" category, the following criteria will be used (the individual contribution of the participant in collective work is determined by dividing the total points earned by the team by the number of authors):

№	Criteria	Points
1.	Published Scientific Works (Research Articles and Reviews): <ul style="list-style-type: none"> • in peer-reviewed journals recommended by the Science and Higher education Quality Assurance committee of the Ministry of Science and Higher Education • (Committee on Quality Assurance of Higher Education) according to approved lists. • in peer-reviewed journals indexed in Scopus and Web of Science (where the student is not the first author or corresponding author). • in peer-reviewed journals indexed in Scopus and Web of Science (where the student is the first or corresponding author). • in other scientific publications 	List №1 – 4 List №2 – 3,5 List №3 – 3 Q4 – 5 Q3 – 6 Q2 – 7 Q1 – 10 Q4 – 7 Q3 – 8 Q2 – 9 Q1 – 12 2
	Q – Journal Quartile, the quartile is measured from 1 to 4, where 1 is the highest (best) quartile, 4 is the lowest quartile.	
2.	Published scientific works in conference materials: <ul style="list-style-type: none"> • regional conferences • national conferences • national international-level conferences • foreign conferences • international foreign conferences • international conferences, the proceedings of which are indexed in Scopus, Web of Science 	0,5 1 1,5 1,5 2 3
3.	Presentations at Conferences (and other scientific forums, olympiads): <ul style="list-style-type: none"> • regional conferences • national conferences • national international-level conferences • foreign conferences • international foreign conferences 	0,5 1 1,5 1,5 2
4.	Obtaining Intellectual Property Documents: <ul style="list-style-type: none"> • Obtained copyright certificate 	3

Regulation on the "Student of the Year" Competition

	<ul style="list-style-type: none"> Received patent approval decision for a utility model Received approved decision for an invention 	<p>10</p> <p>15</p>
5.	<p>Hirsch Index of the Student:</p> <ul style="list-style-type: none"> According to Google Scholar According to Scopus, Web of Science 	<p>$5 \times h$</p> <p>$10 \times h$</p> <p>where h is the Hirsch index (h-index).</p>
6.	<p>Presence of a winning application with funding, in which the student is the Head / responsible Executor / Executor:</p> <ul style="list-style-type: none"> Intra-university grant Grant from external funding sources 	<p>5 / 4 / 2</p> <p>8 / 7 / 5</p>
7	Member of the project team of a successfully launched startup project	6
8.	<p>Winner of Olympiads or student scientific work competitions:</p> <p>1.Regional</p> <p>2.National</p> <p>3rd place</p> <p>2nd place</p> <p>1st place</p> <p>3.International</p> <p>3rd place</p> <p>2nd place</p> <p>1st place</p>	<p>1</p> <p>3</p> <p>4</p> <p>5</p> <p>5</p> <p>6</p> <p>7</p>
9.	<p>Presence of Diplomas, Certificates, and Awards:</p> <ul style="list-style-type: none"> From the University's structural units and student rectorate From the Prorector From the Rector From regional akimats, cities of republican significance, and NGOs From the Ministries of Health of the Republic of Kazakhstan, and Science and Higher Education of the Republic of Kazakhstan 	<p>0,5</p> <p>1</p> <p>2</p> <p>3</p> <p>4</p>

Note: achievements from June to August of the academic year (prize places, personal scholarships, etc.) will be considered when candidates accumulate the same number of points.

Requirements for competition participants:

- The participant must provide the competition Commission with a set of competition documentation, which must include the following documents:
 - application for participation in the competition;
 - a recommendation letter, signed by the dean of the school;
 - transcript (GPA score of at least 3.0);
 - list of publications (conference reports, abstracts of reports, articles), patents for inventions and utility models, signed by the dean of the school or vice-rector (based on the results of the current academic year);

5. documents confirming the participant's achievements in the relevant nomination (photocopies of patents, publications, diplomas, certificates, awards, and other prizes confirming participation/victory in competitions, conferences, olympiads, and exhibitions);
6. a certificate from the Center confirming the absence of disciplinary penalties.

Appendix 2

Form "Criteria for the Competitive Selection for the Title of 'Student of the Year' in the Nomination 'For Active Creative Performance'"

**Criteria for Competitive Selection
for the Title of "Student of the Year"
in the Nomination "For Active Creative Performance"**

№	Criteria	Points
1.	Participation in University events (with supporting documents such as a participant certificate, "Alğys Hut" (Letter of Appreciation), etc.)	0,5
2.	Organization of University events (with a letter from the structural unit confirming the organization of the event)	1,5
3.	Prize places in University events: 3rd place 2nd place 1st place	1,5 2 3
4.	Participation in city events (with supporting documents: participant certificate, "Alğys Hut", etc.)	1,5
5.	Participation in the organization of city events (with a letter from the event organizer).	2
6.	Prize places in city events: 3rd place 2nd place 1st place	2 3 4
7.	Participation in republican events (with supporting documents: participant certificate, "Altygs Hut", etc.)	2,5
8.	Participation in the organization of republican events (with a letter from the event organizer).	3
9.	Prize places in republican events: 3rd place 2nd place 1st place	3 4 5
10.	Participation in international events (with supporting documents: participant certificate, "Altygs Hut", etc.)	4
11.	Prize places in international events: 3rd place 2nd place 1st place	5 6 7

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12.	Presence of diplomas, certificates, awards, etc. from:	0,5 1 2 3 4
	• Structural units of the University and the student rectorate	
	• Vice-rector	
	• Rector	
	• Akimats of regions, cities of republican significance, and the capital	
• Ministries of Health of the Republic of Kazakhstan, Science and Higher Education of the Republic of Kazakhstan		

Note: Achievements from June to August, at the beginning of the academic year (prize places, personal scholarships, etc.), are taken into account when candidates score the same number of points.

Requirements for competition participants:

1. The participant must provide the competition Commission with a set of competition documentation, which must include the following documents:
 1. application for participation in the competition;
 2. a recommendation letter, signed by the dean of the school;
 3. transcript (GPA score of at least 3.0);
 4. documents confirming the contestant's achievements in this nomination of the competition (photocopies of diplomas, certificates, awards, and other honors confirming participation/winning in competitions);
 5. a certificate from the Center confirming the absence of disciplinary penalties.

Appendix 3
Form "Criteria for the competition selection
for the title "Student of the Year"
in the nomination "For Achievements in Sports"

**Criteria for the competition selection
for the title "Student of the Year"
in the nomination "For Achievements in Sports"**

<i>N</i>	Criteria	Points
1.	Participation in University competitions (with supporting documents: competition protocol, participant certificate, "Alğys Hut", etc.)	0,5
2.	Prize places in University competitions:	1,5
	3rd place	2
	2nd place	3
3.	Prize places in city competitions:	1,5
	3rd place	2
	2nd place	3
4.	Prize places in city competitions:	4
	3rd place	2
	2nd place	3
5.	Participation in republican events and competitions (with supporting documents: competition protocol, participant certificate, "Alğys Hut", etc.)	2,5

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6.	Prize places in republican competitions: 3rd place 2nd place 1st place	3 4 5
7.	Participation in international competitions (with supporting documents: competition protocol, participant certificate, "Alğys Hut", etc.)	4
8.	Prize places in international competitions: 3rd place 2nd place 1st place	5 6 7
9.	<ul style="list-style-type: none"> • Presence of diplomas, certificates, awards, etc. from: <ul style="list-style-type: none"> • Structural units of the University and the student rectorate • Vice-rector • Rector • Akimats of regions, cities of republican significance, and the capital • Ministries of Health of the Republic of Kazakhstan, Science and Higher Education of the Republic of Kazakhstan 	0,5 1 2 3 4

Note: Achievements from June to August, at the beginning of the academic year (prize places, personal scholarships, etc.), are taken into account when candidates score the same number of points.

* documentary evidence is required.

** one point is awarded for all work carried out by the candidate.

Requirements for competition participants:

1. The participant must provide the competition Commission with a set of competition documentation, which must include the following documents:
 1. application for participation in the competition;
 2. a recommendation letter, signed by the dean of the school;
 3. transcript (GPA score of at least 3.0);
 4. documents confirming the contestant's achievements in this nomination of the competition (competition protocols, photocopies of diplomas, certificates, awards, and other honors confirming participation/winning in competitions);
 5. a certificate from the Center confirming the absence of disciplinary penalties.

* documentary evidence is required.

** one point is awarded for all work carried out by the candidate.

**Criteria for the competition selection
for the title "Student of the Year"
in the nomination "For Active Social Activity"**

<i>№</i>	Criteria	Points
1.	Membership in a student organization Leader of a student organization	1 3
2.	Participation in events (with supporting documents, certificates, "Altygs Hat", etc.): • University events • city events • republican events • international events	0,5 1,5 3 4
3.	Organization and conduct of events (with supporting documents: participant certificate, "Alğys Hut", etc.): • University events • City events • Republican events	1,5 2 3
4.	• Presence of diplomas, certificates, awards, etc. from: • Structural units of the University and the student rectorate • Vice-rector • Rector • Akimats of regions, cities of republican significance, and the capital • Ministries of Health of the Republic of Kazakhstan, Science and Higher Education of the Republic of Kazakhstan	0,5 1 2 3 4

Note: Achievements from June to August, at the beginning of the academic year (prize places, personal scholarships, etc.), are taken into account when candidates score the same number of points.

Requirements for competition participants:

1. The participant must provide the competition Commission with a set of competition documentation, which must include the following documents:
 1. application for participation in the competition;
 2. a recommendation letter, signed by the dean of the school;
 3. transcript (GPA score of at least 3.0);
 4. documents confirming the participant's achievements in the relevant nomination (photocopies of diplomas, certificates, awards, and other prizes confirming participation, competitions and olympiads);
 5. a certificate from the Center confirming the absence of disciplinary penalties.

To the Chairman
of the Competition Committee
Vice-Rector

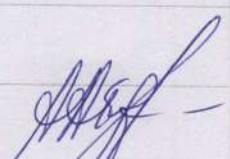
APPLICATION
for participation in the "Student of the Year" competition

Full Name of the Participant	
Photo	
Course, Group	
Specialty	
Date of Birth	
Contact Phone Number	
Email Address	
Nomination	
List of Attached Documents	

signature

date

Approval Sheet

№	Position	Full name	Date of Approval	Signature
1.	Vice-Rector, Member of the Board	A.Zhunussova		
2.	Vice-Rector, Member of the Board	M. Gazaliyeva		
3.	Vice-Rector, Member of the Board	V. Koikov		
4.	Financial Director, Member of the Board	B.Maradzhapov		
5.	Vice-Rector, Member of the Board	D. Saydangazin		
6.	Head of the Legal Support Department	A.Mukhambetova		
7.	Acting Head of the Department of Planning and Economic Analysis	G.Mamazhanov		
8.	Head of the Strategic Development Center	R.Urimov		
9.	Head of the Quality Assurance Center	K.Asylayeva		
10.	Head of the Research and Development Center	A.Seralin		
11.	Head of the Center for Social and Educational Work	G.Mamazhanov		
12.	Student Rector	E.Kydyrbay		
13.	Head for the center of international cooperation	A.B. Abdrakhmanova	17.12.24	

Regulation on the "Student of the Year" Competition

Acknowledgment of Receipt Sheet

No. (serial number)	Position	Full name	Date of acknowledgment	Signature
1.				
2.				
3.				
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