

AGREED

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" _____ 2017

APPROVED BY

the Resolution of the Governing Legal Council
of KazMunayGas Group
dated 9 September 2017, minutes №4

AGREED

Zh.Baiseitova
Director
Corporate Fund Endowment
KAZGUU

_____ 2017

REGULATION

**Scholarship Awards
by the Governing Legal Council
of KazMunayGas Group**

**Astana, 2017
1. General Provisions**

1. This Regulation provides the order of awarding the scholarship of the Governing Legal Council of KazMunayGas Group (hereinafter - the Council) established by the Council to encourage research activities among the law students of KAZGUU University (hereinafter - the University).

2. Council Scholarship is awarded on a competitive basis.

3. Council Scholarships are personal, are awarded for one academic year and are subject to payment on a monthly basis during the attendance period, where July and August are not included – two five-month terms.

4. Scholarships amount, quantity and payment term are subject to consideration of the Council.

2. Definitions and Abbreviations

Council	Governing Legal Council of KazMunayGas Group
University	KAZGUU University JSC
Fund	Corporate Fund Endowment KazGUU created to raise additional resources to support academic, social and infrastructure programs and projects of the University
Scholarship	Monthly payments designated hereunder
Commission	Body established by the Council to run a competition and to select the winners

3. Competition and awards procedure

5. Competition Procedure shall be published on the websites of the University (www.kazguu.kz) and JSC NC "KazMunayGas" (hereinafter - KMG) (www.kmg.kz).

Competition timelines: until 30 July each year - submission of research papers; until 20 August each year - the Commission session and research papers defense¹.

6. The competition consists of two (2) stages:

- 1) pre-qualification;
- 2) defense of research papers before the Commission.

7. Competition participants should be full-time undergraduate students, citizens of the Republic of Kazakhstan, who filed an application for participation in the competition (hereinafter - the application) and meet the following requirements:

- 1) successful completion of, at least, two courses;
- 2) GPA should be no less than 3.0;
- 3) no disciplinary cases at the University.

Students enrolled on both free and fee-paying basis, who meet the requirements, have the right to participate in the competition on equal footing.

8. Competition notice published by the Council includes a topic, generally, in the field of subsoil use regulation or related activities of KMG Group, to be researched and developed by the participants.

9. Participants file their applications with the following documents enclosed:

- 1) application form for scholarship program participation according to Appendix 1 hereto;
- 2) transcript copy;
- 3) ID copy;
- 4) research paper in Kazakh and Russian, prepared in accordance with the guidance requirements given in Appendix 2 hereto.

Participants, at their discretion, may attach the following copy documents confirming participation in conferences, olympiads and competitions, if any:

- list of research papers published by participant (either alone or co-authored);

¹ Terms and procedure of the first competition and scholarships award for 2017-2018 may be amended based on the Council's resolution

- topics of contributions presented at scientific conferences, symposia, indicating their place and time;
- other documents confirming participation in research and creativity competitions.

10. Applications for competition participation should be delivered to the Commission Registrar either by courier at Block "C", 19 Kabanbay Batyr ave., Astana or by e-mail specified in the Procedure.

11. If application is delivered to the Commission Registrar by courier, research paper in MS Word format specified in paragraph 9 (4) hereof shall be provided on a mandatory basis on a relevant media. To confirm receipt of the Application from the participant, the Commission Registrar puts his/her signature, date and time of receipt on the copy to be returned to the participant or his/her authorized representative.

12. Applications will not be admitted for participation by the Commission, if they:

- 1) do not meet the competition conditions;
- 2) are submitted not in compliance with the Procedure;
- 3) received after the deadline specified in the Procedure.

13. The Commission has right to not comment the application rejection grounds to the participant.

14. Materials submitted for participation are not subject to return.

15. Deadline of applications filing is provided in the Procedure.

16. The Commission is entitled to request Information about Participant from the University to verify the authenticity of the provided information.

17. Commission Registrar assigns an identification number to each research paper and supplies them to the Commission members for consideration.

18. Each member shall be entitled to recommend no more than five (5) research papers for defense with their identification numbers to be reported to the Commission Registrar.

19. Commission Registrar picks up the recommended papers, notifies their authors and invites them for defense stage.

20. Time and date of research paper defense are provided by the Procedure.

21. Participants defend their research papers before the Commission. A relevant presentation, revealing the highlights of research, may be prepared at the discretion of a participant.

22. Following the research papers defense by the participants, the Commission evaluates them using the scoring system. The maximum score is 10 (ten).

23. If the participants have the equal scores, the winner is determined by the Commission on the basis of additional parameters: performance, other research papers published, merit certificates, etc.

24. Information about the competition results will be published on the websites of the University (www.kazguu.kz) and JSC NC "KazMunayGas" (www.kmg.kz).

25. The Commission shall determine the winners awarded the 1, 2 and 3 places, which are eligible for scholarships from the Council.

26. Competition winners may intern in the companies of KazMunayGas Group, upon agreement with them in the prescribed manner.

27. Scholarship awards shall be informed to the Fund's management, Council members and participants.

4. Commission operation

28. The Commission members shall be approved by the resolution of the Council to be no less than seven (7).

29. The Commission may include:

- 1) Council members;
- 2) representatives of Kazakhstan Association of Oil-Gas and Energy Sector Organizations "Kazenergy";
- 3) Representatives of NGO Kazakhstan Union of Lawyers;
- 4) Representatives of the University;
- 5) representatives of the academic community and legal practitioners.

30. The Commission activity is voluntary and free of charge.

31. Meetings of the Commission shall be valid if attended, at least, by two thirds of its members.

32. Commission makes decisions by open voting of its members based on a simple majority of votes and recorded in the minutes.

33. Minutes of the Commission meeting shall be signed by all members present at the meeting.

34. In addition to scholarship awards, the Commission is entitled to award keepsakes and merit certificates to the students, whose papers have been highlighted in the course of defense.

5. Sources of Financing

35. The financing is raised from the funds of the Council members contributed on a voluntary basis, as well as the other sources not prohibited by the laws of the Republic of Kazakhstan.

36. Fundraising and transfer to the Fund is the responsibility of a person authorized by the Council.

6. Scholarships payment

37. Based on the resolution of the Commission, scholarship funds to be paid to the winners shall be transferred to the Fund.

38. The Fund concludes the relevant contract with the winner and undertakes to transfer scholarship to the student's bank account specified in the contract.

39. Payment of scholarships is terminated in one of the following cases:

- 1) the end of the study period;
- 2) if the student has an academic leave;
- 3) the student transfer to another university, including under the exchange program;
- 4) decline in academic performance (GPA as of the end of the regular term end should be no less than 3.0);
- 5) expulsion of a student from the university;
- 6) misconduct of a scholarship holder related to offenses against civil order and/or university internal rules.

40. University shall promptly notify the Fund and the Council of the cases, leading to termination of scholarship referred to in paragraph 39 hereof.

The remaining funds shall be retained by the Fund and kept there until further instructions from the Council.

7. Final Provisions

41. Amendments hereto shall be agreed by the Council with the University and the Fund.

**Appendix 1 to the Regulation
for Scholarship Awards
by Governing Legal Council
of KazMunayGas Group**

To the Competition Scholarship Awards Commission
under Governing Legal Council
of KazMunayGas Group

from _____

(full name)

the ____ year student

_____ Faculty

_____ Department

KazGUU University JSC

Hereby, I am kindly asking for your permission to compete in scholarship program of the Governing Legal Council of KazMunayGas Group.

I am informed and agreed with the procedure of scholarship awards by Governing Legal Council of KazMunayGas Group).

The following documents are enclosed to the Application:

1) notarized copy of academic record book (transcript) for the two previous academic years on ____ sheets;

2) copies of documents confirming my participation and achievements in national and international competitions and olympiads on ____ sheets;

3) copy of identity card on __ sheets;

4) research work on ____ sheets.

date _____

signature _____

Contact Information:

Home address (postal with PC) _____

_____.

Phone numbers _____.

e-mail _____.

***Appendix 2 to the Regulation
for Scholarship Awards
by Governing Legal Council
of KazMunayGas Group***

Research paper preparation guidance

Requirements of Competition Commission to preparation of a research paper:

1. The volume should be up to 15 pages, format - A 4; MS Word to be used, doc, rtf, docx format only.

2. Text size should be 14 pt Times New Roman (syr), single line space, margin setting from all sides - 2 cm, width adjustment, indent 0.8 cm, portrait orientation, automatic word wrap, "usual" style.

3. Placement of the text on the sheet:

1 line - title (in CAPITAL LETTERS, bold, centered);

2 line - empty;

3 line - name of the author (-s). Centered;

4 line - institution, city. Centered.

Further is the single spaced text of the articles (width adjustment).

4. The article should have an annotation text (800-1000 characters including spaces, no more than 7-8 lines) and keywords in Kazakh and Russian. Annotation is a brief research work summary with a general idea of its topic and structure. In addition to the text, the annotation should include: title, authors names, institution, city in accordance with paragraph 3.

5. Full form of abbreviations and acronyms should be provided.

6. References to the printed and internet materials used are mandatory.