*Annex No. 2*

*to the Minutes of the Executive Committee*

 *No. 05/91 dated “11” September 2019*

**The Regulations of the StudentDigitalFest**

1. **General provisions**
2. These Regulations define the rules and procedure for the StudentDigitalFest contest (hereinafter – the Regulations).
3. The event is an intellectual team competition held among undergraduate and graduate students of the Republic of Kazakhstan.
4. The StudentDigitalFest contest (hereinafter – the Contest) may be held annually depending on the receipt of gratuitous financial assistance for the Contest. The sponsoring organizations of the Contest shall not have the right to make change(s) to the name and content of the Contest for which they provide sponsorship.
5. In order to comply with paragraph 3 of these Regulations, the Organizer shall send a written request to the Sponsor(s) in advance, specifying the following information:

- the name of the Contest and possible terms of its organization and holding;

- the amount of the requested gratuitous financial assistance;

- bank details to which the funds must be transferred.

1. **Key terms/concepts used in the Regulations**
2. The following definitions are used in these Regulations:
3. Organizer – KAZENERGY Association (hereinafter – the Association);
4. Sponsor – an organization(s), including any member(s) of the Association, that has (have) agreed to sponsor the Contest, sign a Sponsorship Agreement and identify itself as the sponsor(s) of events held as part of the Contest;
5. undergraduate and (or) graduate students – students of higher education institutions following undergraduate and (or) graduate educational programs and carrying out research activities;
6. Contest – an event aimed at identifying the most promising innovative projects / technological solutions in the oil and gas and/or energy industry submitted by the participants of the Contest;
7. participants of the Contest – undergraduate and graduate students of the Republic of Kazakhstan, who are citizens of the Republic of Kazakhstan and meet the requirements and conditions provided by these Regulations;
8. Contest jury – a group of experts consisting of representatives of the oil and gas and/or energy industries, scientific and research institutions, including representatives of the sponsor(s) of the Contest, the Organizer and other interested parties (possible participation of representatives of government agencies, scientific institutions), making decisions on the selection of participants and determination of the most promising innovative projects / technological solutions.
9. **Aims and objectives of the Contest**
10. The Contest is organized and held in order to implement the objectives of the Association to assist companies in the oil and gas and energy industries in the development and improvement of human capital, qualified personnel in the industry, by supporting initiatives and innovative projects of young people to develop innovative projects / technological solutions in the field of digitalization.
11. The objectives of the Contest:
* search and support of talented youth of technical specialties;
* encouraging young people to develop applied innovative projects / technological solutions for digitalization at industrial enterprises of the industry;
* development of potential and technical skills of future personnel of oil and gas and energy industries;
* popularization of innovative projects.
1. **Requirements for participation in the Contest**
2. The Contest is open to citizens of the Republic of Kazakhstan who have reached the age of majority, who are students of bachelor’s/master’s programs of technical specialties of higher education institutions of the Republic of Kazakhstan.
3. Those wishing to form their own team of no more than four (4) students, regardless of the year of study. Only 1 (one) master’s student is allowed to participate in one team.
4. Teams need to determine the name of the team and its captain.
5. To participate in the Contest, teams must fill out an electronic application and send it to the email address of the responsible person of the Organizer.
6. Informing about the Contest and further interaction with the team captains will be carried out by the Organizer via electronic/mobile communication.
7. The Organizer and Sponsor do not have any property rights to the projects/solutions of the teams. Any products, processes, services, technologies or any other intellectual property developed for the Contest will remain the property of the authors.

1. **The order of the Contest**
2. In order to conduct the Contest, the Organizer will determine the topics on one of which the participants of the Competition need to submit their innovative projects/technological solutions. Topics may vary from contest to contest.
3. The Contest is held in two stages in order to determine the most promising innovative projects / technological solutions.
4. Registration for the Contest will be conducted as follows:
5. announcement of the Contest (order, terms and conditions, indicating the topic for further development of projects/solutions) among students of technical specialties of higher education institutions, including posting information about the start of the Contest and (or) video announcement in social media and on the websites of the Organizer and Sponsor (as agreed);
6. acceptance of applications for participation in the Contest and the formation of a database of electronic applications;
7. placement of the list of participants on the websites of the Organizer and Sponsor (as agreed).
8. In the framework of the stage I of the Contest (pre-selection), all registered teams are given time to prepare a project/solution in accordance with the theme of the Contest.
9. Each team must develop and submit its project according to the established model of the project passport, given in Annex 1 to these Regulations, to the e-mail address of the responsible person of the Organizer.
10. Each team has the right to submit only 1 (one) solution/project in Russian and English.
11. The jury selects up to 3 (three) best projects/solutions for 1 (one) direction/topic/task.
12. Interaction of the responsible person of the Organizer with the selected teams is carried out on an ongoing basis.
13. The teams that passed the stage II will be invited to Nur-Sultan.
14. At the stage II, participants must present their projects/solutions to the jury (time limit – 20 minutes). After the performance, each team will be given extra time to answer questions from the jury.
15. Stage II of the Contest in Nur-Sultan is the final where the winners will be determined.
16. All expenses for travel, accommodation and meals of team members at the final stage will be covered by sponsorship of the Organizer of the Contest.
17. **Approximate dates of the Contest\***

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| **Ser. No.** | **Events** | **Period** |
| 1 | Placement of video announcement, sending letters to higher education institutions | September 2019 |
| 2 | Announcement of the Contest can be carried out at the site of the Youth Forum held by the Organizer | September 2019 (or during the Youth Forum organized by the Organizer) |
| 3 | Registration start | September 2019 |
| 4 | Registration completion | November 2019 |
| 5 | Stage I (provision of project passports) |  October-December 2019 |
| 6 | Consideration of project works by jury members | January 2020 |
| 7 | Stage II (protection of the best projects) | February 2020 |

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*\* Period can be changed by the Organizer of the Contest, the participants will be notified in a timely manner*

1. **Jury and evaluation system at the stage II**
2. Evaluation of innovative projects/solutions is carried out by a panel of experts – the jury, which includes the Chairman, representatives from the Sponsor, Organizer and other stakeholders.
3. The evaluation criteria of the project/solution are:

compliance of the project/solution with one of the themes defined and announced by the Organizer;

1. scientific and technical potential of the project/solution (comparative evaluation of the project/solution with existing analogues on the market, technological (technical) feasibility of measures to achieve the goal of the project/solution);
2. cost and economic efficiency of the project/solution;
3. sustainability of the project;
4. assessment of potential technical and operational risks associated with the possible implementation of the project/solution.
5. Evaluation sheets are filled in by each member of the jury.
6. The results of the evaluation of the stages I and II are formalized in protocols.
7. **Determination of winners and awarding at the stage II**
8. For each topic, 1 (one) winning project/solution is determined, which is the most promising according to the jury. At the same time, at the discretion of the jury, in exceptional cases, 2 (two) projects/solutions that are the best and most suitable for solving a particular topic/problem can be determined as winners.
9. The Organizer and the Sponsor do not have any property rights to the projects/solutions of the teams.
10. The jury is given time to determine the winners. The jury’s decision will be announced on the day of defense of projects/solutions, but not later than the next day after the defense.
11. The award ceremony for the winning teams, upon decision of the Organizer, can be scholarships and (or) grants for education, free monetary reward, paid internship at the enterprise (company), mentoring in the preparation of a thesis/scientific works of undergraduate/graduate students and other not prohibited by the legislation of the Republic of Kazakhstan tangible and intangible encouragement and reward.
12. The types of awards specified in paragraph 34 of these Regulations may be provided to the winners in separate or partially cumulative form, depending on the conditions, opportunities and available financial sponsorship.

*Annex No. 1*

*to the Contest Regulations*

**Requirements to teams**

1. Only teams represented by students of domestic higher education institutions aged 18 to 25 (studying under the bachelor’s/master’s program) are allowed to participate in the Contest.
2. A team should consist of three or four people and represent one of the domestic higher education institutions (different specialties and years of study are allowed).
3. The team captain is responsible for all members of his/her team within the Contest Regulations (responsible for his/her actions to the Organizer) and guarantees the participation of the whole team at all stages of the Contest.
4. Any information messages communicated to the team captain during the Contest are considered to be communicated to the whole team.
5. Teams are obliged to indicate the Organizer and the Sponsor equally within the framework of information coverage of their projects.
6. Teams must follow the requirements of using the brands of the Organizer and the Sponsor, in the case of using their logos in presentations, videos and other information materials.

*Annex No. 2*

*to the Contest Regulations*

PROJECT/SOLUTION PASSPORT

1. Project/solution name \_\_\_\_\_\_\_\_\_\_\_

2. Relevance of the project/solution \_\_\_\_\_\_\_\_\_\_\_

Environmental reason \_\_\_\_\_\_\_\_\_\_\_\_\_

Economic reason

(economic effect, possibility of commercialization) \_\_\_\_\_\_\_\_\_\_\_\_\_

**Your project:**

\* Theme selected for the project.

\* Project name (maximum 50 words).

\* Total project volume – from 5 to 20 pages.

\* Brief description of the project (maximum 1200 words).

\* Provide project details (maximum 1200 words).

\* What is the expected result/benefit of your project (maximum 1000 words)

• What is the expected end result (product, process, service, technology, etc.)

• How can the product/process/service/ technology you offer solve the existing problems in the industry, in the market?

• Has your project been offered for participation in any other competitions? If so, in which ones? What was the result?

• Are third parties considering your project? If so, who?

• Please provide the necessary supporting documentation if available (maximum 5 A4 pages).

\* Please identify the market/customer group of your project.

\* Economic feasibility, commercialization potential

**Your team**

\* The name of the higher education institution.

• Team name.

\* Specify the contact details of the team captain – email, tel/fax, postal address.

\* List all members of your team with a brief biography of each one, including the specialty in which they are trained, the qualification of the supervisor (if any), academic background and role in the team (maximum 500 words per biography of each member).

*Please note that any products, processes, services, technologies or any other intellectual property developed for the Contest will remain the property of the authors.*

**Team captain** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature)

*Annex No. 3*

*to the Contest Regulations*

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| **TEAM REGISTRATION FORM,** **StudentDigitalFest** |
| Team name |  |
| Full names of team members |  | Faculty (specialty, year of study) |  |
| Team captain |  |
| Theme of the project/solution |  |
| Educational institution |  |

Agreement

|  |
| --- |
| *We, the above team, hereby confirm our participation in the StudentDigitalFest.* *We have read the terms of participation in accordance with the Regulations of the Contest and are fully responsible for the accuracy of the data submitted and compliance with scientific ethics (plagiarism, falsification, fabrication of data, false co-authorship, appropriation, full or partial duplication of other people’s results).* *We give consent to the processing of personal and other data specified during registration, permission for photo and video shooting and do not object to the use of materials by the Organizer in order to promote the Contest.*  |

Confirmation \* (You must accept the above terms)

|  |  |
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| We accept the terms | √ |

\* - fill in required