

Quality Management System
Regulations on the organization of internal academic
mobility of students the S.Seifullin Kazakh
Agrotechnical University



"S. Seifullin Kazakh
Agrotechnical University» NCJSC

ROIAMS QMS 02.2042 -2020 P.1 of 26 Version 1

Approved By

The Chairman Of The Board
№ 395-N от 03.08.2020

QUALITY MANAGEMENT SYSTEM

REGULATIONS

ON THE ORGANIZATION OF INTERNAL ACADEMIC MOBILITY OF STUDENTS AT THE S. SEIFULLIN KAZAKH AGROTECHNICAL UNIVERSITY

ROIAMS QMS 02.2042-2020

Exe _____

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NUR-SULTAN 2020

<p>Quality Management System Regulations on the organization of internal academic mobility of students the S.Seifullin Kazakh Agrotechnical University</p>	 <p>SAKEN SEIFULLIN UNIVERSITY</p>	<p>"S. Seifullin Kazakh Agrotechnical University» NCJSC</p>
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Preface

1 DEVELOPED AND SUBMITTED by the department of academic affairs
in conjunction with the quality service

2 APPROVED and put into EFFECT by the order of the Chairman
(official approving the document)
of the Board from 03.08.2020 №395-N
(name, date and number of the approving organizational and administrative
document)

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**4 TERM FIRST CHECK
VERIFICATION PERIODICITY**

2025
5 years

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S. Seifullin Kazakh Agrotechnical University NCJSC

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1 Area of use

This regulation defines the basic concepts, procedure and rules of organization and conditions for the implementation of internal academic mobility of students. This regulation "on the organization of internal academic mobility in the Kazakh agrotechnical University named after S. Seifullin" (hereinafter, the Regulation on the organization of internal academic mobility of students) is mandatory for management in the work of University employees.

2 Normative references

This regulation uses references to the following normative documents:

Law of the Republic of Kazakhstan "on education" of July 27, 2007;

Order "on approval of the Rules for the organization of the educational process on credit technology of training" dated April 20, 2011 No. 152, with amendments and additions dated October 12, 2018 No. 563.

Rules of direction for studying abroad, including within the framework of academic mobility. Order of the Minister of education and science of the Republic of Kazakhstan dated November 19, 2008 No. 613, as amended on may 14, 2020 No. 203.

Order of the Ministry of education of the Republic of Kazakhstan "on approval of state mandatory standards of education at all levels of education" dated October 31, 2018 No. 604, with amendments and additions dated may 5, 2020 No. 182.

The order of MES RK "On approval of Standard rules of activities of educational institutions of corresponding types" of October 30, 2018 No. 595, as amended and supplemented from 18 may 2020 No. 207

ISO 9000: 2005 quality management Systems. Basic provisions and dictionary.

ISO 9001: 2015 quality management Systems. Requirements.

QMS SO 01.1011 - 2020 Quality Management System. Standard of organization. General requirements for the construction, presentation and documentation of a quality management system.

DP QMS 01.1006 - 2020 Quality Management System. Documented procedure. Document management.

DP QMS 01.1007 - 2020 quality management System. Documented procedure. Managing quality records.

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3 Terms and definitions

3.1 The following terms and definitions are applied to the Regulation on the organization of internal academic mobility of students:

Academic mobility is the movement of students for a certain academic period (including the passage of academic or industrial practice) for training or research, with the mandatory transfer of completed educational programs in the form of credits in their own University or held at another University;

Partner-university - a University or scientific organization that has signed an agreement with KATU to implement joint academic mobility programs;

The average grade Point Average (GPA) is the weighted average assessment of the student's level of academic achievement for one academic year in the selected program (the ratio of the sum of the products of credits to the digital equivalent of the intermediate assessment points in disciplines to the total number of credits for the current period of study);

The University coordinator is responsible for organizing and promoting academic mobility at the University. Appointed by order of the Chairman of the Board.

The faculty coordinator is the person responsible for organizing and promoting academic mobility at the faculty. Appointed by order of the Chairman of the Board.

Credit - a unified unit of measurement of the volume of educational work of students and teachers, used in the credit technology of training;

A transcript is a document containing a list of the lessons learned during the relevant period of study, indicating credits and grades in numerical and numerical terms.

3.2 This regulation applies the terms and definitions in accordance with ISO 9000.

4 Designations and abbreviations

The following abbreviations are used in this regulation:

- " S. Seifullin KATU" NCJSC - " S.Seifullin Kazakh agrotechnical University » NCJSC;

-SCSE- State compulsory standard of education;

- ROIAM-regulations on the organization of internal academic mobility of students in the S. Seifullin Kazakh agrotechnical University;

- RQM-representative of the quality management;

- ICMEDC-center for development of international cooperation and multilingual education;

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- QS-quality service;
- ND-normative documents;
- QMS-quality management system;
- DF - Department of Finance;
- DAA-Department of academic Affairs;
- DPE-Department of postgraduate education.
- DKAC-Department of knowledge assessment and certification
- Faculty – teaching staff
- The IEP – individual educational plan
- DET-distance educational technologies
- WC-working curriculum
- OR-Registrar's office
- Platonus AIS-platonus automated information system
- EMCD-educational and methodological complex of disciplines
- SSC-student service center

5 Responsibility and authority

5.1 DAA performs:

- Approves the present regulation "on the organization of internal academic mobility in the S. Seifullin Kazakh agrotechnical University " by the Chairman of the University Board.

- General management of the work on ensuring internal academic mobility in NCJSC " S. Seifullin KATU »

- approves the work plan and measures for internal academic mobility in "KA-TU named after S. Seifullin" NCJSC - registration of the order for departure of students in the framework of academic mobility, as well as registration of the order for admission of students in the framework of academic mobility.

5.2 Coordinator for the University:

A) outgoing academic mobility:

- coordinates the work on internal academic mobility of the University;

- coordinates and controls the work of faculty coordinators;

- organizes the conclusion of cooperation agreements between universities, forms and accepts an information package from the student, then sends the necessary documents to the host University;

- supervises the procedure for recognizing the results of training upon the student's return to the University;

- enters into the AIS "Platonus" assessment based on the transcript submitted to the student and an extract from the meeting of the Department on synchronization of

disciplines;

- keeps records and issues directions for the exam in the disciplines studied with

use of DET on the basis of the order of deans/excerpts from the meeting of the Department;

- controls the timely submission of documents (applications, agreements, 3 third-party agreements).

B) a member of academic mobility:

- accepts students' documents for incoming academic mobility;
- keeps records and issues directions for the exam to students who come for incoming academic mobility;

- issue the transcript to students for the incoming academic mobility;

5.3 SSC:

- after approval of the final list of candidates for academic mobility, prepares a draft order on the departure of students to another University in the country (based on an application from the student of clause 6.1 of this regulation) (Appendix E).

5.4 Coordinator for the faculty:

- advise students and teaching staff on academic mobility issues;
- conducts awareness-raising activities among students about the possibility of studying under internal academic mobility programs, organizes meetings with students, provides comprehensive assistance to students in choosing a University from among partner universities;

- together with the head of the Department determines the list of disciplines (IEP) to study at the partner University;

- together with the University coordinator monitors the readiness of the information package;

- provides constant communication with students of outgoing academic mobility about their progress, living conditions and implementation of IEPs, provide assistance in case of problems with students in the disciplines being mastered at the host University, etc. (using various means of communication, including e-mail);

- together with the heads of departments carry out the transfer of credits mastered by the student at the partner University within the framework of the academic mobility program.

5.5 Heads of departments:

- request rups in the host University for synchronization
- carry out synchronization of working curricula of specialties of higher education institutions (bachelor's) and postgraduate (master's) education of S. Seifullin KATU and universities of Kazakhstan for compliance of disciplines for the direction of students on academic mobility ;

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- review and approve at the Department the list and volume (12-20) of credits of disciplines (IUP) for the development of students at another University within the framework of internal academic mobility

- review and approve the list of candidates for participation in internal academic mobility programs.

- make an extract from the meeting of the Department, which indicates the list of students who are leaving within the framework of the academic mobility program; disciplines studied at the partner University, disciplines studied with the use of DET, as well as disciplines that will be replaced in synchronization with subjects studied at the partner University (indicating the number of credits for each discipline);

- together with the faculty coordinators and students, draw up a training agreement (Appendix B);

- monitor the timely and high-quality provision of teachers of the Department of electronic version of the umkd in the disciplines studied using distance educational technologies (DET).

- together with the coordinator of the faculty, upon the arrival of the student from the partner University, perform the transfer of the developed loans to the partner University, form an extract of the minutes of the Department meeting, which specifies: 1) a list of disciplines that are read in JSC " S. Seifullin KATU " by synchronization; 2) a list of disciplines that were studied using DET.

- are responsible for the implementation of academic mobility, control the implementation of the individual curriculum.

5.6 Student:

- when preparing for a trip to the University, the partner collects an information package together with the faculty coordinator;

- upon arrival at " S. Seifullin KATU " NCJSC provides a transcript with grades in the passed disciplines at the partner University;

- undertakes to perform tasks, according to the umkd, in a timely manner, in accordance with the academic calendar of " S. Seifullin KATU " NCJSC, pass the CT, and on arrival from the partner University to pass the exam according to the application signed by the Director.;

- must liquidate all existing academic debts incurred as a result of late delivery of the TC, including in disciplines studied with the use of DET;

- is personally responsible for the data provided to "S. Seifullin KATU" NCJSC.

- can refuse to participate in the academic mobility program only for a good reason (if there is a certificate of justification document)

6 General provisions

The input of the process is agreements on cooperation between universities of the Republic of Kazakhstan, an order on internal academic mobility of students, the output is a transcript.

6.1 Organization of internal outgoing academic mobility of students

6.1.1 to participate in the outgoing internal academic mobility program, the student writes an application addressed to the Chairman of the management Board, the application is approved in the following order:

- University coordinator
- Director of the SSC
- Director DAA

After signing the application, a draft order is prepared for the student to leave for another University within the framework of the internal academic mobility program.

6.1.2 List of mandatory documents of the information package:

- University order on academic mobility (copy);
- "Student's application" in the form (Appendix A);
- "Agreement for training" in the form (Appendix B);
- 3 third-party agreement between sending, receiving universities and students;
- IEP of the student on academic mobility, compiled by the head of the Department together with the coordinator of the faculty;
- student's transcript for the past semester;
- photo x-rays;
- permission from parents (guardians), notarized;
- photo 3*4 – 4 pieces.

6.1.3 The " learning agreement " is the main document regulating the process of training a student for the academic mobility program and is filled in the state and Russian languages.

The "training agreement" and the student's IEP are identical in the list of disciplines. If there are changes in the IEP of a student at the host University, the coordinator for the faculty of the host University makes changes on the additional page of the agreement, signed and sealed by the host University. The IEP is reworked by the sending University and sent again to the receiving University.

The agreement is signed by three parties: the student, the official of the sending institution, and the official of the receiving institution. This document provides a guarantee that a student arriving at another University has the opportunity to study the planned courses/modules of the educational program and receives credits for the courses successfully completed by the students.

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6.1.4 Payment for training under the internal academic mobility program to the host University is made by the sending University or the student by transferring funds to the account of the host University. Payment for accommodation (including travel, accommodation in a hostel, food, personal expenses) is made by students themselves. In the case of a mutual exchange on both sides, the netting is carried out without transferring any funds for training.

6.1.5 If a student studying under the academic mobility program wishes to complete an internship at the host University within the framework of the academic mobility program, an additional agreement is drawn up to the agreement, which specifies the number of credits, the period of internship, and the form of payment (in the absence of interchange).

6.1.6 If the student provides a transcript (for a good reason) after submitting the lists of applicants for the scholarship, the scholarship is awarded in full by the order of the SSC after making assessments in the AIS "Platonus".

6.1.7 If a student is studying at the military Department and wants to go to study within the framework of internal academic mobility, he must write an application for payment of the cost of training at the military Department during the summer semester, or the student has the right to refuse to study at the military Department. If a student does not pay the cost of training at the military Department during the summer semester or does not close the debt, "KATU named after S. Seifullin" NCJSC has the right to expel him from the military Department.

7 The order of reading disciplines from the transcript

7.1 The Final document confirming education student mobility program is a transcript about learning, which is populated on

Kazakh, Russian and English in accordance with Appendix G. In the transcript about training entered information about the training program (code of discipline), the course name, duration of studying of discipline (year, se-Venice, trimester), assessment for learning (at the national scale and ECTS scale), the number of awarded credits RK (ECTS).

7.2 If a student under the internal academic mobility program returns to " S. Seifullin KATU" NCJSC with a transcript that differs from the WC of" S. Seifullin KATU " NCJSC in the names of disciplines and/or in the number of credits, the difference (credits) is handed over on arrival on the basis of the direction issued by the SSC. The direction is issued on the basis of an individual schedule specified in the order of the Dean's office. After passing the exam, the Department sends an extract of the meeting minutes to the SSC, which indicates the final name of the discipline and the final score, which are entered in the AIS "Platonus" trasnkript by the coor-

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dinator of academic mobility of the SSC.

7.3 If the student studies a discipline at the host University, which is not in the Department of " S. Seifullin KATU " NCJSC, the discipline is counted as a completed course, put in the transcript by the host University, then in the AIS "Platonus" on the basis of an extract of the minutes of the Department meeting (transfer of passed disciplines).

7.4 If students have not mastered the discipline-differences (using DET) during the stay on the outgoing academic mobility-the dissertation is considered a debt and is studied in an additional summer semester on a paid basis.

The above actions are shown in the process map (Appendix D).

8 Incoming internal academic mobility

8.1 Students who have arrived within the framework of internal academic mobility in " S. Seifullin KATU " NCJSC must submit an application addressed to the Chairman of the Board, on the basis of which the SSC prepares a draft order for admission for the current semester of study.

8.2 Tuition fees are Paid by the student or sending University in accordance with the 3-party agreement before the beginning of the academic period of study.

8.3 Students who have arrived under the program of internal academic mobility are not entered in the AIS "Platonus", grades for CT are set by the teacher in a paper sheet, the exam is taken according to the direction issued in the SSC. Exam tests are provided by teachers on paper. Directions are drawn up and issued on the basis of an agreement on training/individual curriculum signed by the receiving and sending universities.

8.4 The Early session is given according to the student's application, signed by the University coordinator, the Director of the SSC, the Director of the DAA.

8.6 If there are changes in the names of disciplines, the number of credits, the sending University must redo the student's IEP, changes to the agreement are made on the reverse side in the column Changes.

8.7 At the end of training, the student receives a transcript, which indicates the list of disciplines passed in " S. Seifullin KATU " NCJSC, the number of credits mastered according to the IEP and the agreement of the student.

8.8 If the student fails to appear for the exam, the direction and transcript indicate the failure to appear, the discipline is considered unrecorded. Further retake is considered by the sending University.

8.9 Students who arrived within the framework of internal academic mobility are given a place in the hostel by the Department for educational work on a paid basis (except for students who have benefits), students are required to familiarize them-

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selves with the rules of residence, pass a medical examination (if required).

8.10 Curators conduct familiarization work with students who come to KATU within the framework of the incoming internal academic mobility program and live in the hostel, with the rules of residence in the hostel, and are also responsible for the behavior of students in the hostel (QMS SO 01.1011 - 2020).

9 Organization of the summer semester

9.1 In order to attract students from other universities to participate in the summer semester, the University's academic mobility coordinator sends out information letters to other universities and publishes information about courses taught in the summer semester on the University's website.

9.2 Registration for the summer semester of students from other universities is carried out within the framework of the academic mobility program on the basis of the University's order.

9.3 the Draft order is formed by the SSC in the presence of a personal application of the student; receipts for payment of summer semester subjects; a cooperation agreement between universities; in the absence of a cooperation agreement between universities – a training Agreement between" S. Seifullin KATU " NCJSC and the student.

10 Organization of the financial part

When planning and organizing academic mobility, the following normative documents are used:

10.1 Agreement concluded between universities and students, which specifies the plan (schedule) of training, the term of services, the total cost and calculation, calculated by multiplying the number of loans by the cost of one loan. At the same time, the cost of one loan is taken as the cost accepted (approved) in the prescribed manner by the sending University.

10.2 Organization of outbound mobility on a contractual basis:

1) in the case of payment by the University – in accordance with the law of the Republic of Kazakhstan "on public procurement";

2) in the case of payment to students, in accordance with the tripartite Agreement, which additionally specifies the number of credits (which must be mastered by the student at the host University), the cost of one loan at the host University, the corresponding total amount, payment terms, terms of study.

10.3 during the training period, the student will be awarded a scholarship (based on the results of the session).

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11 Procedure for making changes

11.1 Amendments to the regulation are made in accordance with the QMS DP 01.1006 - 2020.

11.2 Changes to the Regulations on the organization of internal academic mobility of students are made by specialists of the QS, with a mandatory mark in the changes registration Sheet (Appendix I).

12 Storage and distribution

12.1 Responsibility for storage, replication and distribution of the Regulations on the organization of internal academic mobility of students to subscribers is assigned to the head of the QS.

12.2 Copies of the regulations are registered in electronic format in the electronic document management system "ARTA SYNERGY" and sent to the following addresses: UNIVERSITIES, deans and departments of the University.

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Appendix A
(reference)

F. 02.2042-01

A statement of the student

Academic year 20../20..

Direction of training:\

.....

This form should be filled in black for better transmission in case of faxing

<p>The sending University Name and full address:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>F. O. I. coordinator of Department, tel., Fax. e-mail</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Name of coordinator of the institution, tel., Fax. e-mail.....</p> <p>.....</p> <p>.....</p>

Personal data of the student

(filled in by the student)

<p>Surname: Name:</p> <p>.....</p> <p>Date of birth:..... Floor:</p> <p>Citizenship..... Place of birth:</p> <p>Current address:..... Permanent address (if different):</p> <p>.....</p> <p>Valid until.....</p> <p>.....</p> <p>Tel.: Tel.:</p>
--

Continuation of Appendix A

List of universities that receive this application (in order of preference):

University	Period of study		Duration of stay (months)	№ of expected ECTS credits
	From	till		
1.....
2.....
3.....
.....
.....

Name of the student:
.....

The sending University:.....
.....

Briefly explain the motives of your desire to study abroad
.....
.....

Language skills

Native language: Language of instruction at your University (if different):.....

Other languages	currently studying		have sufficient skills to learn		will have sufficient skills if I pass additional training	
	yes	no	yes	no	yes	no
.....						
.....						
.....						
.....						
.....						

Work experience related to training (if available)

Experience	Firm/organisation	date	Country
.....
.....

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Continuation of Appendix A

Previous and current training

Diploma/degree for which enrolled in this moment.....
.....

Number of years teaching in higher education prior to departure for milestone:

Have you been abroad? Well no
If so, where and at what University?
.....

Attached is a full transcript describing all the details of previous and current training. Information that is not available during the application process may be provided later.

Do you want to apply for a mobility grant to cover additional training costs?
Yes No

Host University
We acknowledge receipt of the application, the proposed training program, and the transcript.

The specified student is Accepted to study at our University
Not accepted to study at our University
Signature of the University coordinator
Signature of the Department coordinator
.....
.....

Date:
.....

Date:
.....

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Appendix B
(reference)

F. 02.2042-02

Agreement for training

Academic year 20...../20.....
 Direction of study:.....
 Training period: from..... to.....

Name of the student:
The sending University:

Host University:

Course code/ disciplines (if available)	Name of the course (discipline)	se- mester	Host University credits	EC TS credits
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

Student's signature: Date:
--

The sending University: We confirm that the proposed training program has been approved Signature of the Department coordinator _____ Signature of the University coordinator _____ Date: Date:

Continuation of Appendix B

Host University: We confirm that the above changes to the training program have been approved Signature of the Department coordinator Signature of the University coordinator Date: Date:
--

Changes to the originally proposed training program (filled in if any)

Student's full name:					
The sending University:					
code, discipline s (if available)	Course	Name of the course (discipline, as indicated in the information package)	se- mester	removed Added Course Course (unit) (unit)	E CTS credits
.....
.....
.....
.....
.....
.....
.....

Student's signature: Date:
The sending University: We confirm that the changes to the originally proposed training program have been approved. Signature of the Department coordinator Signature of the University coordinator Date: Date:
Host University: We confirm that the changes to the originally proposed training program have been approved. Signature of the Department coordinator Signature of the University coordinator Date: Date:

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Appendix B (reference)

F. 02.2042-03

A typical structure of the information package/course catalogue in the ECTS

<p>INFORMATION about the Institute</p>	<p>General information about the University</p> <ol style="list-style-type: none"> 1. The name and address of the University 2. Academic calendar 3. University Management 4. General characteristics of the University 5. The list of proposed training programmes (including the cost of training) 6. Procedure (terms) of admission and enrollment to the program
<p>INFORMATION about training programs (course Catalog)</p>	<ol style="list-style-type: none"> 1. General characteristics of training programs 2. * Degrees/qualifications awarded 3. • Levels (stages) of training 4. • Requirements for admission to the program 5. • Educational and professional goals of the program/ the possibility of further training 6. • Program structure with indication of credits (60 ECTS credits per year) 7. * Final exams (if available) • * Surname, first name, patronymic of lecturers in each discipline
	<p>. Description of individual disciplines (courses, units)</p> <p>Name of the course / discipline/unit</p> <ul style="list-style-type: none"> • Code of discipline * Type of discipline <p>Level of the course/discipline</p> <ul style="list-style-type: none"> • Year of study • Semester of study • Number of credits <p>* Full name of the lecturer/Professor</p> <ul style="list-style-type: none"> • The objectives of the course (expected learning objectives and acquired competencies) • Prerequisites • The content of the course/discipline • Recommended reading <p>* Assessment methods/forms</p> <p>Language of instruction</p> <ul style="list-style-type: none"> • * Conditions (requirements) for training in the specialty (stage)
<p>Additional information for students</p>	<ul style="list-style-type: none"> • Accommodation • Nutrition • Health services • Services/infrastructure for special needs of students, insurance • Financial assistance to students • Student office/ student Affairs office • Conditions for training (material base for classes) • International programs/Internships/Exchange program • Conditions/ base for sports activities • Conditions/ recreation facilities for studentsСтуденческие ассоциации

Appendix D (reference)

F. 02.2042-04

Transcript about training

The name of the guide University Fakultet/Department Institutional coordinator of ECTS Tel: Fax number: e-mail
Last name of the student Student's name Date and place of birth Floor Date of the document on education The number of the document on education
The name of the host institution Fakultet/Department Institutional coordinator of ECTS Tel: Fax number: e-mail

Course code(1)	Course name	Duration of the course (2)	National assessment (3)	ECTS assesment (4)	ECTS redits (5)
				total	
				:	

Diploma / degree awarded (a) _____

Date Signature of the Vice-rector for academic Affairs/Dean*

Continuation of Appendix D

University seal

*** Without signatures and official seal of the University is invalid**

(1) course Code

According to IP / ECTS QC

(2) duration of the course

Y – 1 year

1S – 1 semester, 2S – 2 semesters

1T-1 trimester 2T – 2 trimester

(3) a description of the institutional grading system

.....

(4) grading System ECTS

(5) ECTS Credits

1 full academic year – 60 credits

1 semester – 30 credits

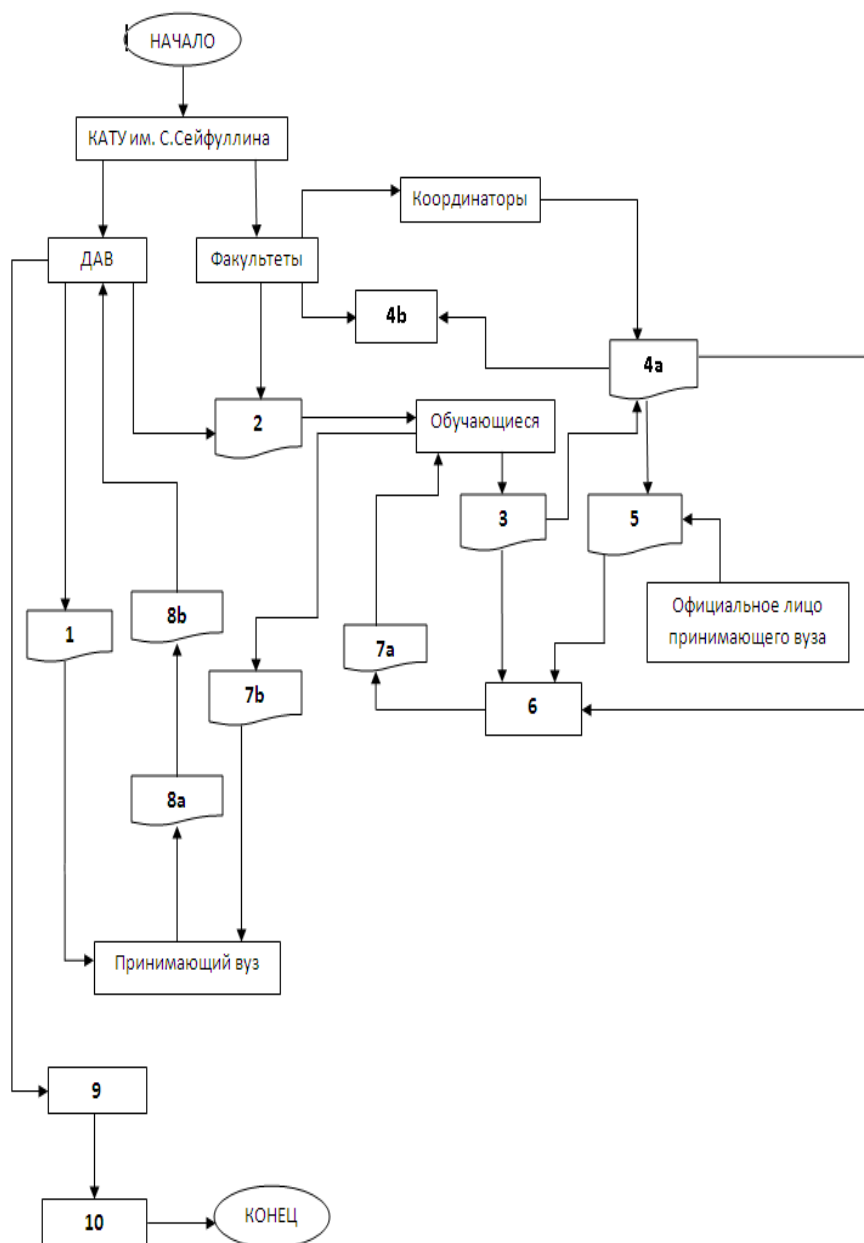
1 trimester – 20 credits

ECTS level	% of students	Explanations
A	10	excellent
B	25	Very good
C	30	good
D	25	satisfactory
E	10	sufficient
FX	-	Unsatisfactory
F	-	Unsatisfactory

Appendix D (reference)

F. 02.2042-05

The process map for the organization of internal academic mobili- ty of students



Actions

1. the SSC sends out informational letters of invitation to other universities about training opportunities within the framework of the internal academic mobility program.

2 Request to the Department about the number of students participating in the program.

3. Collecting an information package for students.

4a. Application addressed to the rector about the intention to participate in the internal academic mobility program. The SSC is preparing a draft order for students to leave for another University in the country. The order is registered by DAA.

4b. Filling out the application in 3 copies.

Compilation of the IEP in 2 samples.

5. Approval of the IEP by the Dean of the faculty.

6. Conclusion of a contract in 3 copies, an agreement in 2 copies at the training program.

7a. Transfer of a set of documents to the student.

7b. Departure of the student with a package of documents to another University.

8A. Return of the student with a set of documents (application, agreement in 1 copy; IEP, agreement in 2 copies; transcript) to the University.

8b. Transfer of a set of documents (application, agreement,

IEP, agreement in 1 copy and transcript).

9. Procedure for recognizing learning outcomes.

10. Officially certified training results.

<p>Quality Management System Regulations on the organization of internal academic mobility of students the S.Seifullin Kazakh Agrotechnical University</p>	 <p>SAKEN SEIFULLIN UNIVERSITY</p>	<p>"S. Seifullin Kazakh Agrotechnical University» NCJSC</p>
<p>ROIAMS QMS 02.2042 -2020 P.23 of 26 Version 1</p>		

Appendix E
(reference)

F. 02.2042-06

Form of the order of departure of the student for internal academic mobility

Within the framework of academic mobility about the direction for training

Send the following agronomic student for one semester to the following universities as part of academic mobility

In university _____							
	Stu- dent's full name	Student's IIN	Speci alization	for m of payment	cou rse	gr oup	par t

Basis: application of the student signed by the first Deputy Chairman of the Board A. M. Abdirov

Chairman of the Board

Prepared an order: Dean of the faculty of agronomy

Order prepared by: Dean of the Faculty

Quality Management System Regulations on the organization of internal academic mobility of students the S.Seifullin Kazakh Agrotechnical University	 SAKEN SEIFULLIN UNIVERSITY	"S. Seifullin Kazakh Agrotechnical University» NCJSC
ROIAMS QMS 02.2042 -2020 P.24 of 26 Version 1		

**Appendix G
(required)**

F.1.01-01

Approval sheet

Position	Full name	Date	Signature
Deputy Chairman of the Board	Abdyrov A.M.		
Deputy Chairman of the Board for Finance and infrastructure development	Sydykov A. Sh.		
Deputy Chairman Of the Board for educational work	Kusainova Zh. A.		
DAA director	Serekpayev N.A.		
SSC director	G Zhussupova		
Head of law division	Kerimshe A.S.		
Head of QS	Aldabergenova S. S.		

Appendix H
 (required)

F.1.01-02

A sheet reference

Position	Full name	Date	Signature

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Appendix J
(required)

F.1.01-03

The list of registration changes

Sheet numbers				№ of the notification on the basis of which the change was made	Full name of the person, who made the changes	Signature the person who made the changes	Applica- tion date of the changes
changed	substituted	new	cancelled				
				5	6	7	8