

MINISTRY OF AGRICULTURE OF THE REPUBLIC OF KAZAKHSTAN

«S.SEIFULLIN KAZAKH AGRO-TECHNICAL UNIVERSITY» JSC

APPROVED
Educational-methodical council
«S.Seifullin Kazakh Agro-Technical University» JSC
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THE ACADEMIC POLICY

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CONTENT

1.	Used abbreviations	3
2.	Glossary	3
3.	General Provisions	6
4.	The order of formation of a contingent of students (baccalaureate-masters - doctoral studies)	7
5.	Picking out of an educational trajectory by students. Individual development plan of the student	13
6.	Registration for attending training sessions	14
7.	Control of educational achievements of students	15
8.	Assessment of knowledge of students	16
9.	Organization and participating in hands-on training	17
10.	Organization and conduction of a state examination on “Modern history of Kazakhstan”	17
11.	Final attestation of students	18
12.	Academic transcript	20
13.	Academic mobility of students	21
14.	Academic reference. Rules on issue of the State-recognized diploma	23
15.	Deducing students from the university, granting academic leave	24
16.	The order of transfer of students (transfer of students from other universities, transfer within the university and transfer from course to course)	26
17.	The order of restoration of students	31
18.	The procedure for payment of state scholarships	32

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19.	Tuition fees	33
20	Educational and methodical support	34
21	Organization of classes with dual training elements	35
22	Appendixes.....	36

The present Academic Policy of "S.Seifullin Kazakh Agro-Technical University" JSC is compiled in accordance with the Law of the Republic of Kazakhstan "On Education", with the standard Rules and Orders of the Ministry of Education and Science of the Republic of Kazakhstan.

Used abbreviations

" S.Seifullin Kazakh Agro-Technical University " JSC	“S.Seifullin Kazakh Agro-Technical University” Joint stock company
MES of the RK	Ministry of Education and Science of the Republic of Kazakhstan.
GPA	Grade Point Average
IDP	Individual development plan of the student

Glossary

Academic Calendar	Calendar of educational and control activities, practices during the school year, indicating days of rest (vacations and holidays). The student must appear at the beginning of the orientation week
Academic Degree	Degree of mastering the relevant training program, awarded to the graduate of the university by the results of the final state attestation
Academic Term	Period of theoretical study: a semester with a duration of 15 weeks
Academic Transcript	The document of the established form containing the list of the passed disciplines for the corresponding period of training with instructions of credits and estimations in alphabetic and numerical terms, encouragement and disciplinary penalties of the student
Academic hour	The academic hour is equal to 1 contact hour - 50 minutes
Appeal	The procedure conducted to identify and eliminate cases of biased assessment of students' knowledge
Baccalaureate	The level of higher professional education with the award of academic degree "bachelor"
Bachelor	Academic degree awarded to persons who have mastered the educational program of undergraduate
Graduation department	Department, which prepares and graduates specialists in its field
Elective Courses	Elective educational disciplines that are studied by the student in any academic period according to the prerequisites
PhD-Doctoral	Form of training of scientific and scientific-pedagogical personnel of higher qualification in higher educational institutions and scientific organizations
PhD (Philosophy Doctor)	Higher academic degrees awarded to persons who have mastered the professional curriculum of doctoral studies in relevant specialties
Registration	The procedure for registering students for the academic disciplines of the forthcoming academic period / year

Individual development plan	A document reflecting the educational trajectory of a particular student, compiled independently for the academic period on the basis of an approved working curriculum, containing a list of the academic disciplines for which he was registered and the number of credits
Qualification Examination	The procedure conducted to determine the degree of mastering by the students of the appropriate level of education, under completion of which he gets a document so called diploma recognized by the State
Final Examination	Verification of educational achievements of the student, conducted after the completion of the study of the discipline during the examination session
Catalog of disciplines	Contains the necessary information about all disciplines of the current academic year; is available at the departments and dean's offices
Credit Hour	Unified unit for measuring the amount of academic work of a student/teacher
Credit Unit System	Educational technology that enhances the level of self-education and creative mastering of knowledge on the basis of individualization, the selectivity of the educational trajectory within the framework of accounting for the volume of knowledge in the form of credits and a funded learning system
Magistracy	The level of postgraduate professional education with the award of academic degree "master"
Master	Academic degree awarded to persons who have mastered professional master's degree programs
Students	Persons studying on the Bachelor's, Higher Vocational Education, Master's, PhD's, Second Higher Education's programs
Core Subjects	Disciplines studied by students in a mandatory manner
Orientation week	The week preceding the beginning of the academic year for mastering the basic rules of the credit system for training students
Office of the Registrar	Service, engaged in the recording of students for the taught disciplines, the registration of all their academic achievements throughout the training period, ensuring the organization of the boundary and final control of knowledge.
Office Recorder	A person engaged in registering the entire history of the student's educational achievements and ensuring the organization of all types of knowledge control and the calculation of his academic rating.
Add/Drop Period	The period during which the student can change his FTI by giving up one course and enrolling in another
Retake	Repeated passage of the discipline in case of receiving the final rating "unsatisfactory" ("F")
Prerequisites/ Postrequisites Syllabus	Disciplines that are mandatory for mastering the discipline under study / Disciplines that are compulsory for the mastery of the following disciplines Working curriculum, including the goals and objectives of the discipline, a summary of the discipline, the topics and duration of each session, the requirements of the teacher, the evaluation criteria, the schedule for the submission of works and a list of literature
Handouts	Illustrative material distributed during the lesson to motivate the student successfully to master the topic (theses, lectures, references, examples, glossary, tasks for self-study work, etc.)
Current control	Systematic testing of knowledge, conducted at the current sessions in accordance with the Syllabus

Midterm test No.1	Verification of educational achievements of students, conducted by the teacher at week No.7																
Midterm test No.2	Verification of educational achievements of students, conducted by the teacher at week No.15																
Task for self-study	Work on a specific list of topics assigned by the teacher for independent study of students, controlled in the form of tests, different types of control works, colloquiums, essays and reports; depending on the category of students it is divided into IWS - independent work of the student, IWU - independent work of the undergraduate, IWDS - independent work of the doctoral student																
Task for self-study under supervision of the teacher	Work of the student under the supervision of the teacher, indicated in the schedule; depending on the category of students it is divided into: task for self-study or IWS - independent work of the student under the supervision of the teacher, IWU - independent work of the undergraduate under the supervision of the teacher, IWDS - independent work of the doctoral student under the supervision of the teacher																
Grade Point Average	<p>Average weighted assessment of the level of educational achievements of the student in the chosen program for the period of study</p> <p>Calculation of the average score (GPA): the sum of the products of the digital equivalent of the credit score assigned to the discipline is divided by the total number of credits.</p> <p><i>Sample for calculation of GPA:</i></p> <table border="1"> <thead> <tr> <th>Discipline</th> <th>Credits number</th> <th>Score by letter system</th> <th>Digital equivalent</th> </tr> </thead> <tbody> <tr> <td>Chemistry</td> <td>3</td> <td>A</td> <td>4.0</td> </tr> <tr> <td>Computer science</td> <td>2</td> <td>B</td> <td>3.0</td> </tr> <tr> <td>Physics</td> <td>6</td> <td>F</td> <td>0.0</td> </tr> </tbody> </table> <p>Chemistry $4.0 \times 3 = 12.0$ Computer science $3.0 \times 2 = 6.0$ Physics $0.0 \times 6 = 0.0$ The sum of disciplines = $12 + 6 + 0 = 18.0$ Total credits = $3 + 2 + 6 = 11$ GPA = Sum of disciplines / total credits = $18.0 / 11 = 1.64$</p>	Discipline	Credits number	Score by letter system	Digital equivalent	Chemistry	3	A	4.0	Computer science	2	B	3.0	Physics	6	F	0.0
Discipline	Credits number	Score by letter system	Digital equivalent														
Chemistry	3	A	4.0														
Computer science	2	B	3.0														
Physics	6	F	0.0														
Tutor	Teacher, leading training sessions and acting as an academic consultant trained in training in distance education technologies																
Educational-methodical set of discipline	Educational-methodical set of the discipline, consisting of a syllabus, a brief summary of lectures, assignments for laboratory, practical and seminar classes, assignments for the IWS / IWU / IWDS, training material for independent work on topics and types of activities (case studies, digest of tasks, articles for analysis, etc.)																
Forms of training	Full-time (full-time, part-time), extramural																
Advisor	A teacher who serves as a consultant for academic issues of the student, who assists the student in choosing an educational trajectory and mastering the educational program during the whole period of training																
Electronic journal of visits and achievements	On-line journal in the AIS PLATONUS system, filled by teachers constantly during the academic period																

"S.Seifullin Kazakh Agro-Technical University" JSC provides training for specialists in programs of higher and postgraduate education (bachelor's, master's, PhD, second higher education) in terms of credit technology of education, the main task of which is to develop students' abilities for self-organization and self-education on the basis of electivity of the educational trajectory within the framework of the regulation of the educational process and accounting for the volume of knowledge in the form of loans.

This Academic Policy determines the order of the organization of training in "S.Seifullin Kazakh Agro-Technical University" JSC on the credit system of education in the programs of higher and postgraduate education. The document includes the procedure for registering students to attend training sessions; conducting current, intermediate and final controls; organization of students' passage of all kinds of practices; assessment of knowledge of students; the procedure for paying state scholarships to students; rules of transfer, a return and an expell of students; final attestation, etc.

Academic policy is developed in accordance with the legislative documents of the Ministry of Education and Science of the Republic of Kazakhstan.

General provisions

- the planning of the educational process is carried out on the basis of the educational standard specialty curriculum (SSC, the individual student's development plan or curriculum (FTI), the modular educational program, the modular curriculum and the curriculum of the specialty (CS).
- the volume of the educational load of students is measured in credits that are mastered during the academic period for each academic discipline;
- for the entire period of study at the university, the student must master the required number of credits determined by the Model curriculum of the specialty;
- as a rule, the development of the required credits is carried out for four academic years in the specialties of the bachelor's degree, 5 years in specialty, 1 year and 1.5 years in the profile magistracy, 2 years in the scientific and pedagogical magistracy, 3 years in doctoral studies;
- the curriculum of each specialty contains three blocks of disciplines: general education, basic and profiling;
 - in each block there is a list of disciplines that are of a mandatory component and a component of choice with indication of the number of credits;
 - each discipline is studied, as a rule, during one semester, *but the curriculum is built on the principle of a logical sequence of the study of disciplines and strict consideration of prerequisites in the study of each discipline;*
 - the academic year consists of academic periods (semester, trimester, cycle), which include theoretical training, intermediate knowledge control, final knowledge control (examination session), final certification (for the final course), all types of practices and vacations;
 - duration of semester of theoretical training is 15 weeks, trimester 10 weeks, quarter - 7-8 weeks, cycles 3-6 weeks;
 - the educational process is organized in the following forms: lecture classes (lectures, seminars, practical, laboratory, studio classes), extracurricular activities (independent work of the student with the teacher, independent work of students, individual consultations), educational and professional practices, research, preparation of degree work, control of students' academic achievements (current control, boundary control, intermediate certification, final state certification (defense of the thesis / project, state examinations));
 - the ratio between the types of classes (lectures, practical, seminar, laboratory, ISW) is established by the university's curriculum committee in agreement with the curriculum committee and department heads;
 - the summer semester is held with a duration of 6 weeks for a re-study of the discipline (Retake), 5 weeks of theoretical training and 1 week of final control (examination session);
 - during the summer semester, as a rule, disciplines are issued, according to which the students have not mastered the curriculum, as well as other disciplines, including for students from other universities. Training in the summer semester is carried out only on a paid basis;

-year semester provides an opportunity for students to eliminate unsatisfactory evaluation in disciplines, eliminate the difference in the curriculum, make adjustments to their individual plan through timely study of prerequisites;

- to learn the required credits at the time of the summer semester, the student can register not later than a week before the beginning of the summer semester;
- the duration and duration of each academic year is indicated in the Academic Calendar, which is developed and brought to the attention of students and teachers no later than three months before the start of the academic year.

The order of formation of a contingent of students

According to the "Standard Rules for Admission to Education in the Educational Organization Implementing Educational Programs of Higher Education" approved by the Decree of the Government of the Republic of Kazakhstan of January 19, 2012 No. 111

- the formation of a contingent of students is carried out through the placement of a state educational order for the training of specialists with higher education, as well as payment for training at the expense of the citizens' own funds and other sources;

- admission of persons entering higher educational institutions of the Republic of Kazakhstan is carried out on their applications on a competitive basis in accordance with the points of the certificate issued on the basis of the results of a single national testing (UNT) or complex testing (CT);

- UNT is held for graduates of educational organizations who have mastered general educational curricula of general secondary education in the current year, as well as graduates of general education schools with non-Kazakh and non-Russian languages, graduates of republican music boarding schools;

- CT is conducted for graduates of organizations of general secondary education (secondary general) of past years, graduates of technical and vocational (primary and secondary professional) organizations, post-secondary education, graduates of secondary schools, trained through international exchange of schoolchildren abroad, as well as persons who have completed training establishments abroad;- admission of persons entering higher educational institutions of the Republic of Kazakhstan for training on a paid basis is carried out according to the results of UNT or CT;

- Admission to higher education institutions of persons with technical and vocational, post-secondary education (colleges), to related specialties for shortened educational programs with an accelerated period of study on a fee basis is carried out according to the results of CT;

- the list of related specialties is approved by the authorized body in the field of education;

- Admission to higher education institutions of persons with higher education, for training in reduced terms on a fee basis, is carried out by admission commissions of higher educational institutions;

- admission of foreign citizens on an allotted quota on the basis of state educational order in the international higher educational establishments created on the basis of interstate agreements, is carried out by higher educational institutions independently;

- admission of foreign citizens to study in higher educational institutions on a fee basis is carried out based on the results of the interview conducted by the admissions offices of higher educational institutions;

admission of students to higher educational institutions is carried out by admission commissions from 10 to 28 August;

- applicants applying for admission to the admission committee of the higher educational institution attach a document on the general average (secondary general), technical and vocational (primary or secondary vocational), post-secondary or higher (higher professional) education (original), 6 photographs 3 x 4 a medical certificate form 086-U, a certificate of UNT or CT, as well as a certificate of award of an educational grant (if any);

- persons who have documents on the formation of educational organizations that

implement educational programs of technical and professional, post-secondary education, who have confirmed their qualifications and have worked for at least one year, additionally submit one of the following documents:

1) the work book;

2) track record (a list of information about the work, work activity of the employee), signed by the employer, certified by the seal of the organization (if any);

3) an archive certificate containing information on the employee's work activity.

- for enrolling in a higher educational institution in accordance with paragraph 8 of these Model Regulations, the admission committee of a higher education institution also applies documents to the application on the general average (secondary general) or technical and vocational (primary or secondary vocational), post-secondary education (original) , 6 photos of a size of 3 x 4, a medical certificate form 086-U, a certificate of UNT or CT;

- the persons who received the certificate of awarding the educational grant apply for admission to the higher educational institution indicated in the certificate and are enrolled in the number of students by the order of the rector of the higher educational institution;

- holders of certificates of awarding an educational grant for creative professions

enrolled in higher education institutions, in which they passed special (creative) exams;- graduates of educational organizations that implement educational programs of general secondary (secondary general) education or technical and vocational (primary and secondary vocational), post-secondary education, who have passed UNT or CT, who have scored not less than the results of testing, are enrolled in tertiary education at national higher educational institutions 65 points, and by groups of specialties "Education", "Agricultural sciences" and "Veterinary" - not less than 60 points, in other higher educational institutions - not less than 50 points , and on the specialty "General Medicine" - at least 65 points, including at least 5 points - in the history of Kazakhstan, mathematical literacy, reading literacy - the language of instruction, and at least 15 points for each core subject, with the exception of applicants to specialties that require the surrender of creative examinations. graduates of educational organizations that implement educational programs of general secondary (secondary general) education or technical and vocational (primary and secondary vocational), post-secondary education, who have passed UNT or CT, who have scored at least 65 points , and by groups of specialties "Education", "Agricultural Sciences" and "Veterinary" - not less than 60 points, in other higher educational institutions - not less than 50 points, and on the specialty "General Medicine" - at least 65 points, including at least 5 points - in the history of Kazakhstan, mathematical literacy, reading literacy - the language of instruction, and at least 15 points for each core subject, except for those who apply for specialty, requiring the surrender of creative examinations.

- graduates of educational organizations that implement educational programs for technical and vocational and post-secondary education who are enrolled in related specialties for shortened educational programs with accelerated term of study who have completed CT scores, who have scored at least 35 points on the basis of testing, are included in higher education institutions at least 5 points in the general discipline and at least 13 points in the core discipline, with the exception of those entering the specialty, requiring the surrender of creative examinations.

- in national higher educational institutions for paid training in specialties requiring passing the creative examinations, graduates of organizations of general secondary (secondary general) education or graduates of educational organizations who implement educational programs of technical and professional (primary and secondary vocational), post-secondary education, passed UNT or CT, who, by the results of testing and creative examination, points, and for the group of specialties "Education" not less than - 60 points, in other higher educational institutions - not less than 50 points, including at least 5 points - on the history of Kazakhstan, reading literacy is the language of instruction, and not less than 15 points for each creative exam (for applicants for related specialties on reduced educational programs with an accelerated period of study - at least 35 points, including at least 5 points for creative exam and at least - 13 points in the mainstream discipline);

- enrollment in a higher educational institution is conducted separately by specialties and language departments;

- enrollment in specialties for which creative exams are established, is conducted taking into account the scores for these exams;

- enrollment in pedagogical specialties is conducted taking into account the results of a special examination.

- in case of registration of the incoming educational loan issued by second-tier banks, the applicant is enrolled in the number of students of a higher education institution when he submits an appropriate certificate from the bank to find the documents under consideration;

- at the same time, applicant is granted a deferral on payment of the amount established in the contract for the provision of educational services and payable prior to enrolling the citizen for the period of the educational loan, but not more than four weeks from the receipt of the certificate from the bank;

- documents submitted in a foreign language must have a notarized translation into the state or Russian language;

- documents on education issued by foreign educational organizations are subject to the procedure of nostrification in accordance with the procedure established by law after enrollment of persons during the first semester of training.

According to the "Standard Rules for Admission to Education in Educational Organizations Implementing Educational Programs for Post-Graduate Education" approved by the Decree of the Government of the Republic of Kazakhstan of January 19, 2012 No. 109

- the formation of a contingent of undergraduates and doctoral candidates is carried out through the placement of a state educational order for the training of scientific and pedagogical personnel, as well as payment for training at the expense of the citizens' own resources and other sources;

- the admission of persons to the magistracy, doctoral studies is carried out on a competitive basis based on the results of the entrance examinations;

- acceptance of applications entering the Master's program, doctoral studies is conducted from 10 to 30 July.

Entrance examinations for magistracy and doctoral studies are conducted from 10 to 20 August, enrollment - until 25 August.

The procedure for accepting documents for admission to the magistracy and doctoral studies

- Persons who have mastered the educational programs of higher education are admitted to the Master's program.

- To receive documents and organize the entrance examinations in universities, a selection committee is created. The chairman of the admissions committee is the rector of the university. The composition of the selection committee is approved by the order of the rector.

- persons who received documents on education in foreign educational organizations must pass the procedure for the recognition or nostrification of documents on education for admission to the magistracy and doctoral studies. Documents on education issued by foreign educational organizations are recognized on the territory of the Republic of Kazakhstan in accordance with international treaties (agreements).

- persons applying for a master's degree are given the following documents:

1) an application addressed to the head of the organization;

2) a copy of the higher education document;

3) a copy of the certificate of passing the test for the programs specified in paragraph 14 of this Regulation (if any);

4) a personal paper on registration of personnel and the document confirming work (for the persons having work experience);

5) six photos of 3x4 in size;

6) medical certificate of a form 086-U;

7) copy of the identity card;

8) the list of scientific and methodical works (in case of their existence).

Together with copies of the documents specified in the present point the original is provided for verification. After carrying out verification original papers are given back.

- in doctoral studies the persons having degree "master" and length of service not less than 3 years are accepted.

- the persons coming to doctoral studies file the following documents:

1) the statement addressed to the head of the organization;

2) copy of the identity card;

3) the copy of the certificate on test passing according to the programs specified in point 14 of these rules (in case of their existence);

4) the list of scientific and scientific and methodical works (in case of their existence);

5) six photos of 3x4 in size;

6) medical certificate of a form 086-U;

7) a personal paper on registration of personnel and the document confirming work;

8) the essay justification of the planned dissertation research

Together with copies of the documents specified in the present point the original is provided for verification. After carrying out verification original papers are given back.

Order of holding entrance examinations

- the persons entering the MA course and doctoral studies take entrance examinations:

1) on one of foreign languages at the choice (the English, French, German languages);

2) in the specialty.

- the persons having the international certificates confirming foreign language skills according to the all-European competences (standards) of foreign language skills are exempted from an entrance examination in a foreign language in a magistracy and doctoral studies on the next examinations:

English: Test of English as a Foreign Language Institutional Testing Programm (TOEFL of ITP – not less than 460 points), Test of English as a Foreign Language Institutional Testing Programm Internet-based Test (TOEFL of IBT, threshold point – not less than 87), (TOEFL threshold point – not less than 560 points), International English Language Tests System (IELTS, threshold point – not less than 6.0);

German: Deutsche Sprachprüfung für den Hochschulzugang (DSH, Niveau C1/level C1), TestDaF-Prüfung (Niveau C1/level C1);

French: Test de Français International™ (TFI – isn't lower than the B1 level on sections of reading and audition), Diplôme d'Etudes en Langue française (DELFF, the B2 level), Diplôme Approfondi de Langue française (DALF, the C1 level), Test de connaissance du français (TCF – not less than 400 points).

- for holding entrance examinations in a magistracy and doctoral studies at the university examination committees on specialties are created.

- the examination committee in the specialty is formed of the number of employees of higher education institution and the scientific organizations having an academic degree on the corresponding specialty.

The structure of examination committee in the specialty consists of the chairman and three members, two of whom have to be doctors of science, and is approved by the order of the rector.

- in twenty calendar days prior to holding examinations the university sends to authorized body in the field of education the diagram of holding entrance examinations in the specialty;

- entrance examinations in a foreign language are held on the technology developed by National center of testing of the Ministry of Education and Science of the Republic of Kazakhstan;

- the repeating an examination of entrance examinations in a year of their delivery is not allowed.

- at the university the appeal commission is created. The composition of the appeal commission in Higher Education Institution is approved by the order of the chairman of selection

committee. The appeal commissions are created for consideration of applications of the persons who are not concordant with results of entrance examinations. The appeal commission adopts and considers statements from the persons entering the MA course and doctoral studies on the content of examination materials and technical reasons. The appeal commission makes the decision on adding of points to the person appealing results of an entrance examination – in the specialty. Application is submitted for the appeal addressed to the chairman of the appeal commission by the person entering the MA course and doctoral studies. Announcements on the content of examination materials and for technical reasons are accepted till 13:00 o'clock the next day after declaration of results of an entrance examination and are considered by the appeal commission within one day from the date of filing of application. The appeal commission works with each person in a personal order. In case of absence of the person on a meeting of the appeal commission, its application on the appeal is not considered. In case of consideration of the application by the appeal commission, the person who submitted the appeal provides the identity document. Decisions are made by the appeal commissions by a majority vote from the total number of members of the commission. In case of equality of votes the voice of the chairman of the commission is decisive. Operation of the appeal commissions is made out by the protocol signed by the chairman and all members of the commission.

Transfer in a magistracy, residency and doctoral studies

- transfer in number of undergraduates, listeners of residency and doctoral candidates is carried out by selection committee of the university;

- on training in the state educational order the persons which have got the highest score on the sum of entrance examinations in a 100-mark rating scale according to the annex to these rules are enlisted:

1) for a scientific and pedagogical magistracy and doctoral studies not less than 150 points;

2) for a profile magistracy and residency not less than 130 points, including on a foreign language not less than 30 points.

- to the persons having the certificates on test passing on a foreign language (English, French, German) specified in point 14 of these rules the highest point on a 100-mark rating scale is set off.

- in case of identical indicators of competitive points, the privilege at transfer is acquired by the persons having most an appreciation in the specialty in case of identical indicators of an entrance examination in the specialty, the privilege is acquired by the persons having most an appreciation on a foreign language. Then the scientific achievements corresponding to a profile of the chosen specialty are considered: scientific publications, including in rating scientific publications; certificates on scientific developments; certificates on award of scientific grants, grants; diplomas/diplomas for participation in scientific conferences and competitions.

- transfer of persons on target training of masters and philosophy doctors (PhD) by the state educational order is carried out on a competitive basis among the persons applying for this preparation.

Choice of an educational trajectory by students.

Individual curriculum of a student

- for ensuring broad knowledge of the elective disciplines studying according to contents offered by faculty the Catalogue of the elective disciplines on each direction of training of specialists including several specialties of the university is published;

- the catalog, formed by departments together with employers, is considered in committees on curricula, programs of faculty, the university and is coordinated by the Department on the Academic Issues and is introduced to the students;

- on the basis of the curriculum and the Catalogue of elective disciplines the student independently forms own trajectory of training. The student chooses the required amount of obligatory and elective disciplines which are reflected in the individual curriculum (IC). The student is responsible for drawing up IUP and completeness of development of a course according to the requirements of the working curriculum of specialty;

- individual planning of training is formed for academic year by the student (for academic year) under the direction of an adviser. Adviser is appointed by the order of the Chairman of the board;
- departments are obliged to provide beforehand to students full information on amount of elective disciplines and their short description through adviser, through the Catalogue of disciplines and also to show the presentation of disciplines in the AIS Platonus system prior to the beginning of the registration period;
- before the theoretical period of training in AIS Platonus the full Educational and Methodical Complex of Disciplines (EMCD) has to be placed, according to working curricula;
- when forming individual plans the list of compulsory and elective disciplines are offered to the student according to the working plan of specialties and the Catalogue of disciplines;
- the choice of disciplines has to be carried out with obligatory accounting of the logical sequence of studying of disciplines;
- the student can't be registered on discipline if in the previous semester he hasn't mastered a prerequisites of disciplines of the following semester;
- the choice of basic disciplines is carried out taking into account vocational guidance of the student, but IEP of the student can include also the disciplines stated in the block of basic disciplines on other specialties;
- the created IEP (Appendix 1) in triplicate is signed by the student and it is represented to an adviser for coordination;
- the adviser, in the absence of remarks, signs IEP, coordinates it at Office of the Registrar and submits for approval to the dean of faculty. After a statement one copy remains at the student, the second copy is transferred by an adviser to Office of the Registrar for use in the course of certifications, and the third is stored at an adviser and forms a basis for control of performance of the curriculum by the student. A deadline for delivery of IEP in Office of the Registrar – the 3rd week of 1 semester for all courses of a bachelor degree, the 2nd week for 1 courses of a magistracy, doctoral studies.
- the student has the right to change IEP within the working curriculum of specialty prior to the beginning of a semester of theoretical training during the carrying out registration specified in the Academic calendar;
- to the students, undergraduates, doctoral candidates studying in Foreign Higher Education Institutions on the basis of the international exchange educational programs, or partner programs of "S. Seifullin KATU" JSC the credits gathered by them during training abroad in the disciplines corresponding to the approved curriculum of specialty of the university can be included;
- in the conditions of the credit system of training in the student the large volume of independent work in the form of home tasks, the analysis of cases, academic year and other research projects is provided;
- all types of independent works are surely described in a syllabus and EMCD with the indication of concrete tasks, evaluation criteria and the schedule of delivery of tasks.

Registration for disciplines of studies

Formation of the lesson schedule is carried out on the basis of registration of students for disciplines;

- the student has to be registered on a certain quantity of the credits provided by the working curriculum of specialty;
- online registration of the student for studying of subject matters is carried out in the Platonus AIS system with the methodical and advisory help of adviser. Entrance to AIS "Platonus" of <http://platonus.kazatu.kz> - authorized.

In the right side of the Individual Curriculum page, there are: "Obligatory disciplines", "Elective disciplines" and "Catalog of modules". The line "Academic year" opens the page with the list of elective disciplines for the academic year. The tick in the left part of a line activates data on module/discipline, including the line "language of the teaching discipline" and the line "teacher" with the falling list. In the end of a procedure of registration for modules/disciplines, it is

necessary to carry out an inspection on correctness and completeness of registration. The total amount of credits should correspond to the curriculum of specialty and a course.

Terms of carrying out registration are specified in the Academic calendar;

- in on-line mode registration of students for visit of studies is carried out in AIS Platonus on the Individual Curriculum page Registration for disciplines of the studying 1 courses – till September 5, registration for disciplines of the studying 2-5 courses – till February 1 of the current academic year the next academic year, Registration for disciplines of the students restored, who have returned from the academic vacation - no later than 5 working days from the date of a release of the order;

- registration for disciplines is carried out studying after detailed discussion of the individual trajectory of training with an adviser who makes explanations concerning the choice of disciplines according to the approved working curricula and the catalog of elective disciplines;

- for students of the first course during the presentation period (which terms are specified in the academic calendar), the general acquaintance to the credit system of training, the procedure of registration for disciplines, determination of level of language and physical training is carried out;

- during presentation week meetings with the representatives of administration, deans of faculties managing departments, advisers, library of the university are held;

- to each student the login and the password for an entrance to AIS "Platonus" by means of which he carries out an entrance to AIS "Platonus" is issued.

- for students on 1 course the basis for access to registration is the order on transfer in number of students/undergraduates/doctoral candidates of the university and payment for a semester (if training is carried out on a paid basis);

- other students are registered on disciplines of the following semester and repeated passing of disciplines (Retake) during the registration period, specified in the Academic calendar;

- the basis for access to registration is:

- passing of all prerequisite demanded for studying of this or that discipline (responsibility of an adviser);

- lack of financial debt on payment for training;

- registration for a summer semester is carried out upon termination of a summer session;

- registration for repeated studying of discipline ("Retake") is carried out at the scheduled time of the general registration, but provides advance payment for training as repeated studying of discipline is carried out only on a paid basis for all specialties and forms of education;

- the academic classes of students are formed by the amount of students who have registered in this discipline;

- the minimum required quantity registered on compulsory disciplines in a bachelor degree is:

- lectures – from 75 people;

- a practical training – no more than 30 people;

- language, laboratory researches – not less than 15 except for disciplines specialties with the small contingent of students.

- the academic classes of the specialties studying on elective disciplines with the small contingent of students are formed by the principle of record of all students on one discipline. The total of students in this case has to make not less than 10-12 people.

- in case the number of students are less minimum established, then the discipline doesn't open. The students who have signed up for this course are warned about it and within 3 days after the end of registration ask to make the repeated choice of discipline;

- in case of registration for a subject matter of students in the quantity exceeding most determined number the additional academic stream on this discipline is formed;

- when forming groups in a magistracy and doctoral studies of PhD the higher education institution is guided by the relevant standard and instructive documents of MES RK;

- the academic streams are formed of the maximum calculation of 20-25 people, for an exception of disciplines of specialties with the small contingent of students;

- during training in other higher education institutions of RK, foreign higher education institutions on the academic mobility - curriculum differences are studied with use of distant technologies.

Control of students' educational achievements

- to control students' educational achievements the following types and forms of student's knowledge control are provided:

- current control;
- midterm control;
- final control;

- the current control is the systematic checking of students' educational achievements which is carried out by the teacher on the current classes according to a discipline syllabus;

- midterm control is the control conducted on the 8th and 15th weeks of theoretical training with inclusion in itself of results of the current control and putting down the results of the midterm control in the sheet in AIS "Platonus". The quantity of the midterm control is defined by the working curriculum and is specified in a discipline syllabus. The form of carrying out current and midterm control depends on specifics established by the lecturer. Current and midterm control can be carried out in the form of colloquiums, computer or matrix test polls, written examinations, assessment of participation of students in debates, round tables, business games, the solution of situational tasks, etc. Detailed information on forms of carrying out the current and midterm control joins in a syllabus on discipline and students are informed in the first 2 weeks of a semester;

- results of the midterm control are noted by the teacher in the sheet of midterm control in AIS "Platonus" no later than the Monday following certification week;

- changes of results of midterm control for the purpose of their increase aren't allowed;

- final control is the checking of students' educational achievements which is carried out after completion of studying of discipline during examinations (midterm certification).

- duration of examinations and the number of examinations is defined according to the approved working curriculum of specialty and the academic calendar;

- responsibility for the organization and holding examination is assigned by the deans of faculties and office of the registrar;

- students have to pass all examinations in strict accordance with the working and individual curriculum in the approved training programs of disciplines;

- students of extramural studies are allowed to examinations if they have no academic debt for the previous course;

- examinations on extramural studies, their periods and quantity in academic year are defined by the approved curricula of specialties;

- examinations are held at "S. Seifullin KATU" JSC in written, oral and test form on the computer or on paper based.

Assessment of students' knowledge

- assessment of students' knowledge is made on a four-point scale;

- when holding a final exam the positive assessment is registered in the examination list on a subject matter of AIS "Platonus". F assessment "unsatisfactorily" treats only in the examination list;

- the total score of the student on discipline is created by summing of points for midterm and final monitoring of knowledge obtained during a semester. At the same time the mandatory requirement of completeness of the intermediate certification of the student for discipline is the positive assessment on final examination;

- the maximum assessment of the current progress in a semester makes 60% of total assessment of knowledge of discipline, and the maximum assessment of examination makes 40% of total assessment of knowledge of discipline;

- results of examination, according to the examination list are registered by the teacher in AIS "Platonus" right in the day of examination;

Statements for the appeal following by the results of written, oral examination or computer testing are accepted within one day after announcing the results according to a personal statement of the student with the signature of the dean of faculty addressed to the director of DAQ where it is necessary to specify an essence of the appealed question(s). The statement is carried out in the oral form by the subject appeal commission of department. The results of the statement issued by the Protocol are signed by members of the appeal commission and are transferred to Department of knowledge assessment and certification. The worker of this department opens access to the examiner for submission of the results of the statement.

- the retaking of an examination with positive assessment on total control with purpose of its increase is allowed in the period of a summer semester, but it doesn't influence on scholarship.

- the students who have received the established level of points of GPA are transferred to the following course by the order of the rector of the university. The required GPA point for the transfer from a course to a course is established by the Academic council of the university at the beginning of the academic year;

- the student, who has not gathered established GPA point, registers in a summer semester to increase GPA point on separate disciplines on a paid basis or stays on a repeated course on a paid basis. The student left on a repeated course has the right to study by earlier accepted individual curriculum or to create the new individual curriculum developed in accordance with the established procedure;

- the student who has gained the required point of GPA and transferred to the following course in the presence of the academic debt repeatedly studies disciplines on which has a debt only on a paid basis;

- students who are the owners of educational grants and left on a repeated course, lose an educational grant and continue the further training only at a paid basis;

- students who are the owners of educational grants and who have gained established point of GPA and transferred to the following course with the academic debts, don't lose an educational grant. In this case they have to study disciplines repeatedly on which they have a debt on a paid basis and to pass examination on them. The cost of one credit in a section of specialties is determined by financial department;

Organization and practical training

- the main and obligatory types of practice of students in S. Seifullin KATU are training, pedagogical, work experience internship, research;

- all types of practices are carried out according to the Program of practice, and the syllabus containing the main requirements of practical training is presented to students. The program is developed by the graduate department taking into account a profile of specialty, the nature of the enterprise, the organization – places of practical training and approved by the Council of faculty. The syllabus of practice is formed by the head of practice and approved by the dean of faculty;

- the organization of practice at all stages has to be aimed at providing continuity and sequence of mastering students' professional skills according to the requirements to the level of training the graduate;

- training practice of students can be carried out in educational divisions of the University or at the enterprises, in institutions and the organizations;

- work experience practice, including the predegree practice of students is held, as a rule, at the enterprises, in the institutions and the organizations which are bases of the practice according to the available contracts on providing base of practice;

- terms of carrying out practice are established by the University according to the curriculum and the academic calendar, taking into account opportunities of industrial practice base of the University and the organizations - bases of practice and level of theoretical knowledge of students;

- the quantity of the credits corresponding to each type of practice, provided by the Standard training program of specialties is defined by curricula of specialties;

- students are registered on the corresponding type of practice and include it in their individual

plan of training;

- The student-intern makes out the results of practice in the form of the written report which is defended in the commission of the department;
- assessment of the results of practice is equated to the grades on theoretical training, and considered while awarding a scholarship, at calculation of the general GPA, transference to the next year of training and added to the record of practice (appendix 5);
- the general results of practice are summed up on Councils of faculties with participation where it is possible, representatives of bases of the practice.

Organization and conducting a state exam on Contemporary History of Kazakhstan

- the essential requirement in all academic programs of a bachelor degree of S. Seifullin KATU is to study of Contemporary History of Kazakhstan;
- students of all specialties of a bachelor degree pass the state examination on discipline "Contemporary history of Kazakhstan" after completion of its studying during midterm certification, according to the approved academic calendar;
- the working curriculum of a state exam on discipline "Modern history of Kazakhstan" is developed on the basis of the standard curriculum on this discipline and approved by the Council of faculty. The form of conducting a state exam is defined by the Council of faculty.
- for holding a state exam on discipline "The modern history of Kazakhstan" is formed the State Examination Commission (SEC) consisting of the chairman and members of the commission for calendar year. The results of a state exam on discipline "Modern history of Kazakhstan" are considered when summing up an examination period in which it was required to pass;
- retaking an examination of positive assessment on a state exam with the purpose of rating improvement is not allowed;
- retaking an examination with the assessment "unsatisfactory" on a state exam during the current period of midterm certification is not allowed.
- to retake an examination of a state exam from assessment "unsatisfactory" on positive, the student has to do on a paid basis in the period of a summer semester or during the next academic period to visit all types of studies on a paid basis on discipline provided by the working curriculum and to get the admission to final control;

Final assessment of students

- the final assessment of students in S. Seifullin KATU Rules of credit technology of training, is held in the forms determined by QMS for specialties of the higher and postgraduate education and held in the terms provided by the academic calendar and the approved working curricula of specialties.
- for holding a final assessment of students the state certifying commission (SCC) on each specialty for all forms of education is formed;
- deans of faculties till October 15th of the current year, present the candidates for chairmen SCC to division of educational process of Academic Questions Department, from among the professors, associate professors, scientists, teachers, skilled experts of production and teachers having a practical experience, corresponding to a profile of graduate specialists and who are not working in this higher education institution;
- the admission to a final assessment of students is made out by the order of the dean of faculty according to the list of students not later than two weeks before the beginning of the final assessment and it is presented in SCC Reviewing the degree project (work), is carried out only by external experts from the third-party organizations which qualification corresponds to a profile of the defended work;
- reviewers of final works and themes of diploma works of students of full-time department are approved by the order of the head of higher education institution in the general list by the introduction of the head of graduate department with the indication of the place of work and a position not later than October 15th of the current year;
- the university independently develops and approves working programs of a state exam in

specialties, technology of its conduction on the basis of training programs of the disciplines included in this complex examination;

- defence of degree/final work (the master thesis), is carried out at a SCC public meeting;
- defence of the doctor thesis is carried out on meetings of dissertation council according to the established requirements;

- before passing documents to dissertation council of the doctoral candidate, takes place the discussion of the thesis at the enlarged meeting of department and/or laboratories;

- in 1 (one) month before holding the enlarged meeting, the thesis is sent to 2 (two) experts with an academic degree in the field of scientific research of the doctoral candidate. At an enlarged meeting take part not less than 2/3 (two thirds) members of department and/or laboratory, scientific consultants and also representatives of adjacent (related) departments, scientific and other organizations;

- the thesis is presented in one of the following languages - the state, Russian or English languages;

- acceptance of documents is carried out by the scientific secretary of dissertation council which registers them not less than in 2 (two) working days and presents to dissertation council;

- for placing on an Internet resource of higher education institution the doctoral candidate prepares the following information:

- 1) the announcement of the forthcoming defence with the indication of the address, date and time (1 (one) month before the determined date of defence);

- 2) the thesis (1 (one) month before the determined date of defence and within 5 (five) months after defence of a thesis);

- 3) the summary in the state, Russian, English languages with a total amount not less than 1 (one) printed page (in 1 (one) month before the determined date of defence);

- 4) the list of publications of the doctoral candidate (1 (one) month before the determined date of defence);

- 5) responses of scientific consultants (1 (one) month before the due to date of defence) which are available within 5 (five) months after defence;

- 6) responses of official reviewers (10 (ten) working days before the due to date of defence);

- 7) a defence video (within 5 (five) months after defence);

- 8) reports of dissertation councils (by the end of calendar year);

- 9) announcements of change of date, time, venue of defence and of change of reviewers (if applicable);

- the thesis copy on paper and electronic carriers is transferred to library of higher education institution. Within 7 (seven) working days after defence thesis copies on the electronic medium are transferred by the scientific secretary of dissertation council to National academic library of the Republic of Kazakhstan and National library of the Republic of Kazakhstan (except the theses containing the state secrets).

- after reception to defence (1 (one) month before the due to date of defence) the dissertation council directs the thesis for check the usage by the doctoral candidate of the borrowed material without reference to the author and a source of loan in the National center of scientific and technical information.

- the dissertational council holds a secret ballot for making decision on the petition before Committee to award the doctoral candidate with the degree of the doctor of philosophy (PhD), the doctor on a profile on the corresponding specialty or about refusal in award of this degree. The decision of dissertation council is deemed accepted positively if 2/3 (two thirds) and more members of dissertation council participating in a meeting have voted for him. If less than 2/3 (two thirds) the members of dissertation council participating in a meeting have voted for the positive decision the negative decision is made;

- results of passing state exams and defence of theses (the master thesis, the doctoral dissertation) are announced in day of their carrying out;

- decisions on defence assessment and also on qualification assignment, award of the academic

degree and issue of the diploma of the state sample (without difference, with honors) are accepted by SCC at a private meeting by an open voting in a simple majority vote of the members of the commission participating in a meeting;

- retaking a state exam and defence of the thesis on the purpose of increase of positive assessment is not allowed;

- by the decision of State Attestation Commission (SAC qualification and (or) the academic degree of "bachelor" in the **relevant specialty** and the diploma of the state sample **with official transcript is given** to the student who has passed a final assessment, and, confirmed assimilation of the appropriate professional **educational** program of the higher education

- the honors degree is issued (**without regard to assessment for military training**) to the student who has passed examinations with grades A, A- "excellent" on **not less than** 75 percent of all disciplines of the curriculum, and on other disciplines - with grades B, B+ "good", and passed all state examinations and defended **the graduation** thesis (project) with grades A, A- "excellent", - when receiving "F" "unsatisfactory mark, **retaking** of state exams and /or repeated defense of the thesis during the period of a final assessment is not allowed;

- the repeated final assessment of the student is held in the next period of a final assessment only in those its forms in which the previous final "unsatisfactory" assessment was received.

However, the list of the disciplines submitted for state exams for persons who have not passed these examinations is defined by the approved working curriculum acting in a **student's** theoretical course **graduation year**. The students who have received at a final assessment "unsatisfactory" **mark** are expelled from higher education institution by the order of the head of higher education institution with the issue of the Reference of the established sample;

- the student expelled from the university by results of a final assessment no later than two weeks before the final assessment of the next academic year writes the application addressed to the head of the organization of education for permission to be **admitted** to those forms in which "F" "unsatisfactory" mark (grade) has been received. The student is allowed **to retake** an examination or **defend** thesis /final work only on a paid basis.

Transcript

Transcript is the document containing a list of the subjects passed in the corresponding period of study with the indication of the credits and grades according to point-lettered rating system for the assessment of knowledge.

Transcript is the official document of the student. **All final grades of students including outcomes of retakes are recorded in a transcript.**

The transcript is given at the student's request by written statement and upon request of dean's offices or other structural divisions.

The student's transcript is registered in the journal of registration where number and date of issue **are indicated**. The document is certified by the registrar's office, and is sealed by the dean of faculty and the Chairman of the board.

Transcript form is filled out on the basis of the **certificate on fulfillment of individual plan** by the student according to grades received on all disciplines in the **content** provided by the state obligatory standard of education and the working curriculum, course papers (projects) defended, **internship types** and results of a final assessment.

Final grades on each subject according to **point-lettered rating system of knowledge assessment with the indication of its content in credits and academic hours** are recorded.

The diploma with honors is issued (without regard to assessment for military training) to students who passed examinations and the differentiated tests with grades A, A - "excellent", B- B, B+ "good" and have GPA of progress (GPA) for the entire period of training not lower than 3,5 and also passed all state examinations and defended the thesis (project) with grades A, A-"excellent".

The official transcript to the diploma (Transcript) and the diploma is given to the student within five working days after completion of a final assessment according to the academic calendar.

Academic mobility of students

Academic mobility is the transfer of students for a certain academic period (**including an educational or on-job training**) for **educational purposes** or researches, with obligatory transfer in accordance with the established procedure of the mastered educational programs **in terms of credits at university in homecountry or in a different university;**

The heads of departments carry out synchronization of working curricula of university specialties (bachelor degree) and postgraduate (magistracy) education of S. Seifullin KATU and Kazakhstan universities **with respect to** correspondence of disciplines to send students on academic mobility;

- consider and approve the list and volume (12-20) of credits of disciplines (IEP- Individual education plan) **for students to be mastered at a different university within internal academic mobility;**

- consider the list of candidates for participation in programs of internal academic mobility and submit it for approval to the dean's office for **the subsequent preparation** of the order.

- on arrival of the student from the partner university together with the coordinator of the faculty they transfer the mastered credits in partner institution, form an extract of the meeting minutes of the department, which specify: 1) the list of disciplines which **are transferred** in S.Seifullin KATU on synchronization 2) the list of disciplines which were studied via distant educational technologies 3) the list of course works, in case they are absent in the working curriculum of the **host university**.

The student prepares and collects the information package together with the faculty coordinator to visit and study in the partner university;

- upon arrival at S.Seifullin KATU provides a transcript with grades on the completed disciplines in the partner university;

- undertakes to carry out assignments in accordance with the Educational and Methodical Complex of Disciplines (EMCD), in time, within the timeframe established by the academic calendar of the KATU, **to do the** Midterm test No. 1, Midterm test No. 2, Current control, and on arrival from partner university to pass examination **by the assignment** given in the Department of Knowledge Assessment and Certification;

- has **to pass all available** failed exams due to untimely taking Midterm test No. 1, Midterm test No. 2, Current control, including the disciplines, studied via DET (distant educational technology);

- bears personal responsibility for the data provided to KATU.

The university coordinator monitors the procedure for recognizing the results of studies upon the return of the student to the university;

- **enters into AIS "Platonus" the assessment based on the transcript provided to**

students and extracts from a faculty meeting on synchronization of disciplines;

- keeps records and issues assignments (on the basis of decanate orders) for examinations on disciplines studied through DET (distant educational technology);
- keeps records and issues assignments for the exam for students on incoming academic mobility.

The coordinator of the faculty consults students and teaching staff on the academic issues of academic mobility;

- conducts awareness-raising activities among students about the possibility of training in internal academic mobility programs, organizes meetings with students, provides comprehensive assistance to students in choosing a university from partner universities;
- carries out a continuous communication with students of the **outgoing** academic mobility about their progress, conditions of accommodation and realization **of Individual educational plan**, provide assistance **when students get into trouble** on the disciplines mastered at the host university etc. (using different means of communication, including e-mail).

To participate in the program of outgoing academic mobility, the student writes an application addressed to the Chairman of the Board and the coordination order is the following: faculty coordinator, head of the department, dean of the faculty, director of DAQ (department of academic questions). After signing the application, the dean's office prepares a draft order on the departure of the student to another university within the framework of the program of internal academic mobility.

The list of mandatory documents of the information package: the order on the university for academic mobility (copy); "Statement of the student" in the form; "**Agreement for education**" in the form; 3-sided contract between sending, receiving universities and **students**; student's Individual Educational Plan for academic mobility, compiled by the head of the department together with the coordinator of the faculty; student's transcript for the previous semester; fluorography; notarized permission from the parents (guardians), photo 3 * 4 - 4 pieces.

"Agreement for education" is the main document **regulating the** process of student's studying on the academic mobility program and is filled in state and Russian languages.

The "agreement for education" and student's IEP are identical in the list of disciplines.

In case of changes in the IEP of the student in the host university, the coordinator of the faculty of the host institution makes changes on the additional page of the agreement, signed and stamped by the host university. The Individual plan is changed by the sending university and sent again to the host university.

The agreement is signed by three parties: the student, the official sending to training and the official of the accepting educational institution. This document gives a guarantee that the student arriving to other higher education university has an opportunity to study the planned courses/modules of the educational program and to obtain the credits for the taken courses which are successfully handed over to students.

Tuition fees within the framework of the program of internal academic mobility to the **receiving (host) university** are paid by **sending university** or by the student's transfer of funds to the bank account of the host university.

Payment for accommodation (including travel, accommodation in a hostel, meals and personal expenses) is made by the students themselves. In the case of mutual exchange on both sides, **mutual settlement is done** without transferring funds for education.

If a **student studying under the academic mobility program wants to have on-job training at the host university within the academic mobility program, an additional agreement is drawn up to the contract, which specifies the number of credits, the period of on-jobs training, and the form of payment (in the absence of mutual exchange).**

If the student brings a transcript (for good reason) after the lists of applicants submitted for stipend, the stipend is calculated in full by the order of the dean's office after the input in the AIS "Platonus".

If a student studies at a military department and wants to go on training 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 training at the military department.

In case if the student does not pay the cost of training at the military department during the summer semester or does not pay the debt, S.Seifullin KATU has the right to expel him from the military department.

Students who arrive within the framework of internal academic mobility in KATU must submit an application to the chairman of the board, on the basis of which the dean's office prepares the draft order for admission for the current semester of studies.

The tuition fee is paid by a student or sending university in accordance with a **trilateral** agreement before the academic period begins.

Students who come under the program of internal academic mobility are not included in the AIT "Platonus", **grades** for the current test, midterm test 1 and midterm test 2 are presented by the lecturer in a paper form, the examination is accepted according to the **assignment paper** given from DKAC (department of knowledge assessment and certification). Exam tests are provided by lecturers on paper. Assignment documents are compiled and issued on the basis of a training agreement signed by **the receiving and sending universities**.

The draft order for the early session is issued by the dean's office according to the application of the student, signed by the dean of the host faculty, the DAQ director, approved by the First Deputy Chairman of the Board.

The students who have arrived within the framework of internal academic mobility are provided with a hostel on a paid basis (**beside** students who have privileges), students are required to familiarize themselves with the rules of residence, **to take** a medical examination (if required).

If there is a change in the names of the disciplines, the number of credits, the sending institution should change the students IP (**Individual plan**) and the changes in the agreement **shall be** entered on the reverse side in the Change column.

At the end of the study the student receives a transcript, which lists the disciplines passed in the KATU, the number of disbursed credits according to the IP and student's agreement.

If the student does not attend the exam, the absence is indicated in **the assignment paper** and in the transcript, the **discipline is not considered to be passed. The subsequent retaking is decided by the sending university**. If the student within the framework of the program of internal academic mobility returns to KATU, he / she provides a transcript in which there are differences from the KATU Curriculum in the names of the disciplines, the number of credits, the difference (credits) has to be passed upon arrival on the basis of the assignment paper given by the DKAC (department of knowledge assessment and certification). The assignment paper is issued on the basis of the individual schedule indicated at the disposal of the dean's office. After passing the examination, the department sends the extract of the minutes of the meeting to the DKAC (department of knowledge assessment and certification). The extract indicates the final name of the discipline and the final score, which are entered in the AIS Platonus service by the coordinator of academic mobility of DKAC (department of knowledge assessment and certification). If the student does not study the discipline-differences, applying the DET (distant educational technology), **the discipline is not considered to be passed and has to be studied in the additional summer semester on a paid basis.**

If the student studies the discipline in the host institution, which is absent in the CURRICULUM of S.Seifullin KATU, the discipline is considered as a passed course **and recorded in the transcript by the accepting university**, then in the AIS "Platonus" on the basis of the statement of the meeting minutes of the department (**transfer of disciplines**

studied).

The final document confirming the student's study on the mobility program is the transcript .

External academic mobility of students

Academic reference.

Rules for state sample documents issue

A person who has been expelled from the Institution is issued with the established (state) certificate, which is given to citizens who have not completed their education.

Certificate is issued to persons who have not completed higher and postgraduate education by the office registrar. This service is public.

Academic reference lists all the disciplines passed by the student according to the **individual plan**.

List of documents required for the provision of public services when people apply:

1) Application of the beneficiary (or his legal representative) **concerning the rendering of information** to persons who have not completed higher and postgraduate education addressed to the name of the Chairman of the University Board.

2) A copy of the identity document (the original is required for identification). If the service provider provides an incomplete package of documents, the provider issues a receipt about the refusal to accept documents in any form.

The procedure for the academic certificate issue. Based on the application of the student, the dean's office sends an application for the academic certificate issue to the first deputy chairman of the Board. The registrar's office fills in the academic certificate, based on the transcript of the student, registers in the registration journal with the number and date of issue. The academic **certificate is sealed and signed by** the First Deputy Chairman of the Board. The period from the moment of package delivery of documents to the service provision is equal to 10 working days. The state service is provided free of charge to individuals.

Rules for the state sample document of education issue. The basis for the documents issue to students in educational institutions that give the basic higher education is the decision of the relevant attestation commission.

Diploma with honors is given to the student in the organization of education on the basis of **grades recorded in the tapescript**.

The document is issued by the educational organization within five working days after the completion of the final certification in accordance with the academic calendar, in a solemn atmosphere, personally. **In case if it's not possible to get document personally** , it is issued to another person **by attorney**, prepared **in the order** prescribed by the legislation of the Republic of Kazakhstan.

Duplicates of documents and transcripts to them are issued instead of lost or corrupted documents. This service is public.

The basis for this is:

1) the application of a citizen or parent (legal representative) of a minor child who lost or corrupted the document, in the name of the head of the education organization, which sets out the circumstances of his loss or damage in **any** form;

2) a copy of the birth certificate or identity card (passport). Duplicate of the document is issued not later than 30 calendar days from the date of receipt of the application. The state service is provided free of charge to individuals. Documents duplicates are issued **in forms** , valid at the time of making a decision to issue a duplicate, and signed by the head of the education organization, the deputy for academic work and the dean of the faculty. There is a stamp **"Duplicate instead of the original number _____"**. in the upper right corner. Citizens who have changed their surname (name, patronymic (if available) can substitute their documents for

documents with a new name (name, patronymic (if available).) **Substitution** is made by decision of the head of the education organization or a substitute person on the basis of the application of the citizen who changed his /her surname (name, patronymic (if available), along with documents that confirm the change of the surname (name, patronymic (if available)).

The expulsion of students from the university, the provision of academic leave

The reasons for the expulsion of S.Seifullin KATU student may be the following:

- the student's own desire, formalized in the form of an application addressed to Rector of the University;
- transfer to another higher educational institution;
- Failure to comply with the terms of the agreement on payment for tuition of the student;
- Violation of the University's internal regulations (including violation of discipline, loss of communication with the university, more than 30 hours of absence and moral code of the student);
- for health reasons on the basis of a certificate - the conclusion of the medical consultative board (MCB).

Good reasons for missing classes can be medical testimony, confirmed by a certificate of students polyclinic, traveling abroad, participating in sports and other events of the republican level with the consent of the university administration, as well as force majeure circumstances specified in the standard contract with the student.

It is not allowed to expel a student during illness, vacation, academic leave or maternity leave.

Expulsion of the student for violating the academic discipline, the charter of S. Seifullin KATU, the rules of internal order is made on the basis of a motivated presentation of the dean of the faculty.

In accordance with the visas of the faculty dean, deputy director of the DAQ (department for academic questions) -head of the RO (registrar's office), the director of the DAQ and the first deputy chairman of the university's board **there is an order** to expel the student at the dean's faculty's presentation, which specifies the specific reason for the expel provided for by this student provision, in the case of studying postgraduate students the visa of the head of the department of postgraduate education is compulsory.

On the basis of the bachelor's degree, the faculty for post-graduate education should issue an order for the expulsion of the student within a maximum of 3 working days from the date of application or the admission of the relevant documents to the university.

When the students are expelled on the motivated representation of the dean of the faculty, the dean's office is obliged to notify the student or parents about the expulsion. **Notice has to be sewn** in the student's personal file.

Students who are expelled from the university receive an academic certificate of the established type, a transcript.

Students, holders of educational grants, expelled from the university, are deprived of an educational grant.

In case of death of the student, the faculty should prepare an order on the basis of the act on death with the wording "expel in connection with death" with the indication of the date of registration of the relevant act.

Student of S.Seifullin KATU are eligible for academic leave.

Academic leave is a period for which students in S.Seifullin KATU (students, undergraduates and doctoral students) temporarily interrupt their training on medical grounds.

Academic leave is given to students on the basis of:

1. Conclusions of the medical consultative board (further - the MCB) of an outpatient polyclinic organization with a duration of 6 to 12 months due to illness;

2. Decisions of the Centralized Medical Consultative Commission (further -CMCC) of an anti-tuberculosis organization in case of tuberculosis with a duration of no more than 36 months;

3. Summons on recruitment for military service;

4. Birth, adoption of a child before the age of three .

The student submits an application to the chairman of the university board and presents the documents **to get an academic leave**. The dean's office of the faculty accepts and registers the application and documents of the student in the registration journal.

The university within three working days on the basis of the submitted documents issues an order to provide the student with **academic leave with the indication of its beginning t and ending dates**.

When **getting off academic leave** a student submits an application to the chairman of the board of the university and a **certificate from** the MCB (Medical Consultative Board) about the state of health from the health care organization that examined the patient, with the conclusion about the possibility **to continue studies** in this specialty - when the student is on academic leave in connection with a disease, or a certificate of demobilization, or a birth certificate of a child. The dean's office of the faculty accepts and registers the application and documents of the student in the registration journal.

Based on the submitted documents, the University issues an order about the ending of the academic leave with an indication of the date of departure, the specialty, the course, the group within three working days.

On the basis of the submitted documents, it determines the difference in the disciplines in the working curricula, the training course and approves **the Individual Plan of the student agreed** with the registrar's office.

Having returned from an academic leave the student **continues his studies** with the course (and academic period) from which he issued a given holiday.

In case if the beginning or ending dates of academic leave don't coincide with the beginning or the ending dates of academic year, the student according to individual schedule fulfills all the assignments and obtains the points necessary for the access rating, or signs up for the summer semester disciplines on which the difference was formed.

A student attends all types of classes together with current classes during the academic period, passes all types of current and midterm examinations from the curricula for these disciplines, gets admission and passes final exams in the period of midterm attestation according to the academic calendar.

At the same time, the student submits to the dean's office an application for permission to visit during the academic period all types of classes, indicating in the application the name of the discipline, the number of credits, the name of the student and the name of the teacher. A copy of the receipt for payment of the academic difference is attached to the application. On the basis of the dean's visa, the registrar's office registers the student in the "Platonus" system, forming an individual student's plan and lists of various types of control.

The order of students' transfer (transfer of students from other universities, transfer within the university and transfer from the course to the course.)

This service is state.

Requirements for the student transfer.

Students' transfer from year to year, from year to year, from one educational organization to another, from one form of study to another, from one study language to another, from one specialty to another, and also transfer from a paid basis to a state educational order within the university in the procedure established by the Ministry of Education and Science of the Republic of Kazakhstan, the University Charter and the Regulation on the organization of the educational process on the credit system in S.Seifullin KATU.

Full-time students' transfer and rehabilitation statements are reviewed by the Chairman of the Board of S. Seifullin KATU during the summer and winter holidays, but not

later than five days before the start of the next academic period.

Statements of distance learning students of transfer and readmission are considered by the Chairman of the Board of S. Seifullin KATU one month before the start of the classes of the next examination session.

When students are transferred or readmitted the academic difference in the disciplines of the working curricula studied by them **in the previous academic periods** is determined.

The academic difference in the disciplines of working curricula is determined on the basis of the list of disciplines studied, their programs and volumes in academic hours or credits reflected in a transcript or an academic certificate.

In order to eliminate the academic difference in the disciplines of the working curriculum, the student is enrolled in these disciplines, attends during the academic period **all types of classes**, passes all types of **current and midterm examination and receives admission for the final** examination. At the same time, the student submits to the dean's office an application for permission to visit during the academic period all types of academic studies, indicating in the application the name of the discipline, the number of credits, data of the lecturer. A copy of the receipt for payment of the academic difference is attached to the application. Based on the faculty dean's visa, the registrar's office registers the student in the "Platonus" system, forming an individual student's plan and records of various types of control.

If the discipline of the academic difference is not included in the schedule of academic studies of the current academic period, the student subscribes for them in the summer semester; the order of the chairman of the Board indicates the difference in credits.

The procedure and deadlines for the elimination of the academic difference in the disciplines of curricula are stated in the order of the Chairman of the Board for the current academic year and included in the individual plan of the student.

If academic difference in the disciplines of the working curriculum is not liquidated within the established term, it is subsequently considered as an academic debt.

In all cases, the student transfer must be done provided that it does not entail the impossibility to master the basic educational program of a bachelor's degree.

Transition from the year to year. An obligatory condition for a student's transfer from a course to a course is to achieve an average GPA of at least the specified conversion point for students.

Transferable GPA point for students of the agronomic, technical faculties and the Faculty of Veterinary and Livestock Technologies who completed the first year should be at least 1.67 points; who finished the 2nd year is 1.9; who finished the 3rd, 4th year are 2.0. The transfer GPA for students of architectural, land management, economic, energy faculties and the Faculty of Computer Systems and Software, who completed the first year, should be at least 1.9 points; for students who completed the 2nd year is 2.0; for students who finished 3, 4 course are 2,1.

Transferable GPA point for undergraduates of all specialties is 2.2.

Transferable GPA point for doctoral students of all specialties is 2.5.

The transfer of students from the year to the year is based on the results of the summer examination session (intermediate appraisal), taking into account the results of the summer semester and the achieved transferable point, no later than August 25.

The student who studies on a state educational grant and obtained the determined transferable point will be transferred to the next year, and in case of academic debt has to eliminate it on a paid basis, but retains an educational grant.

Students who have not liquidated academic debts within the specified time limit **have to do the same course again.**

Students can be transferred or readmitted after expel if they have completed the first academic period of the program under study according to the individual curriculum. The transfer or readmission of students is carried out after the winter session - until February 1 or

after the summer session - until August 25.

Transfer of a student from one specialty to another, from one form of education to another **is done only on a paid basis.**

When students are transferred or readmitted the course of study is determined taking into account the prerequisites.

The students called up for military service in the Armed Forces of the Republic of Kazakhstan during the educational period **are restored to the appropriate course.**

In this case, the university determines the list of prerequisites to be passed in the current academic year.

The transfer of disbursed credits is done only on the basis of comparison of educational programs, content of the list of mastered disciplines, their volumes, acquired knowledge, skills and competencies, as well as learning outcomes.

When transferring credits on mastered programs the difference in the forms of final control is not taken into consideration.

The credit is equated to the letter system for students' educational achievements assessment that corresponds to the digital equivalent in a four-point system ranging from the minimum D (1.0, 50-54%) to the maximum A (4.0, 95-100%), according to the Rules for the organization of the educational process for credit technology of education approved by the order of the Minister of Education and Science of the Republic of Kazakhstan dated April 20, 2011 No. 152, registered in the Register of Regulatory Acts of the Republic of Kazakhstan under No. 6976.

A student enrolled in an educational grant can be transferred to another university with the preservation of an educational grant.

Students enrolled in targeted places on an educational grant approved for certain specialties, as well as pedagogical specialties within the allocated quota, can be transferred to another institution only on a paid basis.

Masters can be transferred to another university only on a paid basis.

Transfer of students and masters to the national university can be done only on a paid basis. At the same time, the student must have a UNT or CT certificate of at least 60 points and an average GPA (Grade Point Average) not lower than the established transfer point in a given university.

The *transfer of the student within the university* from one specialty to another is made at the request of the student during the summer or winter holidays with the difference in the working curricula of the specialty.

The transfer of the student on a contractual basis from one specialty to another within one university is accompanied by the introduction of appropriate changes in the contract and is formalized by the order of the head of the university.

The transfer of the student from one specialty to another within the university is carried out on a contractual basis in accordance with the following procedure:

- the student submits an application for transfer to the chairman of the University Board, a transcript is attached to the application, certified by the DAQ (department of academic questions) director and the dean **of the relevant faculty;**

- the dean's office accepts and registers the application of the student in the registration journal;

The dean of the faculty of the host country, determines the difference in the disciplines in the curricula in accordance with the mastered prerequisites, establishes a course of study, conducts **the transfer of credits** in accordance with the educational program and approves the individual curriculum of the student agreed with the registration department - on the basis of the dean's *visas* the faculty office of the registration sets the deadline for delivery of the said difference;

- on the basis of a dean's visa, the office of the registrar sets the deadline for the said difference;

- in accordance with the visas of the dean of the faculty of the host country and the dean of the faculty, where the student is transferred, as well as the deputy director of DAQ (department of academic questions) and the first deputy chairman of the Board, the university issues an order to transfer the student from one specialty to another, the receipt of the training application and the number of loans to pay the difference.

The transfer is allowed only to successful students who have a current academic achievement rating not lower than that established ones by the university.

Students studying on a contractual basis have the right to transfer to a vacant place of the state educational grant for the relevant specialty on a competitive basis. At the same time, students who have grades only "good" and "excellent" for the entire period of study **have** the right to transfer to a state educational grant.

The transfer of students on a contractual basis, on a state educational grant for available vacancies on the specialties of the university **is done during** the winter and summer holidays in the following order:

- a student studying on a paid basis submits an application to the dean's office **to the name** of the university's rector with a request for his transfer to further education on the state educational grant, a transcript for the entire period of study and a copy of the document proving his identity;

- the dean's office accepts and registers the application and the package of documents of the student in the registration journal;

- **selection of applicants is done in the above - stated following order. The following children are on a priority basis under equal conditions:** orphans and children without parental care; disabled children since childhood, children with disabilities; children from a large or, an incomplete family; children with a retired parent / disabled person (Provision on the procedure for awarding vacant educational grants that have been released in the process of obtaining higher education QMS of the RFPPP 11010.24-2013).

- Administration of the University, having reviewed these documents, together with the decision of the Academic Council before August 5 and January 15, sends it to the Ministry of Education and Science of the Republic of Kazakhstan (hereinafter - MES RK) to take the final decision;

- MES of RK considers the received documents in accordance with the established procedure and, **if the issue is solved favourably**, issues an order to re-issue the state educational grant;

- on the basis of the order of the Ministry of Education and Science of the Republic of Kazakhstan on re-registration of the state educational grant, the National Center for State Standards of Education and Testing issues a certificate of the holder of the state educational grant to the name of **the student** who applied for the transfer;

- **on the basis of the order of** the Ministry of Education and Science of the Republic of Kazakhstan, an order is issued within the university, indicating the date of transfer to the state educational grant. The process map - the transfer for vacant educational grants is given in Appendix G.

Transfer procedure from another university to S. Seifullin KATU is done in the following order:

- the student who wants to transfer to our university, submits an application in any form about transfer to the name of the head of the university where he studies, and, having received sealed written consent for the transfer, applies to the chairman of the Board of S.

Seifullin KATU;

- attaches a copy of the sealed transcript signed by the head of the university and the office - registrar, the certificate of the holder of the educational grant (for bachelor's degree), entrance examination certificates (for master's degree and doctoral studies), a university license to conduct educational activities in this specialty, an application addressed to the head of the institution where he studied (with the signature of the head and the seal);

- the dean's office accepts and registers the application and the package of documents of the student in the registration journal;

- the dean of the faculty on the basis of the submitted documents determines the difference in the disciplines in the curricula and, in accordance with the learned prerequisites, establishes a study course, conducts the transfer of the credits in accordance with the educational program and approves the individual curriculum of the student agreed with the registration department;

- in accordance with the visas of the dean of the faculty, the deputy director of the DAQ (department for academic questions)-head of the RO (registrar's office), the director of DAQ, the first deputy chairman of the board, issues **an order for student's transfer** with the date of receipt of the application of the student and the **number of credits to pay the difference is issued**

S.Seifullin KATU within three working days from the date of publication of the order sends a written request to the university, where the student previously studied, about the transfer of his personal file. **A copy of the order is attached to the request to enroll the transfer student.**

After receiving such a request, the head of the university, where the student previously studied issues an order for expulsion with the wording "expelled in connection with the transfer to (name of the institution)" and within three working days from the date of the expulsion order issue sends the student's personal file to S.Seifullin KATU.

A copy of the transcript, a record book, a student card and an inventory list of the documents are left at the university where the student was studying before.

When student is transferred on the basis of an educational grant from another university, S.Seifullin KATU presents a copy of the order on enrolling the student with a copy of certificate the educational grant in student's name for the correction of the funding for the universities.

Transfer of the student on an educational grant to a lower course is possible only on a paid basis.

The student who studies on an educational grant andt **has the conclusion** of the medical and consulting commission about the prohibition to study on this specialty as a result of a disease acquired during the educational period is transferred from one specialty to another for the vacant place according to the educational order.

In case of student's transfer on paid basis from another university, there is a contract between him and S. Seifullin KATU.

The GPA of the student who transferres from another higher education institution to our university must be at least 2.0-2.2.

In case of student`s transfer or re-admission from a foreign institution.

In case of student`s transfer or re-admission from a foreign educational organization, a document covers the mastered programmes (academic reference, transcript) and on the completion of the previous course of education, which must undergo the nostrification

procedure in the Republic of Kazakhstan from January 10, 2008, No. 8 registered in the State Register of regulatory legal acts under No. 5135.

Persons who have received a general secondary (secondary general) or technical and vocational education in the Republic of Kazakhstan, when transferring from a foreign institution of higher education or re-admission also present a single national testing certificate (hereinafter referred to as «UNT») or a complex testing (hereinafter referred to as «CT») with a score not lower than the established threshold points.

Persons who did not participate or did not score the threshold score of the UNT and CT, hand over the CT before issuing the order.

Acceptance of applications for participation in CT is conducted by the admissions office of the university from the 5th till the 12th of August and from the 5th till the 12th of January.

Complex testing is conducted from the 20th till 24th of August and the 20th till the 24th of January.

The procedure for transferring and re-admission of the student from a foreign institution is carried out as well as transferring and re-admission a student from another higher education institution to S. Seifullin Kazakh Agrotechnical university.

Transformation of the student from S. Seifullin Kazakh Agrotechnical university to another higher educational institution for all forms of education is carried out with the consent of the leaders of both universities and it is issued by appropriate orders.

The reason for transferring of the student to another university can be his own desire or reasons related to the objective impossibility to continue studying at the university (moving to a new place of residence, the need to change the specialty in connection with the disease, etc.).

The application for transfer is considered by the Chairman of the Board, and after agreeing with the dean of the faculty, the student is given a permission for his conversion to another university, which is recorded on the application with a seal stamped by the university.

The application of the student is registered in the registration journal.

The student is registered in the prescribed order with a transcript certified by the first deputy chairman of the Board, deputy director of the DAQs-head of the registrar's office, deans of the faculty and sealed. There are given such copies as: a certificate of the submission of a single national testing or comprehensive testing (for undergraduate students), a certificate of passing the entrance examinations (for magistracy and doctoral studies), the evidence of the holder of an educational grant (if any).

If the question of transfer is positively resolved, the head of the institution that accepts the student issues an order for his admission to the training sessions and the surrender of the difference in the curriculum. At the same time, a written request is sent to us and a copy of the order of the enrolling of the transferee about the transfer of his personal file.

Upon receipt of such a request, the University shall issue an order for the expulsion of the student with the wording «Deductible in connection with the transfer to (name of the institution of higher education)», indicating the date of deduction, and within three working days from the date of issuance of the deportation order, the dean's office sends the student's personal file to another University.

Simultaneously with the order to expel the student the Dean's office sends an application for an academic certificate to the registrar's office.

In the personal file of the student an extract from the order is filed in case of transferring from the course to the course and in case of transferring to another university.

At the university there is a copy of the academic certificate, a transcript, a credit book and an inventory of the documents being sent. Information about the retired tutorial is stored in the university's electronic database.

The order of students' recovery. Requirements for the re-training of students

The students have the right to be recovered in the university for any form of training, for any specialty, regardless of the terms of the deductions during the recovering.

Recovering to the number of students is carried out only on a contractual basis of training

for the relevant course.

In case of transformation or re-admission of the students the course of study is determined taking into account the prerequisites.

The repayment of disbursed credits is carried out on the basis of comparison of educational programs, content of the list of mastered disciplines, their volumes, acquired knowledge, skills, skills and competencies, as well as learning outcomes.

The determining condition for the student's recovery is the possibility of a successful continuation of education. Academic debts that have been arising in case of transferring from a university to a university or within a university must be eliminated by the students due to the difference in curricula and educational programs.

If a student is re-admitted on a fee basis, a contract is concluded between him and the university.

Students who are on a paid basis, who are expelled during a semester for non-scholarship or academic indebtedness for tuition are entitled to be recovered within four weeks from the date of expulsion in case of payment arrears. At the same time, the institution recovers the student when he presents the document on the repayment of the payment debt, within three working days based on the application of the student.

In the application of the student, the dean must necessarily write down the date and the order number of the student's expulsion order.

The application of the student is registered in the registration journal.

Recovery in the number of students who have been expelled earlier from the university or from another higher education institution is made on the basis of the application of the student during the winter and summer holidays as follows:

- the student submits an application for recovery to the chairman of the University Board. The application is accompanied by a transcript or academic certificate of the established form (original) about the educational disciplines passed (if the student is being recovered from another institution);

- the application of the student is registered in the registration journal.

- the dean of the faculty on the basis of the submitted documents determines the difference in the disciplines in the curricula and, in accordance with the learned prerequisites, establishes a course of study, conducts the reset of the credits in accordance with the educational program and approves the individual curriculum of the student in agreement with the registration department;

- on the basis of a dean's visa, the office of the registrar's office sets the deadline for the said difference;

- in accordance with the visas of the dean of the faculty, the deputy director of the DAQ-head of the PO, the director of the DAQ and the first deputy chairman of the university's board issues an order to recovery the student, indicating the date of receipt of the training application and the number of loans to pay the difference.

The decision on recovery should be made by the Chairman of the Board of the University two weeks before the beginning of the training sessions so that the student had the opportunity to enroll in the academic disciplines and form his own individual curriculum.

The application of the student of correspondence distance education for recovery and transformation is considered by the head of the organization of education one month prior to the beginning of the training sessions of the next examination session.

If the student is recovered to another educational organization, S. Seifullin Kazakh Agrotechnical university, on the basis of a written request from the host party, sends the student's personal file, leaving a copy of the academic certificate, a record book, a student's individual ticket and a list of the documents being forwarded.

Requirements for the student's re-training.

Students who can stay for re-training:

- having academic debts as a result of summer and winter sessions;
- having a low transfer point (GPA);

- students who have left on academic leave for valid reasons, documentarily justified.

Repeated training is carried out no more than twice during the entire period of training. If the student uses repeated training twice, he is transferred to the status of the student with an incomplete load in accordance with the order of the chairman of the Board.

A student who does not get a transfer point based on the results of the semester in the academic year remains on the second course of study.

The student left for a second training course is trained according to the previously accepted individual curriculum or forms a new individual curriculum.

The dean of the faculty sets the list of the academic disciplines that are compulsory for re-training the students by their order.

Students who systematically have academic debts on the basis of two or three semesters form their own individual curriculum for a new academic year with fewer loans than are established by normative materials. At the same time, the training period increases. Payment for tuition is done at the cost of one loan.

The decision to provide the student with the opportunity to be re-educated is taken by the chairman of the Board on the basis of the application of the teaching or presentation of the faculty's dean and with the consent of the registrar's office is issued with the appropriate order with the phrase «leave for a repeat course», indicating the number of credits. Between the student and the university changes are made in the cost of training in the current contract.

The application of the student (dean's presentation) is registered in the registration journal.

Students who study for a state educational grant, who have received the right to re-study due to low transferable GPA are deprived of state educational grants. At the same time, between the student and the university are concluded an agreement for the targeted training of bachelors (undergraduates) with full cost recovery.

Those who study on the state educational grant, who have received the right to re-study in connection with the provision of academic discovery (documented) retain the state educational grants.

Terms and conditions of payment state scholarships

The state scholarship is assigned to students, undergraduates studying on the state educational order, and also transferred to training on the state educational order that received the equivalent of evaluations according to the results of the examination session or medium certification of students, corresponding to the «good», «excellent» and it is paid monthly from the first day of the month that follows after the examination session or medium certification of students, including the end of the month in which the semester ends.

Students, undergraduates who were enrolled for the first year (first year of studies) on the basis of the state educational order in the first semester are awarded a state scholarship and are paid monthly during the first semester. In the next semesters to students, undergraduates a state scholarship is appointed and paid on the basis of the examination session or medium certification of students for the previous semester.

Persons with disabilities according to the eyesight and hearing impaired, orphans and children left without parental care and under guardianship (tutorship) who study under the state educational order, the state scholarship is paid in the absence of academic debt according to the results of the examination session or unsatisfactory assessments based on the results of the medium certification students.

For students, undergraduates who are presented for a state scholarship based on the results of the summer examination session or medium certification of students, a state stipend for the summer vacation period is paid in total for two months (July, August).

Students, undergraduates who did not pass the examinations within the deadlines set by the university, for valid reasons (illness, family circumstances, natural disasters), the chairman of the university's board, after submitting the confirming documents to the students, after which they are given a state scholarship with individual deadlines for examinations.

The state scholarship is paid also in the period of professional practice, summer

vacations, as well as during work at workplaces and in posts with payment of wages to students, undergraduates.

To students, undergraduates, transferred from one educational institution to another, the state stipend is appointed and paid after the difference in the curricula is eliminated.

For postdoctoral students, a state scholarship is awarded for the entire period of study and it is paid in accordance with the above points on a monthly basis.

During the period of finding students, undergraduates, doctoral candidates on academic leave, the state scholarship is not paid, except for academic holidays granted on the basis of a medical certificate (opinion of the medical consultation commission).

Students, undergraduates, doctoral students who returned from academic leave, appointment and payment of the state scholarship is carried out in accordance with the procedure established by this provision on the results of the upcoming (regular) exam session or medium certification of students and provided there is no difference in the curricula.

For students, undergraduates, doctoral students who are left for a second year of sickness, a state stipend is appointed and paid in accordance with the procedure established by this provision before the results of the next examination session or intermediate certification of students, based on the results of the previous semester in which the curriculum was completed.

To students, undergraduates, doctoral candidates, patients with tuberculosis, in the presence of an appropriate medical certificate, a state stipend is established and paid for the period of incapacity for work, but not more than ten months from the day of incapacity for work.

When presenting a certificate of temporary incapacity for work related to pregnancy and childbirth during academic holidays, academic leave is interrupted and maternity leave is registered.

Appointment of scholarships is made by the order of the chairman of the Board on the basis of the presentation (protocol of the faculty meeting) of the dean of the faculty, which is responsible for monitoring the progress of students.

The scholarships are paid to students by transferring their amounts to a current account opened in the bank at the option of the recipient of the money.

The amount of the monthly state scholarship is determined by the «State Rules of the appointment, payment and the amount of state scholarships for students in educational organizations approved by the Government of the Republic of Kazakhstan».

Persons with disabilities, hearing impaired persons, orphans and children left without parental care and under guardianship (curatorship), as well as students and undergraduates who have only «excellent» marks on the results of the examination session are eligible for an increased state scholarship».

Students and undergraduates who are in accordance with the legislation of the Republic of Kazakhstan on state security, state scholarship is set at 50 (fifty) percent of the state scholarship, respectively, students and undergraduates.

For students, undergraduates, doctoral candidates who are on academic leave on the basis of a medical certificate, for a period of academic leave, a state stipend is set at 50 (fifty) percent (75 (seventy-five) percent, respectively, on the state scholarship of doctoral students, students, undergraduates.

Payment of state scholarships is terminated:

- in the case of expulsion (exclusion) of the student from the education organization, regardless of the reasons for the deduction (exclusion);
- in case of death of the student;
- after the completion of studies from the day the release order was issued.

The termination of the payment of state scholarships is carried out by issuing an appropriate order of the Chairman of the Board of the University.

S.Seifullin Kazakh Agrotechnical university encourages the establishment of scholarships for university students by various public and charitable organizations, national companies in order to encourage the creative activity of students.

<p>The order of payment of the President's scholarship</p> <p>The scholarship is awarded to full-time students from the 3rd year of study, who study only "excellent" (A, A-), both on the basis of the state order and on a paid basis.</p> <p>The scholarship is assigned to the following categories of students:</p> <ul style="list-style-type: none"> - To winners of the republican and international olympiads, creative competitions, sports competitions, festivals or being authors of discoveries, inventions; - having publications in collections of scientific papers, in national and international scientific journals; - actively engaged in scientific research work, the successes of which are confirmed by diplomas, commendation, certificates, evidences; - taking an active part in the social, cultural and sporting life of the university. <p>When assigning scholarships the selection of applicants is carried out in the order of following the higher criteria. With equal conditions the advantage is:</p> <ul style="list-style-type: none"> - orphans and children left without parental care; invalids since childhood, children with disabilities. <p>In the absence of applicants, it is taken into account other objective indicators of applicants, calculated according to Appendix 6.</p> <p>Selection of applicants for the Presidential scholarship is carried out by the selection committee. The selection committee includes: Chairman - First Deputy Chairman of the Board, Deputy Chairman of the Commission - Deputy Chairman of the Board for Research and International Relations, members - Deputy Chairman of the Board for Educational Work and Social Affairs, Director of the Registrar's Office, Deans of the Faculties, Head of the faculty of social professions, Sports Club and the trade union committee, the chairman of the university's Committee for Matters Concerning Young Persons, the leader of the university's ACS (automatic control system).</p> <p>Candidates for the appointment of the Presidential scholarship are nominated by the faculty councils, on the proposal of the deans, departments, public associations or self-nomination.</p> <p>Dean's offices before January 10 and July 10 submit to the selection committee the following documents of applicants for the President's scholarship: characteristics, copies of personal diplomas, letters of gratitude, certificates confirming the results of research work and participation in public and sports life of the university, extract from the protocols meetings of the faculty council. The dean of the faculty is responsible for the correct and timely submission of documents.</p> <p>The registrar's office represents the transcript of applicants for the Presidential scholarship for the entire period of study.</p> <p>Appointment of the scholarship is carried out by the order of the Chairman of the Board on the basis of the decision of the Academic Council of the University.</p> <p>A Presidential scholarship is appointed for a period of one academic period.</p> <p>The decision of the Academic Council of the University to award scholarships for a regular academic period is made no later than two weeks before the start of the academic period and sent to the Ministry of Education and Science of the RK with a list of students.</p> <p>Presidential scholarship can be awarded repeatedly to the same person on the decisions of the faculty council and the University Academic Council.</p> <p>The scholarships are paid monthly within the limits provided for in the republican budget for the corresponding financial year.</p>
<p>Payment for the study</p> <ul style="list-style-type: none"> - The cost of studying in S.Seifullin Kazakh Agrotechnical university is formed on the basis of real expenses for providing the scientific and educational process; -payment for education is regulated in accordance with the Agreement on the provision of educational services and it is in the competence of the Finance Department of the University.
<p>Education and methodology support</p> <p>Educational programs for undergraduate, postgraduate and doctoral studies are developed</p>

on the basis of the provisions of the Law of the Republic of Kazakhstan "On Education", the State Compulsory Education Standards of the Republic of Kazakhstan, the Model Rules for the Activity of Educational Organizations, State Standards of Specialties, and other regulatory documents of the Ministry of Education and Science.

The basis for the formation of educational programs are: state compulsory education standards (hereinafter referred to as "state standard educational standards"), standard curricula of the specialty (hereinafter referred to as "SCS"), catalogs of elective disciplines (hereinafter referred to as CED), IEPs and work curricula of specialties (further WCS).

Educational programs are developed in strict accordance with the requirements of the state educational institution of specialties and must take into account the current requirements of employers for training specialists, as well as the conditions for specific professional activities and the stages of the educational process.

Educational programs are realized on the basis of educational-methodical complexes of specialties and educational-methodical complexes of disciplines.

Working curricula of the specialty that were compiled on the basis of IEP students and undergraduates, include the disciplines of the obligatory component and the disciplines of choice. In the structure of the curricula, the following cycles of disciplines are distinguished: general education, basic, profiling. Each of the cycles of disciplines consists of mandatory and elective components in the proportion established by the State Educational Establishment of the Republic of Kazakhstan in 2012. The logical sequence of the disciplines of the obligatory component in the curricula of each educational program is built in accordance with the standard curriculum of the corresponding state compulsory education standard. For each form of training and programs with different terms of training, separate working curricula have been developed.

Academic autonomy of universities allows to independently form educational programs taking into account the needs of the regional labor market. Within the framework of bachelor's, master's and doctoral studies, modular educational programs should be developed in accordance with the National Qualifications Framework, professional standards, coordinated with the Dublin descriptors and the European Qualifications Framework. Modular educational programs are created on the basis of the competence approach, the modular structure of the construction of educational programs and the credit content of disciplines and the calculation of the educational load of students.

Work on the design and approval of educational programs is conducted with the participation of employers and in accordance with the Rules for the organization of the educational process on the credit technology of training (Order of the Ministry of Education and Science of the Republic of Kazakhstan № 152 dated 20.04.2011). The process of developing educational programs includes:

- development of teaching and methodological complexes of disciplines by departments;
- the development of CED by the curriculum committees, the heads of the graduating departments with the participation of the advisers;
- development of the academic calendar and schedule of the educational process by the office of the registrar;
- formation by students under the guidance of advisors of their educational programs;
- development of the working curriculum of the specialty by the deans.

CEDs are developed for all bachelor, master and doctoral studies and should contain a brief description of all the disciplines of the component of choice, indicating the summary (main sections) of the discipline. CEDs are developed by the committees on curricula of faculties in the structure of the dean and the head of the department with the participation of employers and advisers in this specialty. To take into account the needs of the labor market and employers' requests for the development of CEDs, employers of organizations are involved. During Faculty members meetings with employers, a list of elective disciplines is discussed to include them in CEDs. The development of CEDs also takes into account the opinions and suggestions of students, teachers and other interested persons. The leading role in determining the list of

elective disciplines, their names, content and credit content belongs to the issuing departments that oversee this specialty. It is the department that determines and develops the concept of preparing a bachelor's or master's degree in its specialty and offers a choice of students for the whole range of educational programs within a particular specialty.

The content of educational programs for undergraduate, graduate and doctoral studies is developed on the basis of the principles of continuity and continuity with previous levels of education. The content of the programs ensures the completion of each educational stage and provides an opportunity to interrupt education for transition into the sphere of professional activity, or to continue education. The goals, objectives, content, methods, technologies, means and forms of the organization of training at all three levels of education should be coordinated among themselves. Educational programs should be analyzed for the duplication of the content of individual disciplines. Based on the objectives of the educational program, the content of the disciplines at each level should be deepened, taking into account the achievements of science and technology in the relevant industry.

Developers of educational programs should plan the necessary results of mastering the educational program in terms of knowledge, competence, methodological culture and integrated preparation for professional activities in the relevant program cycles and assess them with the necessary number of credits. The credit expression of disciplines and modules should ensure the transparency and comparability of educational programs in the process of implementing academic mobility.

In all training programs and syllabuses, the "Learning outcomes" item should be provided. The results of the training are formulated by the teachers who conduct these disciplines, in the form of competences in accordance with the Dublin descriptors.

The results of the training as a whole in the specialty are determined by the committees for modular educational programs of the faculties in the dean's office and the head of the department, as well as with the participation of employers and advisers in this specialty. During round tables and meetings with employers, key professional competencies and the requirements for graduates in production should be discussed. The results of training in profiling disciplines are refined and specified in the graduating departments, and the results of training in general and basic disciplines - in conjunction with the department responsible for teaching these disciplines.

The university should work to provide the educational process with educational materials in three languages: Kazakh, Russian and English. In all disciplines (compulsory and elective) of curricula of specialties taught in three languages, educational and methodological complexes of disciplines should be developed and published by the university printing house. At the same time, the development of all educational documents on disciplines should be carried out on electronic media to facilitate the mobility of students and the receipt of educational information through electronic network. The departments must annually plan the publication of the missing teaching and methodological literature. For students of tri-language programs, educational and methodological documentation should be developed in English.

WCSs, CEDs, MEPs and syllabuses must be discussed annually at the sessions of the departments, methodological commissions of the faculties, the Academic Committee of the University, revised and supplemented with due regard for the achievements of science and practice, new requirements for the training of specialists before the approval for the new academic year.

The Academic Committee of the University is created by the order of the Chairman of the Board pursuant to the decision of the Academic Council of 7.10.16 (Minutes No. 3) and in accordance with the Program for Improving the Efficiency of Knowledge and Competencies of the Students of S.Seifullin Kazakh Agrotechnical university "on the basis of the recommendations of US Devis prof. Paul Singh, approved on November 17, 2016.

The purpose of the work of the Academic Committee is an expert evaluation of the Catalogs of Elective Disciplines, modular educational programs and curricula (syllabuses) of disciplines, as well as an assessment of the organization of Student's Individual work (SIWs) on

the basis of new approaches.

Among the members of the Academic Committee, the following subcommittees are formed:

- Academic subcommittee on modular educational programs of the University;
- Academic subcommittee on curricula (syllabus) disciplines;
- Academic subcommittee on the organization and conduct of individual work of students (IWS).

The main tasks of the Academic Subcommittee on modular educational programs:

- Expert evaluation of CEDs, MEPs and WCSs by groups of specialties (areas) in order to identify not relevant and duplicating disciplines that do not meet the requirements of modern production and labor market, exclude duplication of the names of disciplines and their contents for undergraduate, graduate and doctoral studies on the basis of:

- unification of the cycle of DIIs of all specialties, the database cycle of a group of specialties;
- Trends of integration of disciplines (at least 3 credits);
- compliance with the pre- and post-requisition system;
- clearly marked expected learning outcomes, i.e. clearly prescribed requirements for the portrait of the graduate;
- Practical training;
- interdisciplinary, interspecial and intertraining principles.

Organization of classes with dual training elements

-all types of training with dual training elements are conducted in accordance with the Program for improving the quality of practical training of «S.Seifullin Kazakh Agrotechnical university» JSC for 2006-2020 and activities for its implementation. All types of classes with dual training elements are planned and are considered for meetings of departments and methodical commission of the faculty with instructions of the place, time of conducting classes, the number of students and approved by the Methodological Council of the University;

- the dual training program should consider the acquisition of general and professional competencies by the students in the specialty and the acquisition of practical experience, taking into account the content of the modules of educational programs of higher and postgraduate education in accordance with the programs of the academic disciplines;

- for the organization and conduct of dual training, the departments conclude contracts for dual training with enterprises and organizations before 1st of September, preceding the planned one, and assigns to each group of trained mentors from among the most qualified specialists to teach them practical knowledge and techniques in working in each direction of the program dual training;

- The duration of dual training and the list of students sent for dual training are established by the Department in accordance with the curriculum and academic calendar, taking into account the capabilities of the University's educational and production base and organizations - the bases for conducting dual training classes;

- The plan for conducting classes with elements of dual training until 20th of April of the current academic year is approved at the Methodological Council of the University and transferred to the Career and Business Center and the Student Registration Department for planning the educational process and scheduling classes for the next academic year;

Appendix 1

Student`s Individual Educational plan

Approved by
The Dean of Agronomy Faculty
G.Zh. Stybayev

Place for visa
«__»__ 20__

Place for seal
Individual Educational Plan

Student Kudabayeva Asem Aidaubayevna

First, Last and Middle names

Academic degree Bachelor

Number of Transcript

Major Agronomy 5B0805000

Name of course (Code)

Theme of diploma work

Form of studying Intramural (bachelor 4 years)

Name, number of studying years

Course 1

Language of study Russian

2016-2017 academic year

No	5B0805000	Code of the discipline	Name	Number of credits	Kind of class	Lecturer	Time	The form of control	Grade

1st course of studying, 2016-2017 academic year

Additional semester

Total numbers of credits	0							
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Semester 1

1	OK	SKG 1101	Modern history of Kazakhstan	3	Lectures	Aubakirova Hadisha Alkeevna	15	State statista tion	B+
					Practice, seminars	Mustafa Darkhan Sartiuly	30		
					Student`s Individual work	Mustafa Darkhan Sartaiuly	23		
2	OK	Ya11 05	Foreign language	3	Practice, seminars	Zhorabekov a Ainur Nazimbekovna	45	Exami nation	
					Student`s Individual work	Zhorabekov a Ainur Nazimbekovna	23		
3	OK	KRYa 1103	Kazakh (Russian) language	3	Practice, seminars	Kabiyeva Aigul Shakirbayevna	45	Exami nation	
					Student`s Individual work	Kabiyeva Aigul Shakirbayevna	23		
4	KB	EOBZh 1102	Ecology and health and safety training	2	Lectures	Zhumadilova Nazym Bahytzhano vna	15	Exami nation	

					Student`s Individual work	Zhumadilova Nazym Bahytzhano vna	15		
5	KB	PS 1103	Polytology and sociology	2	Lectures	Eleusizova Saltanat Kairatovna	15	Examination	
					Practice, seminars	Eleusizova Saltanat Kairatovna	15		
					Student`s Individual work	Eleusizova Saltanat Kairatovna	15		
6	KB	OAK 1104	The principles of anticorruption culture	1	Lectures	Dosanov Zhandos Esenzhanovich	8	Examination	
					Practice, seminars	Dosanov Zhandos Esenzhanovich	7		
					Student`s Individual work	Dosanov Zhandos Esenzhanovich	7		
7	KB	Bot 1201	Botanics	2	Lectures	Muranetc Anna Petrovna	15	Examination	

8	Total number of credits			16					

Semester 2

9	OK	IKT 1107	Information and communication technologies	3	Lectures	Tursunbai Nurgul Faizollakzy	30	Examination	
					Lab sessions	Tursunbai Nurgul Faizollakzy	30		
10	OK	IYa 1106	Foreign language	3	Practicе, seminars	Zhorabek ova Ainur Nazimbek ovna	45	Examination	

Appendix 2

The form of examinalational-ratings list

S.Seifullin Kazakh Agrotechnical university

Examinalational-ratings list
Without appeal

Academic year _____ Semester _____
Faculty _____
Major _____
Subject _____
Credit _____

№	Student's last, first and middle names	Group	CC	ME 1	ME 2	Exam ination	Final grade			
							In %	Num	In let	Traditionally

Number of students:

Students who have passed:

Which includes:

For «A»-0 , «A»+ 0

For «B» 0, «B» -0, «B»+0

For «C» 0, «C»-0, «C»+0 , «D»+0, «D» 0,

For «F» 0

Weren't come: 0

Weren't admitted: 0

Date _____

Department

Lecturer

Examiner

The members of appeal committee

Senior specialist

Progress: _____

Quality: _____

_____ LFM

_____ LFM

_____ LFM

_____ LFM

_____ LFM

Place for seal

