

The Ministry of Agriculture of the Republic of Kazakhstan
S. Seifullin Kazakh Agro-Technical University



Reference book - GUIDE

Of student of S.Seifullin Kazakh Agrotechnical
University

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Guide of student of S.Seifullin KATU

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Dear students! One of the distinguishing features of the credit technologies of education is to provide students with all the necessary training and information documents for the purpose of accelerating the adaptation of students to the academic requirements. The offered guide for the entire period of study provides practical information about the university faculties and specialties/educational programs. It describes the organizational structure of the educational process and the system of knowledge control, the administrative procedures required for registration, the recommendations on the organization of independent work of students, rights and responsibilities of students. Using the guide should contribute to the transparency of the process of training and control of knowledge, mobility of students in the educational choices and planning their educational programs.

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About the University

Saken Seifullin Kazakh Agro-Technical University is the largest agricultural university and technical profile in the Northern and Central Kazakhstan. The first higher education institution of Nur-Sultan city, was founded in 1957 as Akmola Agricultural Institute (Council of Ministers Resolution №1176 from 10.03.1957).

University is a single educational, scientific and methodical complex, which includes a system of higher education and postgraduate training. Currently, 42 faculty work at the university. More than ten thousand students are trained at seven faculties in undergraduate majors, master's and specialty specialties of doctoral PhD.

University identified priority areas in education: quality training for the agricultural sector of the economy, competitiveness and university rankings both at the national and at the international level, successful integration into the world educational and scientific space. For their execution university has introduced a modern management system, innovative teaching techniques, strengthened the material and technical base, to establish an effective system of interaction with the production, employers, academic institutions and centers, has formed a strong scientific base.

University today in many respects is a leader not only in the capital, he is among the top three among the thirty technical universities of the country. The university has won great authority not only in our country but also far beyond the borders of Kazakhstan; It has strong links with a number of educational and scientific centers of Russia, the USA, Germany, France, Turkey, Italy, Israel, China, Mongolia, Malaysia, the Czech Republic, Poland and others.

If you want to buy in demand, which guarantees a stable income specialty - our doors are open for you! Start writing your success story today - be a part of more than 60 000 of the family of our graduates, among them of the Senate and the Mazhilis deputies, heads of leading enterprises and other prominent figures of the Republic of Kazakhstan!

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1. Glossary

This manual uses the following terms and definitions:

academic mobility - the movement of students and teachers and researchers to study or conduct research on a specific academic period: semester or academic year at another institution of higher education (within the country or abroad) with obligatory transfer credit development of educational programs in the form of credits in their high school or to continue study at another university;

academic certificate (Transcript) - a document prescribed form containing the list of subjects passed in the corresponding period of study with an indication of credit ratings and the average score;

academic calendar (Academic Calendar) - a calendar of training and control activities during the school year, including days of rest (vacation and holidays);

academic period (Term) - the period of theoretical training chosen higher education institution in one of three forms: a semester of 15 weeks, 10 weeks duration trimester, quarter of 8 weeks;

academic student rating (Rating) - quantitative measure of the level of mastery tutoring program material, compiled by the results of the final control;

assistant, Professor, Associate Professor, Professor (Assistant Professor, Associate Professor, Academic Professor) - the position of the teaching staff in higher education institutions;

bachelor, Master, Doctor - academic degree awarded to individuals who have mastered the appropriate educational programs of higher and postgraduate education;

double-diploma education - possibility of parallel education in two curricula in order to obtain two diplomas equivalent (Double Major) or one of the main and the second supplementary (Major-Minor);

discipline (Course) - an independent branch of a science, the study of which allows students to obtain certain knowledge, skills and competence;

European system of a transfer (transfer) and accumulation of credits (ECTS) - method of assigning credits (loans) components of educational programs (disciplines, courses, modules) with the aid of which the comparison and transfer credit studying the development of academic disciplines (with the credits and grades) when changing educational the trajectory of the institution and country of study;

individual curriculum - a curriculum that defines the educational trajectory of each student;

final state certification of students (Qualification Examination) - a procedure performed to determine the degree of assimilation of state compulsory standard of the appropriate level of education, the results of which issued a document on education (diploma);

final control (Final Examination) - check of educational achievements of students, conducted after the completion of the study of the discipline;

catalog of elective courses - the list of subjects chosen by students themselves;

discipline code - assignment of each subject of the curriculum of the corresponding symbols in the alphabetic designations and digital expression;

component selection (Electives) - elective academic subjects studied by students of choice in any academic period;

control of educational achievements of students - check of educational achievements of students in a specific discipline;

credit (Credit, Credit-hour) - a unified unit volume of study the student / teacher. One credit is equal to 1 academic hour of class work per week the student during the academic period;

credit technology of training - training on the basis of choice and independent planning for the student the sequence of study of disciplines and (or) modules with the accumulation of academic loans;

mandatory component (Core Subjects) - disciplines studied by students in the compulsory study program;

rate policy - the requirements for a student in the course of the discipline;

postrequisites (postrequisites) - disciplines and (or) modules and other types of academic work, the study of which requires knowledge, abilities, skills and competencies acquired upon completion of the study of this discipline and (or) modules;

Prerequisites (prerequisites) - disciplines and (or) modules and other types of academic work containing knowledge, skills, competencies necessary for the development of the studied discipline and (or) modules

intermediate examination - an integrated assessment of the success of studying the development of the discipline, collectively taking into account the results of current, mid-term and final forms of control;

working program of discipline (Syllabus) - the main educational and methodical document, which includes: a description of the study subjects, the purpose and discipline problems, short of its content;

independent work of students (IWS) - Work on a specific list of those designated for independent study provided instructional literature and recommendations, which is controlled in the form of tests, examinations, colloquiums, papers, essays and reports;

independent work of students under the guidance of a teacher (IWS) - extracurricular student work under the guidance of a teacher;

specialty - a specific area of science, technology, craftsmanship, art, on which trains specialists in educational institutions, institutions for fruitful professional activity;

average (passing) score (GPA) - average rating level of educational achievements of students; It is used to transfer the student to the following courses; It grows with the growth rate of the course;

main educational program (Major) (major) - an educational program defined by the student for study in order to form key competencies;

additional educational program (Minor) (minor) - a set of disciplines and (or) modules and other types of educational work, defined by the student for study in order to form additional competencies

Monitoring progress - a systematic check of educational achievements of students for each topic or section of the discipline pursued by the teacher, leading training sessions;

model curriculum - curriculum, which determines the sequence of the complexity of the study and disciplines;

methodical complex (CMD), specialty (discipline) - the basic package of educational-methodical documentation, contributing to the successful development of the specialty (disciplines);

methodical complex (CMD) of the student - a package of training and advisory information and documentation containing the individual curriculum for the entire period of study, discipline programs (syllabuses), guidelines for independent work, programs and practices, etc .;

curriculum (Curriculum) - the document regulating the list and scope of disciplines appropriate level of education, the procedure for their consideration;

Advisor (consultant) - a teacher performing the functions of academic study, studying in the framework of the educational program, providing assistance in choosing

the learning path (the formation of an individual curriculum) and mastering the educational program during the training period

.

2.Services of student's support

The Department of Academic Affairs (is located in the main building, operation from 09.00 to 18.00, lunch break from 13.00 to 14.00 ...). Performs registration of the history of educational achievements of students throughout the training period. Accompanying the learning process credit and distance learning technologies.

Department of formation of students enrolled and admission: office №1219, 1220 phone: 8 (7172) 31-75-56, 8 (7172) 39-80-18, e-mail: 711_12711_12@inbox.ru. It receives students in undergraduate, graduate and doctoral studies. It organizes and checks various types of testing, KTA, UNT, EEEA, testing in foreign languages received by the magistracy, doctoral studies. It organizes professional work.

Registrar's office: office №1325, phone: 8 (7172) 31-75-33. Academic Service, registers the whole history of educational achievements of students and ensuring the organization of all kinds of knowledge control, it carries out the organization and conduct of the registration process and the re-registration of students in the discipline, as well as the schedule of the training sessions.

Student service Center: office No. 104 dormitory No. 8, phone: 8 (7172) 39-73-78. Maintaining personal records of students, account and registration of orders of students, providing public services by the student, checks and registration number of students movement, the issue of academic certificates, diplomas, diploma duplicates and getting liberated state educational scholarships in higher education.

Department of planning and organization of educational processes: office № 1315, phone: 8 (7172) 38-61-53, e-mail: kazatu_opoup@mail.ru The department carries out the planning and organization of educational process.

Center for Entrepreneurship, Career and Business Development: office №1313, phone: 8 (7172) 31-73-43, e-mail: ckb_kazatu@mail.ru. The center deals with issues of organization of professional practice and employability of students.

Department of digital transformation: office № 1224, e-mail: digital_transformation@mail.ru. Deals with the issues of digitalization of academic information systems and education.

Scientific library: phone number: 8 (7172) 39-55-18, e-mail: katu-lip@mail.ru. It assists the research and educational activities of the university. It develops a system of information services and access to relevant resources on the Internet.

Center for the development of international cooperation and multilingual education: office №1314, phone: 8 (7172) 38-44-07, e-mail: meiramovas@gmail.com, saltanat.m@mail.ru. Preparation of recommendations on priorities S.Seifullin KATU with foreign partners, the University of positioning in foreign countries as one of the leading agricultural universities of Kazakhstan.

Department of International Cooperation office №1310, phone: 8 (7172) 31-77-19, e-mail: saraorazbek@mail.ru. International cooperation of the University is carried out in four areas:

- * Coordination of the implementation of joint research projects with foreign countries;

- * Training of teachers and university graduates in universities and scientific centers of foreign countries;

- * The organization of theoretical and practical training of students abroad;

- * Joint preparation of undergraduates and PhD students in the universities of Russia, Mongolia, China.

The University cooperates with international funds and programs.

Department of educational work: office № 1101, phone: 8 (7172) 39-57-49. Areas of activity of the department of social and educational work: work on the spiritual and moral upbringing and education of a harmonious highly cultured person; work on the

education of youth in the spirit of patriotism, tolerance and respect for the state language, traditions and culture of people of Kazakhstan.

Youth Committee (KDM): office № 1111. It coordinates the work of student councils of dormitory for youth affairs departments of committees, student associations, clubs.

Accounts department for work with students: office №1317, phone: 8 (7172) 38-38-48. It fulfills an operation on receipt, and cash flows for the training of students, as well as scholarships.

Housing and service complex:

At the university there are 6 student dormitories:

- dormitory number 2a, phone 8 (7172) 39 -83-49, address: A.Moldagulova 29a
- dormitory number 2b, phone 8 (7172) 39-76-79, address: A.Moldagulova, 29b
- dormitory number 5, phone 8 (7172) 39-73-78, address: A.Moldagulova, 29B
- dormitory number 6, 8 (7172) 29-74-36, address: Armandastar 2a
- dormitory number 7, phone 8 (7172) 39-72-79, address: A.Moldagulova, 29
- dormitory number 8, phone 8 (7172) 49-51-73, address: A.Moldagulova, 29d.

There are canteens , student health center, pharmacy, shop, hairdresser, shoe shop, tailor shop in the buildings.

The general management of student support services are carried out:

Chairman of the Board – **Aituganov Kairat Kaparovich**, doctor of economics sciences, (etc. Zhenis, 62, office 1308.). Admission on personal matters is by appointment .

Deputy Chairman of the Board -Rector- **Abdyrov Aitzhan Muhamedzhanovich**, doctor of pedagogical sciences, professor (Zhenis, 62, office # 1308.). Reception on personal matters - every Tuesday from 15.00 .

Deputy Chairman of the Board for Youth Policy and Social Issues- **Kusainova Zhaynagul Aytmaganbetovna**, Doctor of Philological Sciences (Zhenis, 62, office # 1306.).

Deputy Chairman of the Board for Financial Affairs and Infrastructure Development - **Sydykov Anvar Shaymerdenovich** (Zhenis, 62, office # 1301.).

Director of the Department of Academic Affairs – **Sarbasova Karlygash Amangeldinovna**, doctor of pedagogical sciences, professor (Zhenis, 62, office # 1302, tel .: 8 (7172) 39 -39-19, ksa.-1@mail.ru

The director of the center for international cooperation and multilingual education - **Meiramova Saltanat Akimovna**, Ph.D., associated professor (Zhenis, 62, room # 1314.).

Director of the Department of Personnel Management and document flow – **Smagulova Lyazzat Uakhitovna** (Zhenis, 62, room # 1303.).

Head of the document flow sector - **Nurmuhanova Maral Ergalievna** (Zhenis, 62, room # 1312.).

Lawyer **Sauganbaev Arman Umiralievich** (Zhenis, 62, room # 1311)

Director of the library - **Akhmetova Maral Dihanovna** (Zhenis, 62.).

Dean of the Faculty of Arts and Creativity - **Baysagatov Bekbolat Tokeshevich** (A.Moldagulova, 27.).

Chairman of Sport's Club - **Suleimenov Serikzhan Duysenbekovich** (Zhenis, 62.).

3. Information on faculties

Faculty of Agronomy - Astana, st. A.Moldagulova, 27.

Dean – **Nauanova Ainash Pahuashovna**, doctor of biological sciences, professor;
Phone: 8 (7172) 39-78-07, e-mail: nauanova@mail.ru, office №5125.

Departments:

- Plant protection and quarantine (room №7406.);
- Agriculture and crop production (room №5202.);
- Soil Science and Agricultural Chemistry (room №5122.).

Bachelor's Specialties:

- B077-"Plant breeding";
- 5B080100 - "Agriculture";
- 5B080800 - "Soil Science and Agricultural Chemistry";
- 5B081100 - "Protection and Plant Quarantine.;

Faculty of Forestry, Wildlife and Environment - Astana, sZhenis, 60/2.

Dean – **Sarsekova Dani Nurgisaevna**, doctor of agricultural sciences, assistant professor; Phone: 8 (7172) 31-02-14, e-mail: Dani999@mail.ru, office №7404.

Departments:

- Forest Resources and Forestry (room №7405.);
- Ecology (room №7406.);
- Game management and fur farming (room №8103.);

Bachelor's Specialties:

- B051-"Environment";
- B079-"Forestry".
- 5B060800 - "Ecology";
- 5B080700 - "Forest resources and forestry";
- 5B080300 - "Hunting study and fur farming";
- 5B080400 - "Fisheries and commercial fishing";

Faculty of Land administration, architecture and design - Astana, st. Beybitshilik, 73.

Dean - **Ermekov Farabi Karimbaevich** , master of Engineering, Phone: 8 (7172) 39-58-89, e-mail: f.yermekov@gmail.com, office №6204.

Departments:

- Architecture and Design (room №6314, room №6307);
- Land and Geodesy (room №6114, room №6206;
- Land cadastre and Estimate (room №6304, room №6216).

Bachelor's Specialties:

- B031-" Fashion, interior design and industrial design";
- B073-" Architecture";
- B074-" Urban planning, civil works and civil engineering";
- B075-" Cadastre and land management";
- 5B042000 - "Architecture";
- 5B042100 - "Design".
- 5B071100 - "Geodesy and Cartography";
- 5B090300 - "Land";
- 5B090700 - "Cadastre";
- 5B090800 - " Estimate;

Faculty of Veterinary and Livestock Technology - Astana, st. Armandastar, 2b Street. Altynsarin 2.

Dean – **Abdrakhmanov Sarsenbay Kadyrovich**, Doctor of Veterinary Sciences, Professor; Phone: 8 (7172) 29-76-43, 8 (7172) 38-39-01, e-mail: S_abdrakhmanov@mail.ru, office №8317, №2109.

Departments:

- Veterinary Medicine (room №8147.);
- Veterinary Sanitation (room №8416.);

- Microbiology and Biotechnology (room №8307.);
- Morphology and Physiology (room №2113.);
- Technologies for processing of livestock products (room №8213.).

Bachelor's Specialties:

- B050-"Biological and related sciences";
- B078-"Animal breeding";
- B083-"Veterinary science".
- 5B070100 - "Biotechnology";
- 5B080200 - "Technology of livestock products";
- 5B120100 - "Veterinary Medicine";
- 5B120200 - "Veterinary Sanitation";

Faculty of Computer Systems and Vocational Education - Astana, st. Altynsarin 2.

Dean – **Aruova Aliya Boranbaevna**, candidate of Physical and Mathematical sciences, Associate professor; Phone: 8 (7172) 38-40-03, e-mail: alija_aru@mail.ru, office №2516.

Departments:

- Higher Mathematics (room №2309.);
- Computer equipment and software (room №2513.);
- Information and communication technologies (room №2519.);
- Information systems (aud №2412.);
- Vocational training (room №2707.);
- Physics and chemistry (room №2403.).

Bachelor's Specialties:

- B007-"Training for teachers of artwork and drawing"
- B057-"Information Technology";
- 5B012000 - "Vocational training";
- 5B070300 - "Information Systems";
- 5B070400 - "Computer Engineering and Software"

Technical Faculty - Astana, st. A.Moldagulova, 27D, Zhe nis, 62b.

Dean - **Nukeshev Sayakhat Orazovich**, doctor of technical sciences, professor; Phone: 8 (7172) 39-73-30, e-mail: snukeshev@mail.ru, office №4207.

Departments:

- Agricultural engineering and technology (room №4303.);
- Standardization, Metrology and Certification (room №3219.);
- Technical Mechanics (room №4304.);
- Technological machinery and equipment (room №4503.);
- Technology and food processing industries (room №4205.);
- Transport equipment and technologies (room №4101.).

Bachelor's Specialties:

- B064-"Mechanics and metalworking";
- B065-"Motor vehicles";
- B081-"Land management";
- B076-"Standardization, certification and metrology (by industry) ";
- B095-"Transportation Services".
- 5B071300 - "Transport, transport equipment and technology";
- 5B072400 - "Technological machinery and equipment";
- 5B072700 - "Technology of food products";
- 5B072800 - "Technology of processing industries";
- 5B073200 - "Standardization, Metrology and Certification";
- 5B080600 - "Agricultural machinery and technology";
- 5B090100 - "Organization of transport, traffic and transport operation";

Faculty of Economics - Astana, Zhenis, 62..

Dean – **Pyagay Alexander Anatolievich**, doctor of Economic Sciences, professor;
Phone: 8 (7172) 39-76-07, e-mail: pyagay72@mail.ru, office №1414.

Departments:

- Marketing and service (room №1429.);
- Management (room №1424.);
- Accounting and auditing (room №1401.);
- Finance (room №1415.);
- Economics (room №1404.);
- Economic Theory and Law (room №1420.).

Bachelor's Specialties:

- B044 -"Management and management";
- B045 -"Audit and taxation";
- B046 -"Finance, economics, banking and insurance";
- B047-"Marketing and advertising".
- 5B050600 - "Economics";
- 5B050700 - "Management";
- 5B050800 - "Accounting and Auditing";
- 5B050900 - "Finance";
- 5B050900 - "Marketing";

Energy Department - Astana, Zhenis, 62..

Dean - **Isenov Sultanbek Sansyzbaevich**, Ph.D., Associate Professor; Phone: 8 (7172) 31-75-26, e-mail: isenov_sultan@mail.ru, office №1217.

Departments:

- Radio Engineering, Electronics and Telecommunications (room №1234.);
- Thermal power (room №1124.);
- Electrical operating instructions manual (room №1119.);
- Electricity (room №1202.).

Bachelor's Specialties:

- B059-"Communications and communications technology";
- B062-"Electrical Engineering and Energy";
- B063-"Electrical Engineering and Automation";
- B081-"Land management".
- 5B071700 - "Power system";
- 5B071800 - "Power";
- 5B071900 - "Radio Engineering, Electronics and Telecommunications";
- 5B072100 - "Power supply of agriculture";

Faculty of Humanities - Astana, st. Altynsarin 2.

Dean - **Ayapbergenov Bulat Kabidenovich**, Ph.D., Associate Professor; Phone: 8 (7172) 38-33-97, e-mail : : kaz.rus.yaz@mail.ru, office №2601.

Departments:

- Foreign Languages (room №2607.);
- History of Kazakhstan (room №2702);
- Kazakh and Russian languages (room №2602.);
- Physical education (gym);
- Philosophy (room № 0815).

4. The rights and obligations of students

4.1 Rights and obligations of the student S.Seifullin KATU

4.1.1 Student Rights

Section 1

Student of KATU has a right to receive education in accordance with the standards of the Ministry of Education and Science of the Republic of Kazakhstan;

Section 2

Student has the right to be elected to the Academic Council of the University, student's self rule;

Section 3

The right of free access to libraries, information funds, educational services, scientific, medical and other units of the university;

Section 4

The right to provide a place in a hostel in the prescribed manner;

Section 5

The right to receive moral or material incentives and rewards, including representation on scholarships (the President of the Republic of Kazakhstan, and others.);

Section 6

The right to legal (legal) protection in the event of unlawful actions of participants of the educational process of any rank;

Section 7

The right to combine training with work in their free time and in accordance with applicable laws and to obtain academic leave under the conditions of quality of mastering the knowledge and strict compliance with orders of the dean and rector;

Section 8

The right to participate in the improvement of the education process, leisure and everyday life;

Section 9

The right to transfer and resume studies according the current rules of transfer and resume studies;

Section 10

Student has the right to privacy (at the request of the student) for the transmission of information about violations of the facts in the educational process;

Section 11

The student of KATU at the sight of misconduct under this Code tries to correct it by his own the efforts, and in the absence of such opportunities reports about this situation to the administration of KATU or the organizations of student's self-government.

4.2 The responsibilities of each student enrolled in the University

Section 12

To know and abide by the Constitution of the Republic of Kazakhstan and the rest of the Republic of Kazakhstan legislation, the charter of the Company to comply with the internal regulations and rules of living in a dormitory, orders and other normative documents regulating the educational process;

Section 13

KATU student is obliged to respect the history and culture of our country, safekeep the university established tradition;

Section 14

To know the state symbols of the Republic of Kazakhstan and respect them;

Section 15

To have a responsible attitude to learning - the main responsibilities of the student, strictly observe the terms of payment for training;

Section 16

KATU student must show favor, sensitivity and tact when dealing with other students, teachers and representatives of KATU administration;

Section 17

KATU student is obliged to respect any citizen, despite his nationality, social status, ideology and religious beliefs;

Section 18

KATU student shall be excluded from the behavior of possible acts of physical violence or the threat of one over the other, ill-treatment and abuse each other, stealing the property of others, vandalism, and other personal property of the university, aggressive or disruptive behavior;

Section 19

Shall promptly (within a few hours) to inform the dean's office about the absence in the classroom for emergency circumstances have arisen followed by documentary evidence of the presence of these circumstances (student illness, the need for a sudden departure for family reasons, etc.);

Section 20

KATU student is obliged to dress exclusively therefore classically and efficiently, its appearance must match the ethical and aesthetic standards;

Section 21

Must beware of ethnic differences, other denominations and to avoid actions that violate human rights;

Section 22

KATU student must be expressed normalized language and avoid the use of obscene language;

Section 23

KATU student is obliged to take care of the property of the University, to promote its preservation;

Section 24

KATU student must take an active part in the events on gardening and landscaping of the University and its territory;

Section 25

KATU student must be treated with diligence on the University Library and Information Resources, avoid careless attitude to these resources;

Section 26

Student KATU in accordance with the approval of the Chairman of the University Board shall rule not to smoke, not to use naswar on campus, do not utter obscene speech, and not pollute the campus;

Section 27

KATU student is required to maintain a healthy lifestyle, seek to develop the level of personal development, humanity and culture, the most of the opportunities available at the University of socio-cultural and personal development, actively participate in social life;

Section 28

KATU student is obliged to behave in a cultural university, in places (in the educational building, library, dining room, etc.) should be without a hat and outer clothing;

Section 29

Student of KATU is obliged to prevent violations in the university and outside its territory (the use of drugs, alcohol, fights, etc);

Section 30

KATU student must not prevent the dissemination of information on violations of discipline, and not to take part in meetings, demonstrations, rallies, strikes and actions not authorized by law;

Section 31

In case of violation of discipline in the university building and outside its territory, to address the pro-rector on educational work, the department or the dean of the Faculty Director, the violator of discipline by writing explanatory, shall be punished by participating in cleanup and other kinds of work;

4.3 Student KATU not tolerate violations of the following academic standards:

- To give a bribe;
- To deceive the teacher and respect him;
- To skip classes and late, did not attend classes without good reason;
- Allow to plagiarize ;
- Lie;
- Use the cribs;
- Take control of knowledge on behalf of another person;
- Use and service related communications.

5. The procedure for registration of students on discipline

5.1 Individual study plan defines the educational trajectory of each student and is formed in the prescribed form and a specialty catalog of elective disciplines (CED) specialty.

5.2 Development of an individual educational plan is carried out under the supervision of a student adviser. During one trimester the student should master 18-23 credits, and for one academic year at least 60 credits, including a 100% mandatory component disciplines. During the training period the student must master at least 129 credits. If the subject matter of the same name is read by several teachers of the department, the student acquires the right to select an alternative.

5.3 Planning for the individual curriculum is carried out until 10 September for students of the 1st course. Students of 2-5 courses adjust your individual curriculum for the next school year in April-May of the current school year. They have the right to make changes in their own individual training plan in the amount of not more than 10% of total loans, reclaimed in the school year. Changes in the individual work plan during the semester are not allowed.

5.4 To register for the discipline the student in the automated information system "Platonus" should apply for the current semester and discipline of the school year in the tab "Mandatory discipline" and "Elective discipline" and "University discipline" keep all Realized actions in the system.

6. The organization of educational process

6.1 The organization of educational process in S.Seifullin KATU carried out on the basis of the working curriculum, approved by the academic calendar, schedule training sessions and schedule students SROP.

6.2 The school year begins on September 1st. Academic training period - a trimester. Academic volume of one semester is 10 weeks of theoretical training.

6.3 Academic volume of one academic year includes 30 weeks of theoretical training, 6 weeks of final control of students' knowledge (exam session 3), 2 weeks

vacation after the winter exam session, the practice of not less than 4 weeks of the summer holidays.

6.4 Accounting for the complexity of the educational work of the students is measured in credits. The complexity of the loan is 30 academic hours (10 hours in the classroom, 20 hours – SIW).

6.5 A prerequisite completion of training in a bachelor degree student is to perform at least 129 credits of theoretical training and at least 6 credits of professional practice and state certification.

6.6 For the successful development of academic disciplines attendance for all students .

6.7 Independent work of students enrolled in the credit system, is 2/3 of the total complexity of subjects (66%), including 25-50% of the time is spent on independent work of students under the guidance of a teacher (SROP). Implementation of the CDS by students is recorded as a teacher in the journal.

6.8 SROP provided in all subjects of the curriculum. SROP is reflected in the training schedule and is included in the weekly student workload. List of students for whom attendance SROP on discipline necessarily determines the teacher leading this discipline. Evaluation of student activities in the classroom SROP is carried out in strict accordance with the score -rating system.

6.9 Course project (work) - a comprehensive independent work on individual subjects of the curriculum. Preparation and submission of course work (project) carried out a student for one academic period.

6.10 Foreign exchange and settlement and graphic works must be protected prior to the exam session and serve as admission to the examination in the discipline.

6.11 Thesis (Project) is a generalization of the results of the independent study and research of actual problems specific specialty corresponding branch of science. The student chooses the topic of the thesis (project) of the approved subjects. Thesis (Project) is assigned to the student at the beginning of the final year and approved by order of the rector of the higher education institution.

6.12 The student shall have the right to carry out a thesis (project) on the subject, is not contained in the approved category. In this case, the student is to chair a detailed rationale for the development of the proposed project or an outside organization to perform a custom theme.

7. The system of control and assessment of students' knowledge

7.1 Learning achievements of students for all types of control (current control, intermediate and final certification) are evaluated according to a point-rating alphabetic system (BRBS) of students' academic achievements with a transfer to the traditional grading scale.

7.2 The proportion of these forms of control is determined by the higher education institution independently. 60% of the total control and (40%) of the final assessment is assigned to the current control (CC) and the mid-term control (MC).

7.3 The organization and conduct of CC knowledge of students carried out by teachers of departments. Evaluation of the work of students by teachers at lectures, seminars, practical and laboratory, studio classes, should be carried out in accordance with the adopted BRBS specified in the syllabus of the discipline. The points earned by students are placed in the electronic journal in the AIS "Platonus".

For lecture classes marks are not set in the journal, attendance is monitored. If the student was absent at the lesson, then the “a” (absent) mark is displayed in the e-journal for lecture classes for the missed of classes. In the absence of a student in laboratory, practical / seminar, studio classes and SRTP, the value “0 | a” is entered in the EJ.

7.4 Students, at the end of the academic period pass the final control in all disciplines.

7.5 Access to the examination session is carried out in two stages:

1) at the first stage, the deans will admit to the examination session of students who are not in debts in tuition fees (based on the data of the center).

2) At the second stage, admission to the examination is carried out on the discipline on the basis of an assessment of the rating of admission, determined by the results of current monitoring of progress. The admission rating for the final control of a discipline must be at least 50%

7.6 The final grade is set for each discipline separately as a percentage on a 100% scale. To calculate this indicator, data on the CC and FC are required, which the student scored during the academic period.

7.7 The results of examinations are set and announced in a statement to students on the day of the final control.

7.8 Retake a positive assessment of the final control in order to increase it in the same period of interim certification is not allowed.

7.9 Documents submitted on the state of health are not considered after receiving the "unsatisfactory" grade on the exam.

7.10 To retake the exam from "unsatisfactory" to a positive or increase the average grade point (GPA), the student in the next academic period or summer semester again attends all types of studies provided by the work plan for the discipline, receives admission and passes the final control.

In this case, the student again goes through the procedure of recording for the academic discipline.

7.11 For the period of the examination session, by order of the Chairman of the Management Board, an appeal commission is created from among the teachers whose qualifications correspond to the profile of the disciplines appealed.

7.12 A student who disagrees with the result of the final control submits an appeal no later than the next working day after the exam.

The appeal is made in the following cases:

- 1) incorrect question / answer, two or more correct answers, lack of correct answer, etc .;
- 2) malfunction of computer hardware or software;
- 3) an appeal against the cancellation of the assessments of the final control based on the results of proctoring.

The student writes a statement of appeal addressed to the Director of the DAB, indicating only the issues appealed. The completed and signed application is photographed (scanned, etc.) by the student and sent to the adviser. The adviser takes appropriate measures to transfer documents to the appeal committee of the department according to the declared discipline.

The student writes an application for appeal addressed to the Director of the DAV, indicating the failure of the computer equipment or software. The student photographs (scans, etc.) the statement and photo / video of a malfunction of computer equipment or software and sends it to the adviser. The adviser takes appropriate measures to transfer documents to the appeal committee of the department according to the declared discipline

The student writes an application for appeal addressed to the Director of DAV with justification of disagreement with the cancellation of control assessments based on the results of proctoring. The completed and signed application is photographed (scanned, etc.) by the student and sent to the adviser. The adviser takes appropriate measures to transfer documents to the appeal committee of the department according to the declared discipline. The student is obliged to monitor the final grades on the progress of disciplines in the electronic journal, including monitoring the results of proctoring.

7.13 In the event that the student did not appear for the exam for a good reason, or because of not being admitted to the exam, then his final grade is not calculated, and the statement is filled with "no.)".

7.14 For the period of the examination session, by order of the Chairman of the Board, an appeal commission is created from among the teachers, whose qualifications correspond to the profile of the appealed disciplines.

7.15. In the case of receiving a "unsatisfactory" mark corresponding to the "FX" mark at the final control (exam), the student has the opportunity to retake the final control. Retake of the final control from the grade corresponding to the "FX" mark is allowed during the interim certification and during the holidays before the start of the next academic period.

7.16. The transcript must be written down all the academic disciplines and (or) modules that the student studied with an indication of all the grades obtained on the final control (exam), including grades FX and F, corresponding to the equivalent of "unsatisfactory".

7.17 The final result (assessment), which characterizes the student's level of mastery of the discipline, is reflected in the examination sheet in accordance with the BRS assessment parameters, four-point knowledge assessment system, and the scale of letter equivalents of assessment.

7.18 For the final state certification, carried out at the final year, students are admitted who have completed training plan in its entirety, dial the set number of credits.

7.19 As a result of the final certification decision of the SJC graduate is awarded the academic degree.

8. Transfer students from course to course, the elimination of academic debts and re-training

8.1 The final level of academic achievement of students for the academic training period is estimated as the average score (GPA), which is calculated by the formula:

$$\text{GPA} = \frac{F_1 * K_1 + F_2 * K_2 + \dots + F_n * K_n}{K_1 + K_2 + \dots + K_n}$$

where F1, F2, ... and N - total digital equivalent in points in the disciplines;

K1, K2, Kn - the volume of study subjects in the credits;

n - number of subjects studied during the year.

8.2 Academic students transfer from course to course in accordance with the established Globe average score GPA.

8.3 Transferable GPA for students who completed the 1st year, should be at least 1.86 points; graduates 2 year of 2.0; have completed 3rd, 4th year and 2.1.

Transferable GPA for all graduate education programs is 2.3.

The transferable GPA for doctoral students in all educational programs is 2.5.

8.4 A student who has fully complied with the curriculum of the course requirements, dial the appropriate number of credits and having set a passing score (GPA), transferred to the next course.

8.5 If the student's GPA is below the set, it is a re-training course. Re-examination of subjects in which the student has the lowest total score, performed on a fee basis.

8.6 Students with GPA below a set level, are entitled to register for the summer semester and raise it to the level of the transfer.

8.7 Academic receivable arises from the students, not to gain one or more loans from the set in this semester, the number of credits (as a result of unsatisfactory assessment in the examination of non-admission and / or non-attendance of the student at the exam).

8.8 Students who have academic debts and eliminate them during the summer semester are for re-training.

8.9 Student, eliminate academic debts on time, transferred to the next course.

8.10 Students who were not able to pass the exams according to the standard terms of illness or other valid reasons (family circumstances, long-term business trips, natural disasters), documented by the organization, sets individual deadlines of delivery.

8.11 The decision to pass re-training students to take university rector and issued appropriate order.

8.12 The right to receive refresher training as the students who have gone to a leave of absence for valid reasons, to document.

8.13. If the students enrolled in the state educational order, did not get the required number of credits provided by the working curriculum, he is entitled to a re-examination of the relevant disciplines on a paid basis.

8.14 Students enrolled in the state educational grant and left on the second course, for a further period of training is deprived of the state educational scholarships.

8.15 Students who qualify for re-training in connection with the provision of academic leave, retain the state educational scholarships.

9. Summer semester

9.1 The summer semester is organized at the initiative of the students in order to: fast and / or additional training; the elimination of academic debts on disciplines; eliminate differences in the curriculum at the transfer of students from high school to another high school, from one specialty to another, the reduction of students.

9.2 In the summer semester, students can enroll:

- Achievers "good" or "excellent" for the passage of additional or accelerated learning;
- Not admitted to the session on the results of current of knowledge;
- Having academic debts for past periods of academic training;
- Have a low GPA for the current year of study;
- Have an academic difference in the reduction, transfer from another university (specialty), returning from sabbatical.

9.3 The terms and duration of the summer semester are established by the academic calendar of the educational process in the context are at least 6 weeks.

9.4 Passing the summer semester by students is carried out on a fee basis. The cost of one loan is determined by the university. Students who have paid for the summer semester are allowed to register for the summer semester.

9.5 The procedure for registration of the summer semester by students is as follows:

- the student makes a payment in the bank for the summer semester and fills out the application form (Appendix I) to the Director with a copy of the payment receipt attached to adviser no later than three working days after the end of the summer examination session;
- on applications from students and submitted receipts for payment. On the basis of the order for the summer semester, registration is carried out in the AIS "Platonus";
- The registrar's office compiles a summer term;
- Students attend summer semester classes according to the schedule. Teachers give marks to the students of the current semester in the electronic journal AIS "Platonus".

The exam is held on the last day of the discipline. The date of issuing the current, examination scores is recorded in the AIS "Platonus".

After issuing an examination grade, the teacher prints the examination and rating statement in the AOEP and signs it.

Based on the results of the summer semester, an order is formed to transfer from course to course / to repeat course.

10. The practical training of students

10.1 Educational, industrial and pre-diploma practice is carried out in accordance with the educational program and the schedule of the educational process.

10.2 Production and pedagogical practices are carried out in enterprises, research institutions, educational institutions, organizations, which are the bases of practice and have a contractual relationship with the university.

10.3 All kinds of practices are an expression of the credit. The results of practice are evaluated on a 4-point scale and in alphabetical terms, they are counted in the GPA of the student.

10.4 A student during the internship must:

- Fully implement the tasks assigned curriculum, keep a diary of practice;
- Comply with current practices on the basis of the rules of internal labor regulations;
- study and strictly observe the rules of labor protection, safety and industrial hygiene;
- Participate in the operational work on the instructions of the Department;
- provide a written report to the head of practice and practice blog.

10.5 Evaluation of the results of practice is carried out by a commission appointed head of the department. Before the Commission received the practice program, report, blog, reviews.

10.6 The duration of registration of student records is a week after the end of practice.

10.7 The results of the practice are recorded in the examination sheet, gradebook and student transcript.

10.8 To the passage of educational practice on the job training process is open to all students, regardless of academic performance. By the passage of the production and pedagogical practice allowed students translated into the appropriate course prerequisites and mastered the practices described in the curriculum.

11. The order of transfer, payments and of resume studies of students

Transfer students

11.1 University students have the right to transfer to another institution of higher education, on the one form of training to the other, from one language department to another, from one educational program to another, as well as translation from pay offices on state educational order in the University in the manner prescribed by the Ministry of Education and Science (MES) of the Republic of Kazakhstan. Transfer is done during the summer and winter vacation with the delivery of a difference in the working curriculum of the educational program.

11.2 Transfer student from one higher education institution to another as follows:

- The student submits an application for transfer to the rector of the higher educational institution where he taught, and received written approval, bonded seal, refers to the university rector, who wishes to transfer; Attached to the application: copy of transcript, certified by the rector of the university, and sealed; a copy of the deposit certificate of common national testing and, if available, a copy of the owner of the state educational grant; a copy of a declaration addressed to the head of the university, where he studied (with the signature and seal);

- Students Service Center determines the course and the difference in the curriculum;
- the SSC office accepts and registers the application of the student in the registration journal;

- the supervisor 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

The supervisor makes an individual curriculum of the student, sets the number of credits and registers the student in the AIS of the University.

- SSC prepares a draft 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.

11.3 Transfer student from one form of education to another and from one educational program to another is carried out during the winter and summer vacations at the request of the student, and the difference in working curricula should not be more than five disciplines.

11.4 Transfer student from one form of education to another and from one specialty to another within the university is carried out on a paid basis according to the following procedure:

- The student submits an application for transfer to the Rector of the University; attached to the application transcript certified by the dean of the relevant faculty;

- Students Service Center defines the course of education and difference in curriculums;

- the SSC office accepts and registers the application of the student in the registration journal;

- the supervisor 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

The supervisor makes an individual curriculum of the student, sets the number of credits and registers the student in the AIS of the University.

- SSC prepares a draft 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.

11.5 Students enrolled on a fee basis, has the right to transfer the vacant position of the state educational scholarship in the respective specialty on a competitive basis.

11.6 Students with "excellent" and "good" marks , may participate in the competition for educational scholarship released. Transfer students enrolled on a fee basis, for training in state educational scholarship carried out during the winter and summer vacations in accordance with the procedure established by the MES of RK.

11.7 In case of student's transfer from linear educational system to credit system and transfer credit for passed disciplines there took place following correspondence: «excellent» in traditional system corresponds «A» mark – 4,0 – 95% in credit system, «good» – «B» – 3,0 – 80%, «satisfactorily» – «C» – 2,0 – 65%. The “set-off” assessment according to the linear system corresponds to the “C” assessment - 2.0 - 65% on credit. In this case, the student has the right to retake the discipline in order to increase the final

grade. Student should go to department where the discipline is submitted. The Department holds an interview with student and the results of Department committee sitting are put to a journal. The journal is given to ORIAS for putting marks in student's transcript.

11.8 Upon transfer students from another university to university (and resume studies), if the student continues training in the same , educational program loans (including the elective subjects) received a student at another university.

11.9 When transferring a student from one educational program to another, the student is required to pass in a timely manner in accordance with the difference in the subjects of the educational program, which he translated.

Expulsion of students

11.10 A student may be expelled for the following reasons:

- The student's own desire, drawn up in the form of applications for Rector of the University;
- Failure to comply with contract terms of payment for student learning;
- Violation of the Charter of the university
- Academic Failure;
- Violation of the principles of academic honesty;
- For health reasons on the basis of the opinion report WCC;
- in case of death of the student.

11.11 students expelled from the university, issued academic certificate of the established sample.

Resume studies of students

11.12 The student has the right to resume studies the university to any form of education, regardless of the reasons for expulsion.

11.13 Resume studies in the number of students is carried out only on paid training at the appropriate rate. The difference in working curricula should be no more than five mandatory disciplines, otherwise the student is reduced at the rate below.

11.14 The determining condition for the resume studies of the student is the ability to successfully continue their studies. Academic debt incurred in the resume studies of the student because of the differences of curricula and educational programs, the student must be eliminated. The difference in the curricula set the dean of Student Service Center. The procedure and terms of liquidation of the difference in the curriculum drawn up by order of the faculty.

11.15 Resume studies of students in those previously expelled from the university or other institution of higher education is based on the application during the winter and summer vacations as follows:

- student submits an application for resume studies to the rector. The application included transcript prescribed form (the original) of the passed academic disciplines;

- the SSC office accepts and registers the application of the student in the registration journal;

- the supervisor 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

The supervisor makes an individual curriculum of the student, sets the number of credits and registers the student in the AIS of the University.

-SSC prepares a draft 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.

12. The procedure for payment of state scholarships

12.1 Studying in state educational order, and transferred to training in state educational order, passed examinations and differentiated credits, including course work and physical culture "good", "excellent" state scholarship is paid monthly after each trimester, with the first day of the month following the examination session and vacations until the end of the month in which the academic period ends, the examination session and vacation. The state scholarship is paid to students of final courses until the date of graduation from the University.

Students who receive "unsatisfactory" grades corresponding to the "FX" mark and then retake these grades as "good" and / or "excellent" during the current examination session or interim certification are awarded a scholarship.

12.2 The State Scholarship is paid monthly on the first day of the month following the examination session, up to and including the end of the month in which the ends semester.

12.3 Students enrolled in the first course on the basis of the state educational order, the state grant is paid on a monthly basis during the first semester. Next semester scholarships are paid according to the results of examinations for the previous semester.

12.4 Students are represented on a government scholarship on the results of summer exam session or interim assessment of students, the state grant for the period of summer holidays is paid in total for the two months (July and August).

12.5 Students who have not passed the tests and exams on time for valid reasons (illness, family circumstances, natural disasters), the leadership of the organization of education, after the presentation of students supporting documents, set individual deadlines for tests and examinations, after which they are paid a state scholarship established order.

12.6 During the period of professional practice, the summer holidays as well as during the work in the workplace and the posts with payment of wages to students, the state grant is paid in due course.

12.7 Students who transferred from one institution to another, the state grant is paid after the elimination of the difference in the curriculum.

12.8 In the period when the students on academic leave state grant will not be paid, except for sabbatical leave, granted on the basis of the medical report.

Students returned from academic leave, the payment of the state grant is carried out in the prescribed manner on the basis of the upcoming (next) examinations.

Students are left on the second year of study on the disease state grant paid in the prescribed manner to the results of regular examinations of students, at the end of the previous semester, which made curriculum.

Students suffering from tuberculosis, in the presence of an appropriate medical certificate, the state grant is paid for the period of incapacity for work, but no more than ten months after the onset of disability.

12.9 students for the period of maternity leave state grant is paid in the amounts established before leaving on vacation and maternity leave, for the duration of the current legislation of the Republic of Kazakhstan.

In presenting the sheet of temporary disability due to pregnancy and childbirth during the academic leave, a sabbatical is interrupted and is made for maternity leave.

In the period when the students leave to care for a child until the age of three years, the state grant is not paid.

12.10 Orphans and children left without parental care and studying on the state educational order, the state grant is paid in the absence of unsatisfactory evaluations and academic debts by results of examination session.

12.11 The payment of state scholarships terminated:

-in the case of deductions student at the University, regardless of the reasons for deductions;

-in the case of the death of the student;

-After completing his studies, since the publication of the release order.

13.The organization of students' internal academic mobility

Academic mobility – students' migration for a certain academic period aimed to study or researching with binding transfer credits in established order.

The compulsory condition of participating in academic mobility programs for students is a high academic progress.

The student participating in the program of internal academic mobility should not have college debt in any subject during the whole academic period.

In order to study particular subjects or modules of education programs in other institutions in a specific academic period (term, semester, year) by students, Department Chairmen in conjunction with faculty coordinators synchronize working curriculum by education program..

Supervisor of student, participating in internal academic program together with the coordinator of the faculty work out the individual curriculum for a period of studies in the receiving institution.

If after synchronization there is take place an academic difference, student should study disciplines-differences during term using distance educational technologies.

A student should write an application addressed to the CEO in order to participate in outgoing academic mobility program. The application is correlated as follows:

- Faculty coordinator
- Department Chairmen
- Dean of the Faculty
- Director of the Department of Academic Affairs

After signing the application deanery makes a draft order about leaving of student to another institution within the program of internal academic mobility.

List of required documents of the information package:

- order about academic mobility by university (copy);
- «Student application» (as required);
- «Learning agreement» (as required);
- tripartite treaty between the sending, receiving universities and student;

- student's individual curriculum made by Department Chairmen with faculty coordinator;
- student's transcript for the last semester;
- fluorography;
- notarized permission from parents (guardian);
- photo 3*4 – 4 items

There is pointed name and full address of the sending university, the surname, name, patronymic of the faculty and university academic mobility coordinators, also personal information about the student (name, surname, name, date of birth, residential address, contact details) in student's application.

The Learning Agreement of academic mobility program is the master document, which regulates training process of student by academic mobility program and is filled up in National and Russian Languages as required.

The agreement is signed by three parties: by student, by official of sending and receiving institutions. This document provides a guarantee that the student who arrives to another institution has the opportunity to study the planned courses / modules of the educational program and gets credits for the courses that he has successfully attended.

After coming back to the university Department Chairmen with faculty coordinator accomplish recognition procedure of Learning Outcomes.

The Learning Agreement and perfected Learning Outcomes give guarantee plenary confession of courses studied by the student in another institution. In case of any changes in the Academic activity, there is updated the information on the reverse side of the agreement with the sign of by student, by official of sending and receiving institutions.

Payment for education within the internal academic mobility program is paid by sending institution or by student to a receiving institution by transfer of funds to settlement account of receiving institution.

Payment for accommodation (including travel, accommodation in a hostel, meals, and personal expenses) is made by the students themselves.

In the case of interchange on both sides, the offset is carried out without fund transfer.

The final document which confirms the education of student by the program of academic mobility is the transcript of education, which is filled out in the National or Russian languages. There is filled out the information about educational program (discipline code), the discipline name, the duration of the discipline study (year, semester, and trimester), grades (on the national scale and the ECTS scale), and the number of investigated credits (RK and ECTS).

14. Terms of use of material resources

14.1 The university provides students free access to and use of library information resources of the university, textbooks, educational complex, and teaching aids. To use the literature in the reading rooms of the student presents librarian library card or identity card. Readers can make with the permission of the librarian library books from the reading room, and make use of personal books.

Educational and methodical literature is given out for the term of the discipline with a mandatory re-registration within the prescribed period.

14.2 Special scientific literature and is given no more than 10-20 days and in an amount of 2-3 books.

14.3 The university provides students the opportunity to use computers to perform tasks within the curriculum.

15. The procedure for providing paid educational services and student tuition payment

15.1 University:

- Organizes student training obligatory standards of education of Kazakhstan, followed by delivery of the diploma of the state sample on the full completion of the course;

- Provides students with the opportunity to obtain educational services in accordance with the curricula of educational organizations;

- Introduces the learner to the Charter of the organization of education and the internal regulations, normative legal acts regulating the procedure of admission to educational organizations, as well as the basic documents on the organization of the educational process;

- Determines the amount of teaching load and student training mode with breaks in accordance with existing regulations, create a healthy, safe learning environment the learner;

- Organizes the passage of the professional practice of students in accordance with the curriculum of educational organizations;

- Restores the student according to his statement in the order established by the authorized body in the field of education;

- Takes the student on the basis of statements from one of the educational program to another or from one form of study to another, as well as other educational organizations in the manner prescribed by the authorized body in the field of education.

15.2 Cash fees paid in advance, stored in case of leaving the student an academic leave, and come back when transferring to another university or dismissal on their own more than one as well as in the case of the death of the student from the registration date death certificate.

15.3 The University provides the opportunity to study on a voluntary basis to participate in the scientific, cultural and sports activities of educational organizations, as well as in the international scientific, cultural and sporting life.

15.4 After successful completion of a full course of study and as a result of the passage of the final assessment of students are awarded the qualification or degree and given the state of the diploma with application.

15.5 In case of liquidation of the institution or termination of the educational activities of the university administration is taking steps to complete the school year, students in other educational institutions.

15.6 The currency of payment for educational services under the relevant national standard set tenge. Payment - transfer of the relevant payments to the bank account of the University.

15.7 In the event of changes in the amount of payment for tuition is amended agreement with the student.

15.8 Students who received transfers from other institutions, make tuition fees before the publication of the order the head of the organization of education for admission to employment.

15.9 Commitments for payment of tuition will remain until the date of publication of the order of dismissal student.

Approved
Director of the Department
of Academic Affairs
S.Seifullin Kazakh Agro
Technical University
Sarbasova KA

« _____ » _____ 2021

Academic calendar
in the 2021-2022 academic year (for the first course)

1	Theoretical training	1 September
2	Presentation week	from August 26 to September 4
3	<i>Constitution day</i>	<i>30,31 August</i>
4	<i>The day of knowledge</i>	<i>1 September</i>
Beginning of 1st trimester		6 September
5	Examination session	from 15 to 27 November
6	<i>The day of the First President</i>	<i>of 1 December</i>
7	FX delivery	from 15 November to 11 December
8	<i>Independence day</i>	<i>16,17 December</i>
9	Holidays	from 13 December to 1 January
10	<i>The new year's holiday</i>	<i>January 1,2,3,4</i>
Beginning of 2nd trimester		5 January
11	<i>Christmas</i>	<i>7 January</i>
12	<i>International Women's Day</i>	<i>on 8 March</i>
13	<i>Nauryz holiday</i>	<i>from 21,22,23 March</i>
14	Examination session	from 14 to 19 March
15	FX delivery	from 14 to 26 March
16	Holidays	from 21 to 26 March
Beginning of 3rd trimester		28 March
17	<i>Holiday of Unity of Nations of Kazakhstan</i>	<i>1 May</i>
17	<i>Defender is day</i>	<i>7 may</i>
18	<i>Victory Day</i>	<i>9 may</i>
19	Examination session	from 06 to 11 June
	FX delivery	from 06 to 18 June
20	Enrollment for a trimester	from 13 to 18 June
21	Summer trimester	from June 20 to July 30
22	<i>Capital Day</i>	<i>6 July</i>

Conclusion

If you want to buy in demand, which guarantees a stable income profession - you do not make a mistake in the choice of university and specialty!

The implementation of your creative abilities in the future depends on your commitment, perseverance, responsibility and active participation in the educational process. Competent professionals are always in demand. I wish you success in school, an interesting student life and excellent prospects!



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