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ACADEMIC POLICY
NPJSC «Zhetysu university named after I. Zhansugurov»
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CONTENT

1	Scope	3
2	Terms and definitions	3
3	Symbols and abbreviations	6
4	General provisions	7
5	The procedure for admission of students by level of education	7
6	Organization of the educational process on credit training technology	7
7	Student-oriented education	13
8	Organization of records for educational disciplines	14
9	Organization and carrying out of intermediate attestation	16
10	Procedure for recording the educational achievements of students	21
11	Procedure for the approval and development of examination materials	23
12	Organization and conducting of the state exam on the discipline “History of Kazakhstan”	24
13	Final attestation of students	25
14	Rules for the issuance of Diploma with Honours	31
15	Storage of academic records	31
16	Appeals of students based on the results of intermediate attestation	31
17	Organization and holding of the summer semester	32
18	The procedure for the transfer of completed credits and determining the academic difference in curricula	33
19	Organization of professional practice	35
20	Provisions on Distance learning technologies	35
21	Policy of internationalization of education	39
22	Organization of trilingual education	40
23	Policy of academic mobility implementation	40
24	Procedure for transfer, reinstatement, deduction, granting of academic leave and awarding of vacant educational grants	42
25	Appointment of the President scholarship	46
26	Academic support for students with special educational needs	48
27	Online information resources	49
28	Coding of academic groups	50

1 SCOPE

1.1 This Academic policy (hereinafter - the Policy) of Zhetysu university named after I. Zhansugurov (hereinafter – ZU) is developed on the basis of the current legislation in the field of education, regulatory acts of the Ministry of Science and Higher Education of the Republic of Kazakhstan.

1.2 Academic policy is a system of measures, rules and procedures for planning and managing educational activities and the effective organization of the educational process aimed at implementing student-oriented learning and improving the quality of education.

1.3 This Policy is an internal regulatory document of ZU and is intended for students, higher schools, heads of structural departments of the University, organizing the educational process, and other interested parties.

2 TERMS AND DEFINITIONS

The following terms and definitions apply in this policy:

Academic policy	A system of measures, rules and procedures for planning and managing educational activities and the effective organization of the educational process aimed at implementing student-oriented learning and improving the quality of education
Academic honesty	A set of values and principles expressing the honesty of a student in learning to do written work (tests, coursework, essays, diplomas, dissertations), answers to exams, studies, expressing one's position, in relations with academic staff, teachers and other students, as well as assessment
Academic freedom	The set of powers of the subjects of the educational process provided to them for independent determination of the content of education by optional component disciplines, additional types of training and the organization of educational activities in order to create conditions for the creative development of students, teachers and the use of innovative technologies and teaching methods
Academic calendar	A calendar of training and control events, practices during the academic year, indicating days of rest (vacations and holidays)
Academic credit	Unified unit of measurement of the volume of scientific and (or) educational work (load) of the student and (or) teacher
Academic period	Theoretical study period: semester lasting 15 weeks, trimester lasting 10 weeks
Academic hour	Academic hour is 1 contact hour – 50 minutes
Student's academic rating	A quantitative indicator of the level of student mastery of the discipline curriculum, compiled according to the results of intermediate attestation
Academic degree	The degree of development of the relevant training program awarded to the graduate of the University according to the results of the final state attestation
Academic mobility of students	Moving students to study for a certain academic period within the country or abroad with the obligatory re-reading of the acquired educational programs in the form of credits and ECTS at the University or for continuing studies at another University
Academic mobility of teachers	The movement of teachers to conduct research at home or abroad for a specific academic period
Bachelor's Degree	The level of higher professional education with the award of the academic degree "Bachelor's Degree"
Master's Degree	The level of postgraduate professional education with the award of the academic degree "Master's Degree"

Doctoral Degree	The form of training of highly qualified scientific and scientific-pedagogical personnel in higher educational institutions and scientific organizations
Grade-rated letter system for assessing academic achievement	A system for assessing the level of academic achievements in points corresponding to the internationally accepted letter system with a digital equivalent, and allowing to establish the rating of students
Descriptors	Description of the level and volume of knowledge, skills, competencies to be acquired by students upon completion of the study of an educational program of the corresponding level of higher or postgraduate education based on the learning outcomes, acquired competencies and academic credits.
Distance education technology (DET)	A set of information technologies that allow the educational process to be carried out in an indirect way
Elective component	Academic disciplines included in the optional component in the framework of established credits and reflecting the individual training of the student. When the elective component is included in the catalogs of disciplines, the specifics of socio-economic development and the region's training needs are taken into account
Additional educational program (Minor)	is a set of disciplines and (or) modules and other types of educational work, chosen by the student for study in order to acquire additional competencies.
European Credit Transfer and Accumulation System (ECTS)	The method of transferring loans received by students abroad into loans that are credited for obtaining a degree upon their return to their educational organization, as well as the accumulation of loans within the framework of educational programs
Individual curriculum	A document reflecting the educational trajectory of a particular student. IC is compiled by students on their own with the help of an adviser for each academic year on the basis of a standard curriculum and a catalog of elective disciplines. In IC the list of disciplines and the number of credits is indicated
Final Assessment	Assessment of students' academic achievements in order to assess the quality of mastering of the study program on a discipline, which is conducted during intermediate attestation in the form of an exam. If the discipline is studied over several academic periods, final attestation can be carried out on the part of the discipline studied in this academic period.
Final Attestation	Procedure conducted to determine the degree, to which the students have mastered the volume of academic disciplines and (or) modules and other types of educational activities prescribed for by the educational program in accordance with the state compulsory standard of the appropriate education level.
Informational and educational resources	Formalized ideas and knowledge of an educational nature, various data, methods and means of their accumulation, storage and exchange between sources and consumers of information
Informational-educational portal	Organized interconnected system of information resources and Internet services, which contains administrative-academic educational and methodological information that allows organizing the educational process with DLT.
Individual work plan of a master's / doctoral student	Document, reflecting the educational (theoretical study) and research work trajectory of studying an educational program, composed by the student for each academic year with the help of adviser, based on the educational program and the catalogue of elective disciplines.
Catalogue of disciplines	A systematic annotated list of all disciplines, containing brief descriptions of them, indicating purpose of the study, summary (main sections) and expected learning outcomes (acquired by students' knowledge, skills, and competencies).

Summer semester	An integral part of the educational process lasting at least 6 weeks
Students	Persons enrolled in bachelor's, master's, and doctoral programs
Compulsory disciplines	A list of academic disciplines and corresponding minimum volumes of academic credits, which are established by the state educational standard and are mandatory for study by students within the program curriculum.
Educational program	A professional curriculum of higher or postgraduate education aimed at training personnel with the assignment of an appropriate degree (bachelor, master, Doctor of Philosophy (PhD)).
Main educational program (Major)	An educational program, chosen by the student to study in order to acquire key competencies.
The Office of the Registrar	The academic service, which records the entire history of the student's academic achievements, provides organization of all types of knowledge assessment, and calculates his /her academic rating.
Re-registration period	The period when the student may change his/her individual study plan by dropping some course(s) and registering for other one(s). The terms of re-registration are indicated in the academic calendar of the educational program
Prerequisites	Disciplines and (or) modules and other types of educational work containing knowledge, abilities, skills and competencies necessary for the development of the studied discipline and (or) module
Post-requisites	Disciplines and (or) modules and other types of academic work, the study of which requires knowledge, skills, competencies acquired at the end of the study of this discipline and (or) module
Handout	Visual illustrative material distributed during the lesson to motivate the student to successfully master the topic (abstracts, lectures, links, examples, glossary, assignments for independent work, etc.)
Mid-term exam	Checking the student's academic achievements, conducted by the teacher at the 8th and 15th weeks
Registrar of the Office of the Registrar	A person who records the entire history of student learning and organizes all types of knowledge control and calculates his academic rating
Student's independent work (SIW / MIW / DIW)	Work on a specific list of topics assigned by the teacher for independent study by students, controlled in the form of tests, colloquiums, essays and reports; depending on the category of students, it is divided into SIW – student's independent work, MIW – Master students's independent work, DIW – Doctoral student's independent work
Student's independent work under supervision of the instructor (SIWSI/MSIWSI/DSIWSI)	The student's work under the guidance of a teacher, indicated in the schedule; depending on the category of students, it is divided into SIWwT - Independent work of a student under the guidance of a teacher, MIWwT - independent work of a master student under the guidance of a teacher, DIWwT - independent work of a doctoral student under the guidance of a teacher
Syllabus	An academic program of a discipline, which includes description of the discipline being studied, its goals and objectives, its brief content, topics and duration of their study, assignments for independent work, schedule of consultations and students' knowledge assessments, instructor's requirements, students' knowledge assessment criteria and list of recommended literature.
GPA (Grade Point Average)	Weighted average assessment of the level of student's academic achievement in the selected program for the period of study. Calculation of the Grade Point Average (GPA): the sum of the products of the digital equivalent of the assessment by the number of credits assigned to the discipline is divided by the total number of credits
Current control	Systematic knowledge testing conducted in current classes in accordance

	with the syllabus
Transcript	A document of the established form containing a list of completed disciplines for the corresponding period of study, indicating credits, ECTS and grades in alphanumeric and digital terms, encouraging and recovering the student
Tutor	Teacher, leading training sessions and acting as an academic adviser to the student in training on distance learning technologies
Simulator for working with an automated testing complex	A software tool designed to prepare students for computer testing
Educational-methodical complex of discipline (EMCD)	The educational-methodical complex of the discipline, consisting of a syllabus, a brief lecture notes, assignments for laboratory, practical and seminar lessons, assignments for the SIW / MIW / DsIW, educational and practical material for independent work on topics and types of classes (cases, task collections, articles for analysis, etc.)
Advisor	An instructor, who performs functions of the academic mentor of the student of a particular educational program, and assists in choosing a learning path (making up the individual study plan) and in completing the educational program during the study period.
Electronic journal	An online journal for monitoring academic achievements and attendance of students on the Smart Zhetysu platform; filled in by teachers daily during the academic period
Electronic educational-methodical complex of discipline (EEMCD)	The system of normative and educational-methodical documentation, training and monitoring tools that define the goals, content and methods of implementing the learning process in the framework of the discipline under study on credit training technology, presented in the form of an electronic educational publication
Student service center (SSC)	Structural unit of the university, which organizes work on receiving applications from students for the provision of various services and issuing their results on the principle of "one window".

3 SYMBOLS AND ABBREVIATIONS

The following symbols and abbreviations are used in this policy:

MSHE RK	Ministry of Science and Higher Education of the Republic of Kazakhstan
University	Zhetysu university named after I. Zhansugurov
PTS	Professor teaching staff
GPA	Grade Point Average
IC	Individual curriculum
SC	Standard curriculum
WC	Work curriculum
MEP	Modular Education Program
EEMS	Electronic educational and methodological support
CD	Catalog of disciplines
ECTS	The European System for Transfer and Accumulation of Credits
IWS/IWM/IWD	Independent work of a student / undergraduate / doctoral candidate
DLT	Distance Learning Technologies
OR	The Office of the Registrar
EMD	Educational-methodical department
SSC	Student service center

4 GENERAL PROVISIONS

4.1 NPJSC “Zhetysu university named after I. Zhansugurov” (hereinafter – ZU) trains specialists in educational programs of higher and postgraduate education in areas in demand in the region.

4.2 Academic policy of ZU named after I. Zhansugurov developed in accordance with the normative documents of the MSHE RK in the context of the overall strategy of the University and determines the system of measures, rules and procedures for the planning and management of educational activities and the effective organization of educational process aimed at implementation student-oriented learning and improving the quality of education. The document includes the procedure for registration of students to attend training sessions; the rules of the current, intermediate and final controls; organization of passage studying practices; assessment of students; order of state scholarships paid to students; rules of transfer, recovery and contributions of students; final attestation etc. provisions of the Policy may be revised in case of changes in normative acts regulating the educational activities in the Republic of Kazakhstan, Charter of the University and strategy, reviewing requirements of educational programs.

4.3 The University provides all students with equal opportunities for quality and affordable education. The University does not discriminate against students with special educational needs, on racial, national, ethnic, religious, sexual grounds, as well as on the basis of social status, marital status, physical abilities, age or other subjective criteria.

4.4 The Academic year consists of academic periods, examination sessions, practices and holidays. At the University there are the following academic periods (except for the final course): autumn, spring, summer semesters, trimesters. At the final year, the academic year includes the period of final attestation. The main dates of educational and control activities, professional practices during the academic year, indicating the days of rest (holidays and holidays) are indicated in the academic calendar. The academic period, depending on its form, has a duration of 15 weeks for a semester, 10 weeks for a trimester. Each academic period ends with an examination session of students, the duration of which is from 2 to 3 weeks. Holidays are granted to students twice during the academic year; their total duration is not less than 7 weeks. In order to meet the needs for additional education, eliminate academic debt or differences in curricula, study academic disciplines and development of credits to students in other organizations of higher and (or) postgraduate education, improve the average score (GPA), the development of related or additional educational program, a summer semester (except for the final course) of at least 6 weeks. The terms of the summer semester are specified in the academic calendar.

5 RULES AND PROCEDURE FOR ADMISSION OF STUDENTS

The procedure for admission of persons entering Zhetysu university named after I. Zhansugurov is carried out in accordance with the rules of admission to study at the NPJSC "Zhetysu university named after I. Zhansugurov", approved by the Board of Directors.

6 ORGANIZATION OF THE EDUCATIONAL PROCESS

6.1 The main objectives of the educational process with the use of the credit system are as follows:

- 1) unification of the volume of knowledge;
- 2) creating conditions for maximum individualization of training;
- 3) strengthening the role and effectiveness of independent work of students;
- 4) identification of educational achievements of students on the basis of an effective and transparent procedure for their control.

6.2 Credit training technology includes:

- 1) the introduction of a system of academic credits to assess the labor costs of students and teachers in each discipline and other types of academic work;
- 2) freedom of choice by students of the disciplines and (or) modules included in the CED, ensuring their direct participation in the formation of the IC;
- 3) freedom of choice by students of a teacher when registering for the discipline;
- 4) the involvement of advisers in the educational process, assisting students in choosing an educational path;

- 5) the use of interactive teaching methods;
- 6) activation of students' independent work in mastering the educational program;
- 7) the academic freedom of faculties and departments in the organization of the educational process, the formation of educational programs;
- 8) the academic freedom of the teacher in the organization of the educational process;
- 9) providing the educational process with the necessary educational and methodological materials;
- 10) effective methods for monitoring the learning achievements of students;
- 11) the use of a point-rating system for assessing students' academic achievements in each academic discipline and other types of educational work.

6.3 Organization of the educational process on credit technology of education is based on the choice and independent planning by students of an individual educational trajectory of learning aimed at achieving learning outcomes.

6.4 On the basis of the educational program and the catalog of disciplines (CD), students with the help of advisors form individual curricula (IC).

IC defines an individual educational trajectory of each student separately. IC includes disciplines and types of educational activities (practice, research / experimental research, forms of final attestation) of the obligatory component (OC), the University component (UC) and the elective component (EC).

6.5 Students of master's and doctoral degree programs during the first 2 months of training develop and approve individual plans for research/ experimental research work (Appendix A, B, C). At the end of the academic year, a master's/doctoral student on the implementation of an individual plan submits an annual report at a meeting of the Higher School Council (Appendix D).

6.6 In the Bachelor's degree program, the GED cycle includes the disciplines of the compulsory component (CC), the university component (UC) and (or) the elective component (EC). The cycles of DB and PD include the disciplines of BC and EC, which are determined by the university independently and take into account the needs of the labor market, the expectations of employers and the individual interests of the student.

The volume of the GED cycle is 56 academic credits. Of these, 51 academic credits are allocated to the disciplines of the mandatory component: History of Kazakhstan, Philosophy, Kazakh (Russian) language, Foreign language, Information and Communication Technologies (in English), Physical Culture, Socio-political knowledge Module (Political Science, Sociology, Cultural Studies, Psychology).

In the list of the GED cycle, it is not allowed to reduce the volume of disciplines of the mandatory component, the content of which is determined by standard curricula. The exception is reduced educational programs of higher education with an accelerated period of study on the basis of technical and vocational, post-secondary or higher education.

The BC cycle includes the study of academic disciplines and the passage of professional practice and amounts to at least 112 academic credits.

The PD cycle includes academic disciplines and types of professional practices, the volume of which is at least 60 academic credits in the total volume of the educational program of higher education.

6.7 In the master's program, the cycles of basic (BD) and profiling (PD) disciplines include the disciplines of the university component (UC) and the elective component (EV). In the scientific and pedagogical direction, the volume of the BD cycle is 35 academic credits, of which 20 academic credits are allocated to the UC, the volume of the PD cycle is 49 academic credits. In the master's degree of the profile direction, the volume of the BD cycle is 10 academic credits, the PD cycle is 25 academic credits.

The university component of the database cycle of all master's degree programs of the scientific and pedagogical direction includes the disciplines "History and philosophy of science", "Foreign language (professional)", "Higher school Pedagogy", "Management Psychology", for the profile direction – the disciplines "Management", "Management Psychology", "Foreign language (professional)".

6.8 In the EMBA, the block of disciplines on the formation of professional competencies amounts to 20 academic credits. Of these, the university component has 6 academic credits, which include the disciplines "Strategic Management", "Business Research". Elective component of 14 academic credits, including a field module and an internship (for people studying on-the-job). The block of disciplines of personal development and formation of leadership qualities is 10 academic credits, consists of a university component and a component of choice. Experimental research work, the implementation of the master's project amounts to 18 academic credits. Final attestation of 12 academic credits.

6.9 In the doctoral program, theoretical training amounts to 45 academic credits in the total volume of the doctoral program and consists of cycles of basic and profile disciplines, which include disciplines of the university component and the elective component, practice.

The scientific novelty of the doctoral educational program is formed from the research work of a doctoral student (hereinafter referred to as research), scientific publications, writing and defending a doctoral dissertation. The volume of research work of a doctoral student is 123 academic credits in the total volume of the educational program of the doctoral program.

6.10 A student of educational programs based on technical and vocational, or post-secondary, or higher education:

1) forms its own individual curriculum depending on the achieved learning outcomes, mastered prerequisites at the previous level of education, which are necessarily re-credited by the university and included in its transcript;

2) has individual terms of study and the scope of the educational program, which are determined by the university independently on the basis of the current educational program.

The content of academic disciplines is determined by standard curricula and (or) working curricula (syllabuses). The form, structure, procedure for the development and approval of working curricula (syllabuses) are determined by the Regulations on Educational and Methodological Work (IRD-ZU-09-04).

6.11 The organization of the educational process within one academic year is carried out on the basis of the academic calendar, which is approved by the Chairman of the Board - Rector of the University on the basis of the decision of the Academic Council.

The academic calendar reflects the periods of training sessions, intermediate and final attestation, professional practices and other types of academic work during the academic year, rest days (weekends and holidays).

6.12 Each academic period ends with a period of intermediate attestation of students

6.13 Planning of the teaching load of the teaching staff is carried out in academic hours. At the same time, the teaching load in classroom classes is calculated based on the norm that 1 academic hour is equal to 50 minutes. The teaching load for other types of academic work (independent work of the student, professional practices, theses (projects), master's/doctoral dissertations (projects), final attestation) is calculated based on the time standards established at the university.

6.14 When planning the volume of academic work, it is assumed that one academic credit is equal to 30 academic hours for all its types. One academic hour for all types of academic work is equal to 50 minutes. Labor intensity of one Kazakh academic loan (30 academic hours) corresponds to 1 ECTS credit (25-30 academic hours).

6.15 With the credit technology of training, the independent work of students is divided into two parts: independent work, which is carried out under the guidance of a teacher (SIWSI), and that part, which is performed completely independently (SSIW- actually SIW).

The entire volume of SIW is confirmed by tasks requiring daily independent work from the student. The ratio of time between the student's contact work with the teacher and SIW for all types of educational activities is determined independently by the University. Moreover, the volume of class work is at least 30% of the volume of each discipline.

The volume of each discipline is determined by a whole number of credits. In this case, the discipline is assessed with a volume of at least 5 academic credits. The assessment of the discipline is allowed in 3-4 academic credits. The university has adopted the following distribution of hours by type of study, depending on the volume of each discipline:

credits	3			4			5			6			7			8		
hours	90			120			150			180			210			240		
types of lesson	classroom	SIWSI	SIW	classroom	SIWSI	SIW	classroom	SIWSI	SIW	classroom	SIWSI	SIW	classroom	SIWSI	SIW	classroom	SIWSI	SIW
hours	30	15	45	45	15	60	45	30	75	60	30	90	75	30	105	75	45	120
in week	2	1	3	3	1	3	3	2	5	4	2	6	5	2	7	5	3	8

Classroom classes at the University are conducted primarily in interactive forms using digital educational resources.

SIWSI is a type of work of students that is performed by them in contact with the teacher. SIWSI is carried out in accordance with the schedule approved by the dean of the higher school and includes consultations on the most difficult issues of the curriculum, homework, course projects (works), control of semester works, reports and other types of SIW tasks. SIWwT assessment is carried out by a tutor conducting lectures or practical (laboratory) classes, in the absence of lectures.

6.16 In order to ensure the individual educational trajectory and the election of teachers with credit technology, the training schedule is compiled in the context of academic disciplines and teachers. Training sessions are organized for full-time students - in two shifts.

6.17 Academic streams and groups are formed on the principle of a sufficient number of students enrolling in this discipline and this teacher, and achieving a certain level of their profitability. The academic flow is up to 90 students, in the group - up to 30.

6.18 Professional practice is a compulsory type of student learning. The main types of professional practice are educational, pedagogical, industrial and undergraduate, research practice for students under the programs of scientific and pedagogical magistracy and doctoral students of philosophy PhD.

When organizing the educational process, the introduction of professional practice is allowed both separately from the academic period, and in parallel with the academic period. The results of professional practice are taken into account when summing up the results of intermediate attestation. The duration of the practice is determined in weeks, based on the standard working time of the student in practice for a week equal to 30 hours (6 hours a day with a 5-day working week).

6.19 As part of the research (experimental research) work of a master's/doctoral student, an individual work plan for familiarization with innovative technologies and new types of production provides for mandatory scientific internship in scientific organizations and (or) organizations of relevant industries or fields of activity, including abroad.

The program of scientific internship is developed in accordance with the direction of training and an individual plan of research work, approved by the dean of the higher school. The duration of the scientific internship of doctoral students is at least 30 calendar days, undergraduates at least 14 calendar days. The internship is provided 1 time for the entire period of study. Undergraduates of the scientific and pedagogical direction with a standard period of study of 2 years undergo a scientific internship in the 4th semester, undergraduates of the profile direction with a period of study of 1 year in the 2nd semester, doctoral students in the 2nd or 3rd year.

The place of the scientific internship must correspond to the scientific direction of the educational program. The place of the internship is determined by the head of the educational program together with scientific supervisors or consultants.

The place of the doctoral student's internship corresponds to the scientific direction of the educational program, the subject of the doctoral dissertation and the place of work of the foreign consultant. The University, together with the organization on the basis of which the internship takes place, approves the internship program and the weekly plan. The internship is carried out by persons who have preliminary research results and (or) publications on the research topic. When completing an internship in a foreign language, a language certificate is required, in accordance with the state mandatory standards of higher and postgraduate education.

The student submits a report on the results of the scientific internship at a meeting of the higher school. Within 10 days after the end of the master's/doctoral student's scientific internship, it is necessary to submit to the Educational and Methodical Department of higher and postgraduate education a report on the completion of the scientific internship and supporting documents (certificates of internship, conference programs, seminars, etc.).

6.20 In order to improve the quality of the implementation of the educational program and ensure objectivity in assessing the educational achievements of students, the learning processes and the final control are separated.

6.21 The organization of final control and accounting of educational achievements of students is carried out by the Office of the Registrar. The Office of the Registrar constantly monitors the results of the final control of students and their analysis in accordance with the evaluation table, reflecting the actual percentage distribution of absolute grades above the passing level in groups of students.

6.22 The Office of the Registrar keeps a history of students' academic achievements throughout the entire training period. Academic achievements are reflected in the transcript. The transcript is issued at the request of the student for any period of his training.

6.23 The achieved learning outcomes and positive grades received by students at previous levels of study and in other formal education organizations are recognized with the transfer of academic credits.

When transferring, restoring the achieved learning outcomes, positive student evaluations are recognized with the transfer of academic credits from one OP to another, from one educational organization to another educational organization.

All academic credits and achieved learning outcomes obtained by students in formal and non-formal education accumulate throughout their lives.

6.24 To ensure academic mobility, students can study certain disciplines in other educational institutions, including abroad. At the same time, a bilateral agreement is concluded between educational organizations. To participate in international credit mobility, knowledge of a foreign language is required at the level provided by the host educational organization.

6.25 The final document confirming the training under the mobility program is a transcript or its equivalent in the host country. Information about the training program is entered into the transcript: the names of disciplines (modules), grades, the number of mastered academic credits.

The results of training, fully mastered by students within the framework of academic mobility and confirmed by a transcript, are transferred by the university.

6.26 The University implements double-degree programs based on the comparability and synchronization of educational programs of higher and (or) postgraduate education partners. The inclusion of the student in the program of double-degree education is carried out on the basis of his application and in accordance with the concluded agreement (contract) with the partner university.

6.27 The student goes through the enrollment procedures at the partner university. The individual curriculum of the student includes a list of academic disciplines, their labor intensity (in credits and hours), distribution by semesters, organizations of higher and (or) postgraduate education - partners where they will be mastered, the procedure for re-crediting. The student fully passes all types of practices and final attestation. When studying under double-diploma education programs, it is possible to use various learning technologies, including distance learning.

At the end of each academic year, the partner university that implements the corresponding module of the program issues a transcript to the student. Upon completion of the training and fulfillment of all requirements for each of the programs, the student is issued two diplomas of established standards for the award of an academic degree and two transcripts or one joint diploma on the basis of an agreement.

6.28 The main criterion for completing studies in undergraduate programs is the development by the student of at least 240 academic credits for the entire period of study, including all types of educational activities of the student.

Persons who completed training in the higher education curriculum and successfully completed the final attestation are awarded a bachelor's degree and / or an appropriate qualification and a diploma of higher education with an application (transcript) is awarded free of charge.

6.29 The main criterion for completing studies in master's programs is the mastery of students:

1) in scientific and pedagogical magistracy at least 120 academic credits for the entire period of study, including all types of educational and scientific activities of a graduate student;

2) in the master's program, 60 academic credits with a term of study of 1 year and 90 academic credits with a term of study of 1.5 years.

Persons who completed training in the master's education program and successfully completed the final attestation are awarded a master's degree and a diploma of postgraduate education with an application (transcript) is issued for free.

6.30 The main criterion for the completion of studies under the EMBA programs is the mastering of 60 academic credits by students. Persons who have completed their studies under the EMBA educational program and successfully passed the final attestation are awarded the degree of "Master of Business Administration" and a diploma of postgraduate education with an appendix (transcript) is issued free of charge.

6.31 The main criterion for the completion of the educational process for the preparation of doctors of philosophy (PhD) is the development of a doctoral student of at least 180 academic credits, including all types of educational and scientific activities.

Persons who have mastered the educational program of doctoral studies and defended their doctoral dissertation, with a positive decision of the Committee for Quality Assurance in the Field of Education and Science of the Ministry of Science and Higher Education of the Republic of Kazakhstan, according to the results of the examination, are awarded the degree of Doctor of Philosophy (PhD) and a diploma is issued in accordance with the order of the Minister of Education and Science of the Republic of Kazakhstan dated March 31, 2011 No. 127 " On approval of the Rules of Awarding Academic Titles", and an appendix (transcript).

6.32 A doctoral student who has mastered the full course of theoretical training of the doctoral educational program, but has not completed the SRWDS (ERWDS), is given the opportunity to re-master the academic credits of the SRWDS (ERWDS) and defend the dissertation in subsequent years on a paid basis.

6.33 A doctoral student who has mastered the full course of theoretical training of the doctoral educational program, who has completed SRWDS (ERWDS), but has not defended the doctoral dissertation, the results of training and academic credits are assigned and given the opportunity to defend the dissertation within two years after graduation on a free basis, and in subsequent years on a paid basis in the amount of at least 4 academic credits.

Meanwhile, after 3 years after graduation, the doctoral student is defended only after the re-approval of the scientific justification of the dissertation research (research proposal) on a paid basis.

6.34 In the appendix to the diploma, the latest grades are indicated according to the point-rating letter system of assessments for all academic disciplines, research or experimental research works, types of professional practices, final attestation, indicating their volume in academic credits.

6.35 The procedure for organizing the educational process in cases of implementation of restrictive activities

6.35.1 In cases of implementation of restrictive measures by the relevant state bodies, the introduction of a state of emergency, emergencies of a social, natural and man-made character in a certain territory in the Republic of Kazakhstan, the university provides for the possibility of switching to distance learning, the purpose of which is to ensure full access to the educational process of students, teachers and employees university.

6.35.2 In order to provide methodological assistance and technical support to all subjects of the educational process (teaching staff, students, employees, etc.), the university website (<http://zhgu.edu.kz/>) publishes guidelines for organizing the educational process in a state of emergency, instructions for precautionary measures during an emergency, video tutorials on the use of distance learning technologies, contact details of persons responsible for technical support.

6.35.3 In organizing the educational process using distance educational technologies, training sessions are conducted online and offline. Online training sessions provide for the process of educational interaction in real time: video conferencing (GoogleMeet, Skype, Discord, MOODLE, ZOOM, Google Classroom, Microsoft Teams, Hangouts, Cisco WebEx Meetings, etc.). When organizing training sessions in offline mode, the interaction of the teacher and the student is carried out asynchronously, i.e. through its own Smart ZhetySU platform and their internal communication services, chats and forums.

6.35.4 The educational portal Smart ZhetySU provides the implementation of the educational process in distance learning mode through personalized access of teachers and students to personal content at all levels of education.

To increase the information and legal literacy of all participants in the educational process (teaching staff, students, employees, etc.), external regulatory legal acts (Constitution, Codes, Laws of the Republic of Kazakhstan, orders of the Ministry of Science and Higher Education of the Republic of Kazakhstan and other documents), as well as internal documents of the university (QMS documents, Academic policy, Academic integrity policy).

In personal content for all categories of users, the possibility of online access to the following functions has been created:

- registration and re-registration for disciplines of the academic year; based on the results of the registration processes, teaching staff and students are provided with the opportunity to view the IEP online for the current and next academic years;
- the ability to assess the knowledge of students under current control (weekly), control cuts (twice a semester) and SIW (four times during the academic period);
- access to midterm and final control through an electronic attendance register and quality control of students' knowledge;
- downloads of educational and methodological support of disciplines (syllables, lecture complexes, development of practical and laboratory tasks, presentations, video lectures, etc.);
- questionnaires on various aspects of the educational activities of the university;
- Messenger document management program for interaction with all participants in the educational process.

The educational portal provides access for all subjects of the educational process to the academic calendar for all educational programs, as well as to the electronic library fund (<https://biblioteka.zhgu.edu.kz/>), schedule of classes, consultations, exams

6.35.5 When organizing the educational process using distance learning technologies, classes are held according to the schedule. Tardiness, skipping online classes are not allowed. Attendance of classes is controlled by the educational and methodological Department of Higher and postgraduate Education, which conducts daily monitoring. The current monitoring of students' progress is carried out on the Smart Zhetysu platform in accordance with the schedule of tasks specified in the syllabus of the discipline. The scores are submitted to the Smart Zhetysu electronic journal. If there is no possibility of studying with the use of distance learning technologies, the student has the right to postpone the study of the discipline to the next academic year (taking into account the mastered prerequisites).

6.35.6 Intermediate attestation of students is organized mainly in the form of computer testing through an automated testing complex designed for remote exams for online proctoring. For educational programs requiring special or creative training, other forms of final control are provided, which are established by the university independently, in particular, using the web conference platform, with the inclusion of the recording mode of all current processes.

6.35.7 Final attestation and defense of graduation work at graduation courses for all levels of education and forms of training using distance learning technologies are carried out according to the approved schedule using the web conference platform, with the obligatory connection of the chairman of the commission and all members of the attestation commission to the process.

7 STUDENT-ORIENTED EDUCATION

Student-oriented learning as a process of qualitative transformation for students and other students in the learning environment, aimed at improving their autonomy and critical ability, is implemented at the University through:

- Development of modular educational programs that motivate students to play an active role in the joint creation of the learning process and are aimed at implementing a competency-based approach to training a specialist;

- Providing the student with the opportunity to choose a multilingual education system, where instruction is conducted in three languages - Kazakh, Russian, English;

- A student knowledge assessment system. In order to improve the educational process at the University, a structure has been created that systematically monitors students' knowledge in the process of current and midterm knowledge control. Online access was provided for all categories of students to the information portal and the electronic journal, which reflects both weekly grades and the total rating for two boundary controls, as well as the final grade. Criteria and methods for assessing each type of work in the classroom are developed in syllabuses by teachers and are available in free information access for students.

- Acceptance of exams in written, test, oral and combined forms, and, accordingly, assessment of students' knowledge, is carried out on a commission basis. The commissions are created by order of the deans of the faculties in the period preceding the session in each direction of preparation.

- Ability to appeal by students. The appeal commission is created by order of the rector for the academic year and includes leading University teachers. The appeal procedure has been developed and published on the website. In addition, meetings are held with students on the eve of the session, which explains the basic rules for conducting intermediate attestation, including on cases of appeals to the appeals commission.

- Supporting students' sense of autonomy. The procedure for attracting students to the development of modular educational programs in the areas of training includes conducting a survey of students during the annual online registration period, discussing the problems of preparation and the need to include new disciplines in the educational program based on the results of a reflexive analysis of the results of student practice. An important direction in supporting a sense of autonomy is the active discussion in the student community of the Code of Honor of students of NPJSC ZU named after I. Zhansugurov.

- Students determine their educational trajectory under the guidance of experienced academic mentors - advisers. In the period preceding online registration, a week of presentations of elective disciplines by teachers and mandatory meetings of advisers with students of specialties are held. Academic advising is considered at the University as a type of accompanying a student in the educational process and providing him with advisory assistance in resolving problems associated with educational and cognitive activities and personal and professional development. During the period when students determine their individual trajectory, the advisers conduct both group and individual sessions of an advisory nature with them. Such a system of work maximizes both the autonomy of students in the formation of their educational trajectory and the ability to regulate the choice of teaching and assessment methods.

- The use of new educational technologies, including electronic textbooks, the development of an educational portal, distance technologies, etc.

- Providing an opportunity for graduates of pedagogical educational programs of preparation and gratuitous passing of the national qualification testing (NQT) to determine the level of professional competence necessary for future employment.

8 ORGANIZATION OF THE REGISTRATION PROCESS FOR DISCIPLINES

8.1 Credit technology of training is based on independent planning of the educational program by the student, the choice of an individual learning path, motivation, and the level of self-education.

8.2 The registration process at the University takes place in two stages:

8.3 In the period preceding the student registration process (one month before it starts), the University announces the process of forming applications for teachers to give lectures and other types of classes in the new academic year. In order to review applications and to grant admission to the registration of the teaching staff, an expert commission is created. The Chairman of the Commission is a Member of the Board - the Vice-Rector for Academic Affairs. The commission consists of the Head of the Educational and Methodological Department of higher and postgraduate education, the Director of the Office of the Registrar, the chairmen of Academic Committees of higher schools, the head of the Personnel Management and Document Management Department, etc. The applications of teachers are considered in the presence of the heads of the EP. After reviewing applications and making appropriate decisions through the "Registration" function in the SmartZhetysu information system, teachers have access to the registration process for all levels and forms of education.

8.4 The process of registration of teaching staff for disciplines is carried out online in personal accounts and is controlled by the heads of departments and employees of the Registrar's office. Control over these processes is carried out in the reporting system "Results of registration of teaching staff for disciplines", access to which is available in the special content "Reports of the Dean's Office, Departments". Upon completion of the monitoring of the registration process of teaching staff at the University, the stage of registration of students for the disciplines of the new academic year begins.

8.5 To familiarize students with the content of the disciplines of the new academic year, the departments organize preliminary methodological and advisory work on the choice of disciplines by students. Information about the disciplines, including their brief description, learning outcomes, prerequisites and postrequisites, should be brought to the attention of the students, introductory meetings

with teachers of disciplines and their presentations are held (3-5 minutes, in PPT format, etc.). The presentations are also posted on the information system of the university.

8.6 Individual curricula of students in bachelor's, master's and doctoral programs for the new academic year are formed with the participation of advisors in the following order:

Students:

1) get acquainted with the rules of the organization of the educational process on credit technology training;

2) comply with the established deadlines for registration for academic disciplines and amendments to the IEP;

3) recorded for at least a set number of credits in the academic year for mastering the educational program of the corresponding level.

8.7 The schedule of registration of students is formed by the Office of the Registrar in accordance with the academic calendars of the OP and approved by a Member of the Board - the Vice-Rector for Academic Affairs. The approved schedule is posted in the students' personal accounts and on the university's website.

8.8 The student, while defining an individual trajectory of learning within the framework of the university component and the component of his choice, chooses:

1) disciplines for the main educational program;

2) disciplines in the additional Minor educational program (from the second year of study).

8.9 The procedure for choosing and mastering disciplines for the main educational program is carried out taking into account the presence of prerequisites.

8.10 Registration for compulsory and elective disciplines of the 1st year is carried out online when students are enrolled in the University from August 1 to 25, for students of 2-4 courses - a month before the start of the summer examination session. Specific dates are indicated on the academic calendar and can be specified on the University website or at the adviser. During the transition to a distance learning format in quarantine conditions, all the main registration processes are also carried out online.

8.11 Registration of students for 1st year disciplines is carried out in the following sequence:

1. After the conclusion of an agreement on the provision of educational services, the applicant receives a login and password, which provides him with access to his personal account.

2. Online registration for the disciplines of the academic year is carried out through the corresponding function in the personal account. The process of forming the IEP for the 1st year of study is controlled by the staff of the Registrar's office with the advisory support of advisers.

3. Students can make adjustments to their IEP with the assistance of advisers within 10 days after the start of the school year. The terms of re-registration for disciplines are indicated in the academic calendars of educational programs.

8.12 Registration for the 2-4th year is carried out identically. Permission to register for the disciplines of the second and subsequent courses is obtained by students who have studied the mandatory, previous courses (prerequisites). Information on prerequisites can be obtained at the Office of the Registrar in the CED. When registering, the adviser is required to verify the correctness of the discipline prerequisites and take into account the postrequisites for the implementation of the IC of the entire training period. In case of non-compliance with this rule, the student may be removed from the list of registration for the discipline Office of the Registrar.

8.13 To confirm their IEP, students are required to attend every first lesson of the discipline; transfer of a student from one teacher to another or to another discipline of the block of choice is possible only on the basis of re-registration. Registration, refusal and re-registration are possible only in accordance with the student's personal application within the time limits specified in the academic calendars of the EP.

8.14 Registration for disciplines in order to form their own learning trajectory is not only an inalienable right of every university student, but also his duty. If the student did not take part in this process in accordance with the deadlines specified in the academic calendar, the trajectory of his education is formed by the higher school / ICE, based on the expediency of the educational streams.

8.15 Individual curricula of students are approved during the first week of classes at the beginning of the new academic year. IEPs of students with their personal QRs, as well as QR advisers, after

approval by the deans of the faculties, are placed in their personal accounts and in the viewing mode in the content "Reports of the Dean's office, departments".

If the student has not mastered the discipline in the first half of the year, which is a prerequisite for the disciplines of the second half of the year, the IEP is subject to adjustment and re-approval at the beginning of a new academic period.

8.16 When restoring or transferring from one educational program to another, the IEP of students is formed taking into account the comparison sheet. Registration for disciplines is carried out in accordance with the terms of mastering the disciplines specified in the comparison sheet (in the academic period or summer semester).

8.17 Registration of a student to study the disciplines of difference or academic debt in one of the academic periods of the current academic year is possible in the following cases: if the number of academic credits per academic year does not exceed 60; subject to the study of this discipline in the stream in accordance with the schedule of the lesson.

8.18 Disciplines for which the student is additionally registered are included in his IEP for the current academic year.

8.19 A student who is left for a repeat course forms an individual curriculum at the beginning of the academic year (within ten days), taking into account previously mastered disciplines. The formation of the IEP for full-time students is carried out with the participation of the deans of higher schools, full-time education on the basis of TPE and HE (DLT) - by the staff of the ICE. Control over the registration process and the implementation of the IEP is carried out by the Office of the Registrar.

8.20 The system of reports on the results of registration of students for disciplines in the educational programs of the university online is placed in the content "Dean's Office Reports" within 10 days after the registration stage and is the basis for drawing up working curricula for the new academic year and forming calculations of hours for higher schools.

9 ORGANIZATION AND PERFORMANCE OF INTERMEDIATE ATTESTATION

9.1 Interim attestation is the establishment of the level of achievement of the results of mastering the disciplines (modules) provided for by the educational program. The purpose of the intermediate attestation is to evaluate the student's work during the academic period in acquiring the skills of independent work, the ability to synthesize the knowledge gained and apply it to solving practical problems.

9.2 Intermediate attestation is carried out in accordance with academic calendars, MEP and curricula of disciplines in the form of passing an exam or differential credit twice a year. In graduation courses, as a rule, one intermediate attestation is carried out during the winter period.

9.3 The frequency and duration of examination sessions is determined in accordance with the working curriculum of the educational program and the academic calendar approved by the academic council of the university.

9.4 Based on the results of training during the academic year, an order is issued by the Chairman of the Board - Rector of the University on the transfer of students from course to course.

9.5 In order to control the organization and conduct of intermediate attestation at the university, a commission is formed, the composition of which is approved by the order of the Chairman of the Board - Rector of the University. The commission includes the head of the educational and methodological department, the director of the Office of the Registrar, deans, representatives of public associations of the university, including the committee on youth affairs. Responsible for the preparation of the order is the Member of the Board - Vice-Rector for Academic Affairs.

9.6 Exams are taken during the period of intermediate attestation according to the approved schedule.

9.7 The exam schedule is developed by the Office of the Registrar, approved by the Member of the Board - Vice-Rector for Academic Affairs, communicated to the students of all interested departments of the university and posted on the university website and in students' personal accounts no later than 2 weeks before the start of the examination session.

9.8 The forms of control for each academic discipline are established by the decision of the academic council of the university.

9.9 Interim attestation is carried out in written, oral and combined forms, as well as in the form of differential credit and computer testing.

9.10 In accordance with the separation of the teaching and control processes, examinations in oral and combined forms, as well as verification of students' written works, are carried out by an examination committee (hereinafter referred to as a committee) from among the leading teachers. The composition of the commissions for taking oral exams and checking written papers of students is approved by the order of the head of the EP.

9.11 For the period of the interim certification, the order of the Chairman of the Board - Rector of the University approves the list of proctors who are personally responsible for conducting exams in written and test forms in the classrooms assigned to them. If the projector violates the procedure for conducting examinations, the director of the Office of the Registrar draws up a memo addressed to the Chairman of the Board - the Rector of the University. The following actions may be considered violations of the proctor's activity:

- being late or not showing up for an exam without a valid reason;
- corrections in the exam sheet;
- admission of a student to the exam without a student card;
- leaving the classroom during the exam;
- presence of unauthorized persons during exams;
- allowing students to use cribs and cell phones.

9.12 Students who do not observe silence in the audience, noticed in the use of auxiliary materials, mobile phones, headphones, Smart watches, and other data carriers, are removed from the exam; meanwhile, the "Act" is registered in the "Assessment" column in the final examination sheet. An Act of violation of the University's Academic Integrity Policy is drawn up in the presence of the student. The act is filed to the main exam sheet. A copy of the Act is sent to the Dean's office.

9.13 In the case of training students using distance learning technologies, proctoring at the initial stage is carried out by employees of the Office of the Registrar and the higher school of distance learning. The act of violation of the Academic Integrity Policy, drawn up by them, with a photo report confirming the facts of violation of the rules for passing intermediate attestation by students, is submitted for consideration to the working group. The composition of the working group is formed from the staff and teachers of the university and is approved by the order of the vice-rector for academic affairs. Proctoring is carried out within one month after the completion of the interim attestation.

9.14 Quality assurance commissions at the bases of higher schools accept Acts for consideration in the following violations:

- The inability to identify the student's identity due to the blurriness of the image or its absence;
- The use of auxiliary materials that are not provided for by the requirements for the exam (cell phones, headphones, Smart watches); he inability to identify the student's identity due to the blurriness of the image or its absence;
- The use of auxiliary materials that are not provided for by the requirements for the exam (cell phones, headphones, Smart watches);
- The presence of unauthorized persons during the exam;
- Blocking the webcam, preventing the image from being photographed (due to antivirus, mechanical impact, incorrect installation of the webcam driver; technical malfunction);
- The presence of a medical mask on the face or other items that make it difficult to identify the student's identity;
- Falsification (passing the test by another person, etc.).

9.15 Acts of violation of the Academic Integrity Policy confirmed by the Quality Assurance Commission are recorded in the Office of the Registrar journal; points scored by students are subject to cancellation. In some cases, the Acts may be submitted for consideration by the Ethics Council of the University (in particular, in the case of passing tests by other persons who are regarded as falsification of data, etc.).

9.16 In the event of a technical failure in the testing system during the exam, an examination is appointed at the request of the student, an act is drawn up and a decision is made on re-passing the exam.

The act is signed by the director of the Office of the Registrar and the head of the digitalization and Process automation department, who confirmed the fact of a technical failure during the exam.

9.17 The presence of unauthorized persons at the exams (except members of the commission) It is not allowed without the permission of the Chairman of the Board - the Rector of the university or a member of the Board - the Vice-Rector for Academic Affairs.

9.18 The Office of the Registrar and the Commission are responsible for ensuring that the examination procedure complies with the approved Academic Policy of the University.

9.19 Admission of students to the examination session is carried out in two stages:

1) at the first stage, by a general order of the dean of the higher school, students who do not have arrears in tuition fees, academic arrears of prerequisites who are not on academic leave or on long-term treatment are admitted to the examination session;

2) at the second stage, admission to the discipline exam is carried out on the basis of an assessment of the admission rating, determined by the results of current and midterm performance monitoring. This admission is carried out automatically in the information system; in the examination sheet reflects the corresponding mark opposite the student's last name; in case of non-admission according to the cross-border rating, Not/Allowed marking is used (not allowed); in case of inadmissibility due to unexplored discipline prerequisite - marking Not/Allowed.

9.20 If a student does not appear for an exam, an absent student is marked "failed to appear" in the examination sheets.

9.21 A student who is more than 15 minutes late for a written exam is not allowed to take exams, and the note "failed to appear" is put down in the examination sheet against his last name.

9.22 The procedure for conducting writing examinations

9.22.1. For conducting a written exam, the Office of the Registrar provides the preparation of a package that includes an envelope with examination tickets, answer sheets (forms) with the seal of the OR, a statement of the group, and identification sheets.

9.22.2. Before the beginning of the written exam, the examiner (proctor), in the presence of students, opens an envelope with examination tickets, issues examination tickets and answer sheets. An examination ticket for the discipline and an identifier sheet are attached to the student's response sheet, which indicates the student's last name, first name and patronymic, group number, specialty, and discipline name. Students are explained the rules for filling out identifier sheets, after which the start and end time of the exam is recorded on the board.

9.22.3. The duration of the exam is 1.5 hours. After the specified exam duration has elapsed, the proctor collects the answer sheets and sends them to the Registration office.

9.22.4. A written examination is possible at the same time in the same audience for several academic streams, regardless of the cycle of disciplines or several streams in one discipline. At the same time, in order to organize the necessary control over the observance of the technology for conducting exams, the number of students in one audience should not exceed 60 people.

9.22.5. The RO employee encrypts the answer sheets, writes the student's cipher in the identifier sheet, deletes it from the answer sheet, and issues commission examination sheets for verification.

9.22.6. Verification of written work is carried out in specially designated audiences within 2 days after the exam. The commission for the verification of written works checks the answers, puts points for each question in accordance with the criteria approved at the department. Each verified answer sheet is signed by commission members. The commission is responsible for the objectivity of verifying students' written responses.

9.22.7. After checking the work and giving marks, the commission members are given identification sheets, in accordance with which the examination sheet is filled out.

9.22.8. The points given by the members of the commission when checking the examination papers are entered by the teacher-lecturer in the electronic journal on the day of checking

9.23.9. Answer sheets are kept at the Office of the Registrar for one semester after the session.

9.23 The procedure for conducting oral examinations

1. To receive oral examinations at the departments, commissions are formed in the areas of training in accordance with educational programs.

2. Examinations in oral form is accepted by a commission of at least 3 people.

3. When conducting an oral exam, thesis answers to exam questions are recorded by students on blank answer sheets.

4. The duration of preparation for the oral exam is established depending on the content of the discipline. After the specified exam duration, the student completes the written answer with an oral explanation. The commission evaluates the answers according to the criteria approved by the department.

5. The completed examination sheet shall be handed over by the members of the commission to the Registration office on the day the exam is accepted.

6. The results of oral, written and combined exams are entered into the electronic journal within one day after the end of the exam by the teachers conducting the classes.

9.23 The procedure for conducting computer testing

9.23.1 To take exams orally, the heads of the Office of the Registrar forms the commissions in the areas of training in accordance with the educational programs.

9.23.2 Oral exams are taken by a commission consisting of at least 3 people.

9.23.3 When conducting the exam orally, abstract answers to exam questions are recorded by students on blank answer sheets.

9.23.4 The duration of preparation for the oral exam is determined depending on the content of the discipline being taken. After the expiration of the prescribed duration of the exam, the student supplements the written answer with an oral explanation. The Commission evaluates the responses according to the approved criteria.

9.23.5 The completed examination sheet is submitted by the members of the commission to the Office of the Registrar on the day of the exam.

9.23.6 The results of oral, written and combined exams are entered into an electronic journal within one day after the end of the exam by the teachers leading the classes.

9.24 The procedure for conducting examinations in the form of computer testing

9.24.1 Examinations in the form of computer testing are conducted during the interim attestation in accordance with the approved schedule in computer classes.

9.24.2 The proctoring of the testing process is carried out by employees of the Registrar's office and proctors from among the professors and employees of the structural units of the university.

9.24.3 50 minutes are allocated for passing the exam in the form of computer testing, the timer of the ATK program records the time of passing the exam. In case of expiration of the time on the timer of the ATK software, the system automatically completes the exam process.

9.24.4. The exam process is accompanied by online proctoring and recorded in the SmartZhetysu system through the "Detailing" function. The details show the entire process of passing the exam: a photo report on the state of the student's desktop computer interface during the selection of the answer; a photo report on the behavior of the student at the stage of each test question, as well as the moment of arbitrary shooting at any stage of testing: score, date, and time of taking the exam. After completing the selection of answers, the student agrees to complete the test, the program processes the results, and the points received by the student automatically appear on the computer screen and are recorded in the SmartZhetysu database

6. In case of non-attendance at the session for no valid reason (non-admission to the session due to violations of the terms of the contract for paid education, technical malfunction of the computer or poor Internet bandwidth, etc.), students are also given the opportunity to pass the session on an individual schedule. At the same time, the order indicates - "Failure to appear at the examination session for no valid reason." The presence of such wording deprives students of the right to retake the exam (s) if they receive an FX score.

7. The dean of the higher school is responsible for issuing an order on the admission of students to the examination session on an individual schedule.

8. On the basis of the Dean's order, an employee of the Registration office issues a referral for the exam. The direction contains the number and date of issuing the order, as well as the date of completion of the session. If the student does not meet the specified deadlines for a disrespectful reason, the student is given only one direction (Direction No. 1).

9.25 Procedure for conducting examinations in cases of implementation of restrictive measures

9.25.1 Permit to take exams in case of non-attendance of students at the examination session is carried out on the basis of the decree of the Dean of the Higher School / Director of the ICE in consultation with the Registrar's office. The decree specifies the reasons for the student's non-attendance at the exam(s) - respectful/irreverent, as well as the individual schedule of exams.

the state of health; basis - a certificate of outpatient or inpatient treatment, the birth of a child before the age of two months;

family circumstances; basis - death certificate of close relatives;

other objective reasons;

official, scientific, or educational business trip - for students studying using distance educational technologies; basis - business trip certificate.

9.25.3 Non-attendance to the examination session for all other reasons not specified in paragraph 9.25.2 is considered irreverent.

9.25.4 Based on the order of the Dean of the Higher School / Director of the ICE, an employee of the Registrar's office issues a referral for exams. The referral indicates the number and date of issue of the order, as well as the date of passing the exam. In case of non-attendance to the session for an irreverent reason, the student is given referral, depriving the student of the right to take the exam again in case of obtaining the FX.

9.25.5 If the deadlines for passing the interim attestation are disrupted according to an individual schedule without a valid reason, the student studies the discipline(s) again in the summer semester on a paid basis.

9.25.6 The dean of the higher school/Director of the INO is responsible for issuing an order on admission of students to the examination session according to an individual schedule.

9.26 Examination procedure in cases of restrictive measures

9.26.1 During the period of restrictive measures, the basic principle of conducting exams is the distance format.

9.26.2 The dates of the exams (postponement of exams) may be changed in the following cases:

9.26.3 Exams are conducted in oral, written, test forms, as well as in a mixed form, combining various options for the final control of students' knowledge.

9.26.4 The forms of intermediate certification of students for this period are determined by the decision of the Academic Council of the University according to the representations of higher schools.

9.26.5 The intermediate certification of students at the University is provided through the SmartZhetysu information system and other distance learning technologies.

9.26.6 Interim certification is carried out using the following information systems and online services:

- computer testing - through the Smart Zhetysu information system;

- oral, written online exams - through Zoom, Webex Meetings, Microsoft Teams, Google Meet, etc.;

- creative exams based on Zoom, Microsoft Teams, YouTube, etc. platforms. (for OP creative profile – "Music education", "Design", "Art and drawing", etc.).

9.26.7 Creative, critical, project types of control tasks can also be used to assess the achievement of learning outcomes.

9.26.8 In the exam schedule, links to the VCS are indicated, as well as lists of students in the order of passing the exam

9.26.9 The examination is taken orally by a commission consisting of at least 3 people.

9.26.10 Compliance with the procedural rules is monitored by employees of the Registrar's office.

9.26.11 At the end of the exam, the members of the commission fill out the examination sheet in their personal offices.

9.26.12 The results of the assessment of the student's answer online in accordance with the electronic scoring formula and the final examination score online are reflected in the personal accounts of the students.

9.26.13 Written exams are conducted offline in accordance with the approved schedule. Questions for written exams are uploaded to the database 2 weeks before the start of the intermediate certification. After the identification process, the student proceeds to fill out the answer sheet. The program for generating a ticket using a random combination of data is started by an employee who controls the exam process. At the end of the procedure, the student sends the completed answer sheet through his personal account.

9.26.14 Written papers are checked within 2 days after the exam. The estimates issued by the commission are entered in the electronic journal on the day of the end of the audit.

9.26.15 Exams in the form of computer testing are conducted in the SmartZhetysu University information system.

9.26.16 Proctoring of the testing process is carried out by employees of the Office of the Registrar.

9.26.17 The results of the interim certification and proposals for improving the educational and methodological process are submitted for discussion by the Academic and Academic Councils of the University.

10 THE PROCEDURE OF ACCOUNTING OF STUDENT LEARNING ACHIEVEMENTS

10.1 The organization of the system for monitoring the educational achievements of students throughout the entire training period is carried out by the Office of the Registrar.

10.2 The system of accounting of learning achievements of students at the university includes the following types of control:

- current control
- midterm control
- final control

10.3 The assignment of points for current control is carried out by teachers online in their personal accounts through the educational portal of the information system SmartZhetysuSU.

10.4 Midterm control scores reflect the cumulative total assessment of the student's current progress (according to the scores in the progress and attendance journal) and the results of special midterm control tasks (if necessary).

10.5 Student assessment periods: for bachelor degree (full-time education) - weekly, for students in DLT, for master's and doctoral degree students - twice during the academic period.

10.6 Learning achievements (knowledge, abilities, skills and competencies) of students are evaluated in points on a 100-point scale that corresponds to the letter system adopted in international practice (positive marks, in decreasing order, from "A" to "D", "unsatisfactory" - "F", "FX") with the corresponding numeric equivalent on a 4-point scale.

10.7 Points of current control are set by each teacher independently in the context of each component of the discipline (for lectures, practical or laboratory studies) in personal accounts, the tab "Journal of student progress and attendance" (Electronic journal).

10.8 The maximum number of points that students can get weekly for each type of activity is 100 points.

10.9 Teachers are obliged to timely carry out all types of training and control activities within the time frame established by the academic calendar. If necessary, the teacher may be given the opportunity to extend the periods for performing certain activities on the basis of an application addressed to the Vice-Rector for Academic Affairs with an indication of reasoned justification, provided that this extension does not lead to a deterioration in the quality of the educational process and infringement of the rights of students.

10.10 Points awarded are not subject to correction. If the class is missed for a good reason (due to health reasons, etc.), the student must submit the relevant supporting document to the Registration office within 3 days. Upon confirmation of the authenticity of the submitted documents by the RO employee, an admission to the scoring by the teacher in the missed disciplines is opened. The submitted documents are registered in the educational content of the information system Smart ZhetysuSU, the "Registration of applications" tab.

10.11 During the academic period, points scored by a student for independent work are entered into the electronic journal four times per semester - on the 4th, 7th, 11th and 14th weeks of training for each semester.

10.12 The final grade for the discipline includes assessments of current performance, control slice of knowledge and final control (examination score) and is calculated using the following formula: $(BC1+MT+BC2)3 \times 0,6 + (ИЭ \times 0,4)$. The share of the current academic performance (midterm rating) is 60% in the final assessment of the student's degree of mastery of the academic discipline program; 40% of the final assessment of knowledge in this academic discipline.

10.13 The final grade is put down according to the letter system corresponding to the digital equivalent according to the four-point system. The received positive assessment is the basis for offsetting the established number of credits in the relevant discipline.

10.14 For distance learning technology: according to the academic calendar, students who study using DLT pass the boundary control twice during the semester or trimester. The student is required to complete and send all tasks provided by the syllabus, for in the disciplines via the information and educational system before the start of the boundary week. Assignments submitted by students after the specified period will not be counted or graded. In the semester form of the academic year, the boundary weeks are 8 and 15 weeks, in the trimester form – 5 and 10 weeks. During these periods, teachers evaluate the tasks completed by the students.

10.15 All educational achievements of students - scores for two current ratings, two control slices, examination marks before and after the appeal (if the student or master's student has submitted an appeal) and the final mark for each discipline are reflected in the cumulative sheet.

The cumulative sheet is formed in the information system of the university and is available online in the electronic journal, is transferred to the deans and to personal accounts of teachers.

10.16 The transcript is signed by the Chairman of the Board - Rector of the University and the director of the Registration office and is issued at the request of the student for any period of his studies within 2 days after the student's application.

10.17 In the case of receiving an “unsatisfactory” mark on the exam corresponding to the “FX” mark (from 25 to 49 points), the student has the opportunity to retake the final control no more than once.

10.18 Retake of the final control with an assessment corresponding to the “FX” mark is allowed within two weeks after the session during the vacation period.

10.19 If the student does not appear in the specified period for the retake of the grade "FX", this grade is transferred to the grade "F" ("unsatisfactory"), and in the future is considered academic debt.

10.20 If the student did not show up within the specified period for the retake of the "FX" grade, this grade is translated into grade "F" ("unsatisfactory"), and further considered academic debt. To eliminate the resulting debt, the student studies the discipline again in the summer semester on a paid basis.

10.21 Retaking a positive mark on the final control with the aim of increasing it in the same interim attestation period is not permitted. To obtain a positive assessments student in the summer semester on a paid basis again attends all types of educational classes, provided for by the working curriculum for this discipline, receives admission and hand over the final control.

10.22 The transcript contains all academic disciplines and (or) modules that studied by the student, indicating the final grade, including "FX" and "F" positive results of repeated exams.

10.23 In case of passing exams, academic debt or difference in disciplines. The MEP in the summer semester forms an individual statement, which upon completion of this period is filed to the main statements of the group.

10.24 A student who has gained the established transferable GPA level is transferred to the next course by order of the Chairman of the Board - Rector. The transferable GPA level during the transition from the first to the second and from the second to the third year of study is 1.95; from the third to the fourth year - 2.30. The transferable GPA level in the master's program from the first to the second year of study is 2.33; in the doctoral program from the first to the second and from the second to the third - 3.0.

10.25 The student remains for a second course of study in the event that he has not reached the GPA threshold level. In this case, he will either complete the previously adopted curriculum, or he can form a new IEP in the prescribed manner. Accordingly, in the current academic year, tuition is not paid; only those loans that the student must master in the second course according to the formed IEP are subject to

payment. Upon successful completion of the repeated course of study, the student is transferred to the next course; in this case, tuition is paid at the cost set at the university.

10.26 A student transferred to the next course of study, if there is an academic debt, must re-study the relevant disciplines on a fee basis. To this end, he is re-registered for the discipline in one of the academic periods (subject to its on-line study in accordance with the schedule) or in the summer semester, provided that the academic load for the academic year does not exceed 60 academic credits.

10.27 A student who has academic debt (except in cases of practice debt) is not transferred to the final course of study.

10.28 A student who has violated the requirements of the Academic Integrity Policy in terms of the rules for passing the examination session (the use of unauthorized aids, cell phones, being late without a valid reason, etc.), an "F" grade is automatically issued on the basis of an Act of Violation. The act of violating Academic Policy and Academic Integrity Policy is not subject to appeal and appeal. In this case, the student re-studies the discipline in the summer semester on a paid basis.

10.29 Information about the violation of the Academic Integrity Policy is entered in the student's transcript.

10.30 The procedure for recording the educational achievements of students in cases of implementation restrictive measures

10.30.1. The system of assessing the knowledge of students during the specified period is carried out in remote format.

10.30.2. The teacher conducts all types of current and midterm control in accordance with the terms set in the academic calendar.

10.30.3. To ensure the educational process, teachers fill in the content of personal cabinet "Electronic educational and methodological support" (hereinafter EEMS) for each discipline.

The content of EEMS includes the blocks "Lectures" (texts, video lectures, etc.), "Practical", "Laboratory studies", "Additional materials", "Tasks for midterm control", "Control and measuring materials". Content materials are distributed according to calendar-thematic plans of disciplines for weeks of study in the academic period.

Students are provided with access to the content of the EEMS to ensure the process learning and completing assignments.

10.30.4 Tasks completed by students must be uploaded to the content in accordance with the terms indicated in the syllabuses of the disciplines.

Loading of tasks is carried out through the personal accounts of students in corresponding tab.

10.30.5 Assessment of students' knowledge is carried out according to the requirements of this section of the Policy.

10.30.6 Tasks completed later than the established deadlines are not allowed for assessment.

10.30.7 The lecturer and university administration ensure timeliness assessment within the academic week from the moment of the control event. Exact time grading is logged in the reports of the information system;

10.30.8 Control over the timeliness of assessing students by teachers carried out by the office of the Registrar.

10.30.9 Violation of the established deadlines and rules for assessing students' knowledge (cancellation of grades, bias of grades) are considered as a violation of the University's Academic Policy and Academic Integrity Policy.

11 PROCEDURE OF DEVELOPMENT AND APPROVAL OF EXAMINATION MATERIALS

11.1 Intermediate attestation at the university is carried out in the form of oral and written examinations, as well as in the form of differentiated credit and computer testing.

11.2 The examination material is developed in accordance with the requirements set out in the Regulations on the forms of control of students' knowledge (IRD-ZU-10-02)

12 ORGANIZATION AND CONDUCTING OF THE STATE EXAM ON THE DISCIPLINE “HISTORY OF KAZAKHSTAN”

12.1 The State exam (SE) on the discipline “History of Kazakhstan” is held during the interim attestation period, according to the approved academic calendar. Students of all bachelor's degree programs take the state exam on the discipline “History of Kazakhstan” upon completion of its study in the same academic period.

12.2 The organization of the state examination is carried out by the supervisor of educational programs and professors conducting classes on the academic discipline “History of Kazakhstan”, jointly with the Dean's office of the Higher School and the Registrar's office. A state exam program is designed to conduct the SE. The program is approved by the decision of the Academic Council.

In order to take the state exam on the discipline “History of Kazakhstan”, by the recommendation of the Dean of the Higher School, the state examination commission (hereinafter - the SEC) is formed for a calendar year. The Chairman and the composition of the SEC on the discipline “History of Kazakhstan” is approved by the order of the Chairman of the Board-Rector on the basis of the decision of the Academic Council.

12.3 The schedule of meetings of the SEC makes by the Registration office in accordance with the academic calendar and approved by the order of the rector of the University two weeks before the start of the state exam. The duration of the SEC meeting does not exceed 6 (six) academic hours per day.

12.4 Procedure of the State examination:

12.4.1 The Technical Secretary carries out the identification of the student's identity according to the identity card and the decree on the permit. The process of forming tickets for a comprehensive exam is carried out automatically after identification.

12.4.2 Assessment of knowledge is carried out taking into account the level of theoretical training of students.

12.4.3 Upon completion of the state exam, the members of the SEC will give grades according to the 100-point rating system in their personal cabinet on the day of the exam. The final assessment of students is not subject to discussion by the members of the SEC. The exam results are automatically generated into a total score, taking into account all the grades issued by the commission, and are available to students online.

12.4.4 The results of the SE are available to students online on the day of the exam in their personal cabinet.

12.4.5 If a student receives an unsatisfactory grade on the state exam on the discipline "History of Kazakhstan", he/she is re-enrolled in this discipline on a paid basis in the summer semester, re-attends all types of training sessions, fulfills the requirements of current control, receives permission and retakes the exam.

12.4.6 A student who disagrees with the result of the exam submits an appeal no later than the next day after the SEC. To conduct an appeal, by order of the Chairman of the Board-Rector, an appeal committee on the discipline “History of Kazakhstan” is created from among experienced professors in this discipline. The results of passing the state exam on the discipline “History of Kazakhstan” is taken into account when summing up the results of the examination session in which its passing is provided.

12.5 If a student receives an "unsatisfactory" grade on the state exam in the discipline "Modern history of Kazakhstan", he / she re-enrolls in this discipline on a paid basis in the next academic period or summer semester, re-visits all types of studies, fulfills the requirements of current control, gets admission and retakes the state exam.

12.6 A student using distance learning technology, who did not appear for the final examination for a valid reason, writes request in an arbitrary form the name of the chairman of the SEC, submits a document confirming a valid reason and with his permission, he/she passes the exam on the other day of the SEC meeting. Documents submitted to the SEC on the state of health after receiving an unsatisfactory assessment are not considered.

12.7 A student who does not agree with the result of the state exam shall appeal no later than the next day after the SEC. To appeal, the order of the head of the University creates an appeal commission on the discipline “Modern History of Kazakhstan” from among experienced teachers in this discipline.

The results of the state exam in the discipline “Modern History of Kazakhstan” are taken into account when summing up the examination session in which it is required to pass.

12.8 At the end of the state exam, the chairman of the SEC draws up a report on the work of the SEC, which is discussed and approved at a meeting of the academic council of the university.

12.8 The procedure for conducting the state exam on the discipline “History of Kazakhstan” in cases of restrictive measures
12.8.1 The state exam on the discipline “History of Kazakhstan” is conducted in the form of an oral exam in an online format.

12.8.2 The State Examination Commission holds meetings in an online format using remote technologies by interacting in real time in video conferencing programs (GoogleMeet, Skype, Microsoft Teams, Cisco WebEx Meetings, etc.).

12.8.3 The recommended duration of the examination commission meeting is up to 5 hours a day.

12.8.4 Online proctoring is carried out through personal identification, visualization of the teacher himself and preservation of a video recording of the state examination process;

12.8.5 A student who did not attend the state exam for a valid reason writes an application in any form addressed to the chairman of the SEC. The decision to allow the student to pass the state examination procedure on one of the following days of the commission meeting. It is accepted by the chairman of the SEC in consultation with the Dean of the Higher School or the Director of the ICE. The student's exculpatory documents must be attached to the application with the justification of the reason for non-appearance. If at the time of receipt of the application from the student, all meetings of the SEC in accordance with the approved schedule have ended, the day of the repeated meeting is determined by the commission.

12.8.6 A student may be given a different time for passing the state exam, if during the defense or passing the exam there was a technical problem that makes attestation impossible. In this case, the technical secretary draws up an electronic act of technical failure and on the same day sends a copy of the act to all members of the commission. The Commission decides on the date and time of the next meeting.

12.8.7 In cases that make it impossible to conduct a state exam through remote technologies (for example, if it is necessary to conduct an examination commission on a practical basis, etc.), the SEC is postponed to a later date.

12.8.8. State examination procedure:

- Entry of process participants into the program by the technical secretary;
- Generating student examination questions in automatic mode;
- Preparing the student for the answer (20-25 min);
- Hearing the student's answer by the members of the commission;
- Exit of a student from the state exam program;
- Grading students in personal accounts by SAC members;
- Formation of the final grade of the student in automatic mode.

12.8.9. The state examination sheet is printed by the staff of the Registration office upon its completion (on the day of the exam in accordance with the schedule) and is filed to the group's sheets in the same academic period.

13 FINAL ATTESTATION OF STUDENTS

13.1 The final attestation is 12 academic credits in the total volume of the educational program of higher education. Based on the decision of the Academic Council, bachelor's degree students with an average GPA score above 3.5 are given the right to choose to pass the final attestation in the form of writing a thesis or project or passing two comprehensive exams. All other categories of students undergo final attestation in the form of passing two comprehensive exams.

13.2 At the same time, instead of a diploma work or diploma project, two comprehensive exams are taken for the following categories of persons:

being on long-term treatment in a hospital for health reasons;

with special educational needs, including disabled children, disabled since childhood, disabled I group;

pregnant women or raising children under 2 years of age.

To pass the comprehensive exam, the student writes an application addressed to the head of the university and submits the corresponding document.

13.2 Students who have completely completed the educational process in accordance with the requirements of the State Educational Standard of Education, the educational program, working and individual curricula and working curricula are allowed to the final attestation.

13.3 To conduct the final certification of students, an attestation commission (hereinafter - AC) is created for the EP. The Chairman and the composition of the AC are approved by the order of the Chairman of the Board – Rector on the basis of the decision of the Academic Council. The competence of the AC includes:

13.4 To conduct the final attestation of students, an attestation commission (hereinafter - AC) is created for the EP. The Chairman and the composition of the AC are approved by the order of the Chairman of the Board – Rector on the basis of the decision of the Academic Council. The competence of the AC includes:

- 2) awarding a bachelor's degree to a graduate according to an appropriate educational program;
- 3) assignment of qualifications to the graduate according to the relevant educational program;
- 4) making a decision on the issuance of a bachelor's degree, an educational program;
- 5) development of proposals aimed at further improving the quality of training.

13.4 Final attestation (defense of a diploma work (project) or a comprehensive exam) is conducted with the participation of at least 2/3 of the members of the AC.

13.5 The presence of unauthorized persons (except members of the attestation commission) at the comprehensive final exams or the defense of diploma works is not allowed without the permission of the Chairman of the Board - the Rector of the University.

13.6 The topic and the supervisor of the student's diploma work (project) are approved by the order of the Chairman of the Board–Rector on the basis of the decision of the Academic Council.

13.7 The review of the diploma work (project) is carried out by external specialists from organizations whose qualifications correspond to the profile of the defended diploma work (project). The student is allowed to defend the diploma work (project) both with a positive and negative conclusion from the reviewer.

13.8 Reviewers of diploma works (projects) are approved by the order of the Chairman of the Board-Rector on the recommendation of the head of the relevant structural unit, indicating the place of work, position, and education (academic or academic degree in the specialty or EP, basic education on a diploma of higher education).

13.9 The schedule of meetings of the AC is compiled by the higher school or ICE in accordance with academic calendars and approved by the Chairman of the Board - the Rector of the University two weeks before the start of the comprehensive exam. The duration of the AC meeting does not exceed 6 (six) academic hours per day.

513.10 Permission for students to the final attestation is carried out by the order of the Dean of the Higher School or the Director of the ICE before the start of the final attestation and is transferred to the Registrar's office. A summary statement of the group indicating grades and GPA for the entire training period is formed by the Registrar's office.

13.11 Before the start of the defense of the diploma work (project) in the personal cabinets of the members of the AC in electronic form must be posted:

- 1) diploma work (project);

13.12 The results of the defense of the diploma works, the diploma project and the passing of complex exams are announced on the day of their holding after the signing of the protocols of the SAC meeting.

13.13 No more than 10 minutes are allowed for the student's speech during the defense of the diploma work (project).

13.14 The examination material for the disciplines of complex examinations is designed by professors providing training in EP and approved at a meeting of the Council of Higher School.

13.15 The programs of complex examinations should reflect the integrated knowledge and key competencies of the student in accordance with the educational program, approved by the decision of the Academic Council.

13.16 Procedure for conducting a comprehensive exam:

13.16.1 The Technical Secretary carries out the identification of the student's identity according to the identity card and the decree on permission, introduces the participants of the process into the program;

13.16.2 Examination tickets containing three questions are generated automatically; students are given 20 minutes to prepare the answer;

13.16.3 The student's answer is heard by the members of the commission; if necessary, the members of the AC, upon completion of the student's answer, ask clarifying questions about the content of the examination ticket;

13.17 The assessment of knowledge is carried out taking into account the level of theoretical, scientific, and practical training of students, and when defending a diploma work (project) taking into account the feedback of the supervisor and reviewer.

13.18 Upon completion of the defense of diploma work (projects) or the passing of complex exams, the members of the AC give grades according to the 100-point rating system of assessment in their personal cabinets (IPA tab) on the day of the defense of the diploma work (project) or the passing of complex exams. Meanwhile, the final assessment of students is not subject to discussion by the members of the AC. The results of the final attestation are automatically generated into a total score, taking into account the grades given by all members of the AC, and are available to students online.

13.19 Protocols and statements with digital signatures (QR code) are generated automatically at the end of the process.

13.20 Rules for admission to re-final attestation

13.20.1 A student who did not attend the final attestation for a serious reason, writes a free-form statement addressed to the chairman of the SAC, submits a document confirming the serious reason, and, with his permission, takes an exam or defends his diploma work (project), on another day of the SAC meeting. Documents submitted to the SAC on health status after receiving an unsatisfactory assessment are not considered.

13.20.2 A student who does not agree with the results of the final attestation shall appeal no later than the next business day after it. To appeal, by order of the head of the University, an appeal commission is created from among experienced teachers whose qualifications correspond to the profile of the specialty.

13.20.3 Repeated passing of the comprehensive exam and defense of the diploma work (project) in order to increase a positive assessment is not allowed.

13.20.4 The retaking of complex exams, as well as the re-defense of the diploma work (project) to persons who received a rating of "unsatisfactory", is not allowed in this period of final attestation.

13.20.5 A graduate student who was admitted to the IGA and received an unsatisfactory grade or did not appear for the defense of the thesis (project) or complex exam (s) and was expelled in this regard, can be admitted to pass the final attestation within 2- x years after expulsion. In this case, he writes an application addressed to the Chairman of the Board - Rector of the University for admission to the repeated final attestation one month before its start. Admission to the repeated final attestation is issued by the order of the Chairman of the Management Board - Rector. The repeated final attestation of the student is carried out on a paid basis according to the forms according to which he received an unsatisfactory grade in the previous final attestation or did not appear. The number of academic credits for the accrual of paid services is carried out by the Office of the Registrar

13.20.6 The repeated final attestation of the student is carried out only in those forms, according to which he received an unsatisfactory grade in the previous final attestation. The list of disciplines submitted for state exams for persons who did not pass these exams is determined by the curriculum in effect in the year the student graduated from the theoretical course.

13.21 The report on the final attestation of students in bachelor's degree programs is formed by the Chairman of the AC; the reports of the Chairmen of the AC are discussed and approved at a meeting of the Academic Council.

13.21 The list of graduates who have completed educational programs of higher education, indicating their surnames, first names, patronymics (if any), and the number of diplomas issued, is posted on the university's website within a month after the issuance of the graduation order.

13.22 A graduate who has passed the final attestation and confirmed the mastering of a professional bachelor's degree program by the decision of the AC is awarded an academic bachelor's degree in the relevant educational program and is issued a diploma of characteristic exemplar with an appendix. Upon application, the graduate is additionally issued a Pan-European Diploma Supplement (Diploma Supplement), free of charge.

13.23 A graduate student who has not completed an individual curriculum for the academic year remains for a repeat course of study.

13.25 Final certification for Master's degree, EMBA and doctoral programs

13.25.1 The final certification for master's degree programs, EMBA is 12 academic credits and is carried out in the form of writing and defending a master's thesis (project).

13.25.2 The final certification of students is carried out within the time limits stipulated by the academic calendar and working curricula of educational programs, and includes the preparation and defense of a dissertation (project).

13.25.3 The candidacies of the chairmen and members of the AK for the educational programs of the magistracy are provided by the higher school in Educational and Methodical Department of Higher and postgraduate education no later than November 10 of the current year.

13.25.4 The composition of the AC is approved by the order of the Chairman of the Board – Rector of the University no later than November 30, and is valid for a calendar year.

13.25.5 Admission to the final certification of undergraduates is issued on the recommendation of the Dean of the higher school and by order of the Chairman of the Board – the Rector of the University before the start of the final certification and is submitted to the attestation commission.

13.25.6 Master's theses (projects) must pass pre-defense and verification for borrowing before being submitted to the AC, in licensing systems: verification is carried out according to the following search modules: dissertations and abstracts of the National Database; the ring of universities; the search module "ZU"; the search module for Internet paraphrases, transferable borrowings; citations. The permissible number of work checks in official systems per student is 2 attempts.

13.25.7 The defense of the master's thesis (project) is held at an open meeting of the AC with the participation of at least 2/3 of its members. No more than 6-8 works are allowed to be protected per day.

13.25.8 The defense of the master's thesis is carried out in the presence of:

- positive feedback from the supervisor;
- at least one publication on the topic of a dissertation in scientific publications or a speech at an international or republican scientific conference;
- the written opinion of the expert commission on the recommendation for the public defense of the dissertation;
- extracts from the minutes of the meeting of the Council of the graduating higher school on the recommendation for protection;
- one review of a reviewer whose qualification (academic or academic degree) corresponds to the profile of the work being defended, which gives a comprehensive description of the dissertation and a reasoned conclusion about the possibility of awarding an academic master's degree in the relevant educational program.

13.25.9 If the supervisor and/or the graduating higher school gives a negative conclusion "not allowed for defense" or "not recommended for defense", the undergraduate student does not defend the master's thesis (project).

13.25.10 The public defense of master's theses (projects) should be of the nature of a scientific discussion and take place in an environment of high demands, adherence to principles and scientific ethics, while the novelty, validity of the results, conclusions and recommendations of a scientific and practical nature contained in the dissertation (project) should be thoroughly analyzed. Attestation commissions are responsible for the quality and objectivity of the examination of dissertations (project), for the validity of decisions taken and are designed to ensure a high level of exactingness in determining the compliance of dissertations with the criteria established for qualifying works for the academic master's degree.

13.25.11 Protocols and statements with digital signatures (QR code) are generated automatically at the end of the process.

13.25.12 Upon completion of the final certification of undergraduates, the Chairman of the AC draws up a report on the results of the IA and within two weeks provides it to the Chairman of the Board - the Rector of the University. The head of the educational program is responsible for the timely submission of the report on the results of the IA. The report of the Chairman of the AC is discussed at a meeting of the Council of the graduating higher school and the Academic Council of the University.

13.25.13 A master's student who has passed the final certification, confirmed the development of a professional master's degree program and publicly defended a master's thesis (project) by the decision of the AK is awarded an academic master's degree in the relevant educational program and is issued a diploma of his own sample with an appendix. Upon application, the graduate is additionally issued a pan-European Diploma Supplement (Diploma Supplement), free of charge.

13.25.14 The final certification of doctoral students is 12 academic credits and is carried out in the form of writing and defending a doctoral dissertation.

13.25.15 Dissertations for the degree of Doctor of Philosophy (PhD) must pass preliminary defense at the higher school.

13.25.16 Scientific consultants in the review indicate a reasoned conclusion "admitted to defense" or "not admitted to defense".

13.25.17 Doctoral dissertations verified in the system of loan detection are stored in the database of the National Center for State Scientific and Technical Expertise.

13.26 Rules for admission to re-final attestation

13.26.1 A student who did not attend the final certification for a good reason writes an application in any form addressed to the chairman of the AC, submits a document confirming a valid reason, and with his permission passes the exam or defends a thesis (project) on another day of the AC meeting. Documents submitted to the Health Status Report after receiving an unsatisfactory assessment are not considered.

13.26.2 A student who does not agree with the results of the final certification, submits an appeal no later than the next working day after it is held. To conduct an appeal, by order of the Chairman of the Board - Rector, an appeal commission is created from among experienced teachers whose qualifications correspond to the profile of the specialty.

13.26.3 Repeated defense of a thesis, a graduation project and passing a comprehensive exam in order to increase a positive assessment is not allowed.

13.26.4 The repeated defense of the thesis, the graduation project and the retake of complex examinations to persons who have received an assessment "unsatisfactory" is not allowed during this period of final certification.

13.26.5 A graduate student who was admitted to the IA and received an unsatisfactory assessment or did not appear for the defense of a thesis (project) or comprehensive exams and was expelled in connection with this, may be admitted to pass the final certification within 2 years after expulsion. In this case, he writes an application addressed to the chairman of the Board - the Rector of the university for admission to the re-final certification a month before it begins. Admission to the re-final certification is issued by the order of the Chairman of the Board - Rector. The repeated final attestation of the student is carried out on a paid basis according to the forms in which he received an unsatisfactory assessment in the previous final attestation or did not appear. The number of academic credits for the accrual of paid services is carried out by the Registrar's office. The list of subjects submitted for comprehensive exams for persons who have not passed these exams is determined by the curriculum that was in effect in the year of graduation of the theoretical course.

13.26.6 If a student has completed the final course of study, but was not admitted to the IA due to non-payment of tuition fees (for students on a paid contractual basis), he may be admitted to pass the final certification also within 2 years after graduation. Admission conditions – in accordance with paragraph 13.26.5.

13.27 The procedure for the final certification in cases of restrictive measures

13.27.1 In cases of implementation of restrictive measures by the relevant state bodies, the introduction of a state of emergency, the occurrence of emergency situations of a social, natural and man-

made nature on a certain territory, the University ensures that the final certification is conducted in a remote format.

13.27.2 Preparation of a thesis/project, master's thesis/project of students is carried out under the supervision of a supervisor who interacts with the student through available information and communication technologies.

13.27.3 The prepared thesis/project, master's thesis/project is uploaded by the student into the system of loan detection and is subject to verification by the supervisor and (or) the responsible employee for illegal borrowing.

13.27.4 The graduating higher school develops and approves the examination material for the disciplines of complex examinations. The programs of comprehensive examinations on the educational program, the schedule of meetings of the AC with the date and time of the consultation and examination / thesis / project defense, links to the webinar or the identification code and access password are posted on the educational portal of the university. Tickets for complex exams are generated automatically programmatically, directly during the complex exams.

13.27.5 It is allowed to defend a thesis / project, a master's thesis / project in offline mode, with the provision of a video recording of a presentation with a report.

13.27.6 The order of the higher school on admission of students to the IA is sent electronically to higher schools and members of the AC.

13.27.7 Prior to the defense of the thesis/project, master's thesis/project, students must send scanned copies of identity cards, reviews, reviews, plagiarism test results, the results of the norm control, electronic versions of theses/projects, master's theses/projects to the Technical secretary and members of the AC.

13.27.8 Prior to the start of the final certification, preliminary work is carried out. Training seminars are held for members of the AC, technical secretaries, students. The feedback in the webinar program is checked. The site contains instructional video instructions for working with the program.

13.27.9 The Attestation Commission holds meetings in an online format using remote technologies by interacting in real time in video conferencing programs (GoogleMeet, Skype, Microsoft Teams, Cisco WebEx Meetings, etc.)

13.27.10 During the defense of the thesis/project, master's thesis/project, the student demonstrates a presentation through the screen sharing mode, makes a report (speech) in front of the camera and answers the oral questions of the members of the commission. In case of technical problems, students are asked written questions. In this case, the questions of the members of the commission are voiced by the technical secretary. The student responds orally or in writing.

13.27.11 It is allowed to defend the thesis/project, master's thesis/project offline, with the provision of a video recording of the presentation with the report.

13.27.12 The recommended duration of the meeting of the attestation commission is up to 5 hours a day.

13.27.13 Online proctoring is carried out through personal identification, visualization of the trainee himself and saving a video recording of the final certification process.

13.27.14 The student is given no more than 7-10 minutes to answer (speech, report).

13.27.15 According to the results of the protection, the commission issues estimates in the personal accounts of the Smart Zhetysu digital platform. After the end of the process, protocols with digital signatures (QR code) are automatically generated.

13.27.16 A student who has failed to attend the final attestation for a valid reason writes an electronic application in any form addressed to the chairman of the commission, provides confirmation of the validity of the reason, and, with his permission, passes the final attestation procedure on another day of the commission meeting. The day of the repeated meeting is determined by the commission.

13.27.17 A student may be presented with a different time for passing the final certification if there was a technical problem during the defense or passing the exam, making certification impossible. In this case, the technical secretary draws up an electronic report of a technical problem and sends a copy of the report to all members of the commission on the same day. The Commission decides on the date and time of the repeated meeting.

13.27.18 In cases that make it impossible to conduct the final certification by means of remote technologies (for example, if it is necessary to conduct certification on a practical basis, etc.), the final certification is postponed to a later date.

14 RULES FOR THE ISSUANCE OF DIPLOMA WITH HONOURS

14.1 A diploma with excellence (excluding grades in military training) is issued to a student who has passed exams with grades A, A- “excellent”, B-, B, B +, C + “good” and having an average GPA for all the period of study is not lower than 3.5, and also who passed all state exams and defended his thesis (project) with grades A, A - “excellent”.

14.2 A student who has had retraining throughout the entire period of study or has re-studied disciplines in the summer semester in order to improve his grades does not receive a diploma with honors.

15 STORAGE OF ACADEMIC RECORDS

15.1 The history of educational achievements of students during the entire period of study is reflected in the transcript online.

15.2 The transcript is signed by the Chairman of the Management Board - the Rector of the University, the Dean of the higher school/ the Director of the ICE and the director of the Office of the Registrar and is issued at the request of the student for any period of his studies

15.3 Examination sheets, as well as statements on all types of practices, SSWMS, SSWS and other types of training load of students are stored in the Registrar's office for one year after graduation of students. At the end of the established deadlines, the examination sheets are transferred to the archive of the university for permanent storage; the transfer of documentation is carried out on the basis of acts of acceptance and transfer of documents.

16 APPEALS OF STUDENTS BASED ON THE RESULTS OF INTERMEDIATE CERTIFICATION

16.1 A student according to the results of an intermediate / final control of knowledge has the right to submit a written appeal statement to the appeal commission about his disagreement with the assessment of the exam or violation, in his opinion, of the established procedure for conducting an intermediate / final control of knowledge.

The basis for the appeal of the results of the exam in writing is the content of the student's answer sheet, the exam in the form of computer testing - the detailing of the test option. Access to the detail of the student's answer during computer testing is provided by the employees of the digitalization department.

16.2 Appeals are not accepted on issues related to the violation of students' behavior during exams. The student has the right to attend the meeting of the appeal commission during the appeal in accordance with the submitted application.

16.3 The appeal is submitted to the student personally within one day after passing the exam. Appeal applications are generated in the students' personal cabinets, transmitted online to the Office of the Registrar's database and registered in the journal. Registered applications of students are submitted by the director of the OR to the chairman of the appeal commission for consideration.

16.4 The composition of the appeal commission is approved by the order of the Chairman of the Board - Rector for a period of one academic year on the recommendation of the Director of the OR. The most experienced and qualified teachers of the university are included in the composition of the appeal commission. The Chairman of the Appeals Commission organizes the work of the appeals commission, distributes responsibilities among the members of the appeals commission, monitors the work of the commission in accordance with this policy.

16.5 The Chairman and members of the Appeal Commission are obliged to:

1) carry out timely and objective consideration of appeals in accordance with this Regulation and the requirements of regulatory legal acts of the Republic of Kazakhstan;

2) carry out the functions assigned to them at a high professional level, observing ethical and moral standards;

3) promptly inform the Registration office staff about any problems or difficulties that may lead to a violation of the terms for considering appeals;

4) keep confidentiality.

16.7 Consideration of the appeal application is carried out in the presence of the student, including online.

16.8 If necessary, the appeal commission may, in accordance with the established procedure:

1) request and receive from authorized persons the necessary documents and information;

2) to involve members of the university's examination committee in the relevant disciplines in the case of controversial issues in the consideration of appeals.

16.9 The Appeal Commission has the right to satisfy the appeal and decide whether to add points to the examination assessment or not to satisfy the appeal and leave the assessment unchanged. Lowering of the previously issued examination grade is not allowed.

16.10 Appeals are considered within 3 days after their receipt. The decision of the appeals commission on the merits of the appeals filed on their satisfaction and the need to change the number of points scored, or on the refusal to satisfy the appeal and the retention of the results of the intermediate control of knowledge is recorded in the student's application for appeal. The application is signed by the chairman and all members of the appeal commission and brought to the attention of the student, then transferred to the Registrar's office for making an assessment in an electronic journal.

16.11 The Appeals Commission has no right to ask additional questions to the student and cannot make corrections to the written work.

16.12 If there is disagreement on the merits of the application under consideration, a vote is held; in this case, the decision is taken by a majority vote. In case of equality of votes, the vote of the chairman of the appeal commission is decisive.

16.13 The Appeal Commission must necessarily explain in a reasoned manner to the student who filed the appeal, the decision taken by the commission as a result of consideration of the appeal.

16.14 The decision of the appeal commission is final and is not subject to revision.

16.15 The application for appeal with the decision of the appeal commission is stored together with the examination sheet of the group for this discipline.

16.16 If the appeal commission makes a positive decision, the added points are entered by an employee of the Registrar's Office in the electronic statement in the Smart Zhetysu system. In the cumulative statement, the points are reflected in the "Appeal" tab.

17 ORGANIZATION AND CONDUCT SUMMER SEMESTER

17.1 The summer semester is organized at the initiative of the student to meet the needs for additional training, adjust the individual curriculum, eliminate academic debt or difference in curriculum. The duration of the summer semester (at least 6 weeks) is determined by the academic calendar of the educational process in the context of specialties and courses. Financing of training in the summer semester is carried out only at the expense of the student, regardless of whether he is studying on a paid basis or on the basis of an educational grant.

17.2 Students are entitled to the summer semester:

- achievers for "good" and "excellent" (for completing additional accelerated studies, including students from other higher educational institutions);

- not admitted to intermediate attestation based on the results of rating control;

- having academic arrears for past academic periods;

- who completed the course program in full, but did not get a minimum transfer score, in order to increase the average grade point score (GPA) by re-studying individual disciplines.

- having academic difference in the restoration, transfer, return from academic leave.

17.3 At the end of the summer examination session, the student submits a motivated application of intent to participate in the summer semester to the higher school dean's office. An application signed by the dean of the higher school with a note of the payment made is sent to the Registration office no later than the first week of the summer semester.

17.4 17.5 After paying for the summer semester's educational services, the Registration office draws up the summer semester schedule, which is approved by the Vice-Rector for Academic Affairs.

17.6 In the summer semester, all types of control of educational achievements are applied: current, midterm control of progress, intermediate attestation in the form of an oral, written exam or testing.

17.7 The academic achievements of students in the summer semester are assessed according to the point-rating letter system of knowledge assessment in accordance with the state compulsory education standard for the control and assessment of knowledge.

17.8 The results of examinations in the disciplines of the curriculum of the specialty, mastered during the summer semester, are taken into account when calculating the transfer point (GPA) for the course completed in the current academic year.

17.9 Students from other higher educational institutions who have completed their studying in the summer semester at the Non-profit joint-stock company "Zhetysu University named after I. Zhansugurov" are issued a transcript for transferring credits for the disciplines mastered at their university.

17.10 Disciplines and credits mastered by students of ZU in another university in accordance with the inter-University agreement on the provision of educational services are also subject to re-calculation.

18 PROCEDURE FOR THE TRANSFER OF MASTERED CREDITS AND DEFINITIONS OF ACADEMIC DIFFERENCE IN EDUCATION CURRICULA

18.1 Transfer is understood as the recognition of academic disciplines, practices and credits, mastered by the student while receiving previous periods and levels of formal education.

18.2 A commission is created to transfer learning outcomes when transferring or re-admittance of students. The composition of the commission is approved by the order of the Chairman of the Board - the Rector of the University.

18.3 The re-calculation of academic credits mastered by students is carried out in accordance with the educational trajectory necessary for the development of the corresponding educational program.

18.4 For all types of movement of students in the Registration office, a collation sheet is formed.

18.5 The collation sheet indicates:

- Full name of the applicant / student;
- EP / specialty of the applicant for transfer / reinstatement; year of admission;
- reason of expulsion, date and number of the order (upon re-admittance);
- EP / specialty, academic year, academic periods to be considered;
- list of disciplines of the compulsory component (in accordance with the SCES of the considered EP);
- the list of disciplines that are prerequisites for the disciplines of the upcoming studying period.

18.6 Based on the results of the transfer of disciplines in the collation sheet, a summary table is formed, which indicates the number of academic credits to be acquired for the period of study under consideration (of which related to theoretical training) according to the EP; the number of academic credits mastered by the applicant; the difference in disciplines and academic credits, disciplines subject to transfer (mark PZ opposite the discipline); discipline differences in curriculum (mark RZ) and academic periods of study of the specified discipline. The column "Payable for difference in curricula" indicates the total number of academic credits payable to students.

18.7 The conclusion on the possibility of transfer / restoration of the applicant on the basis of the completed collation sheet is made by the members of the commission.

18.8 The original collation sheet is kept in the student's personal file, one of the copies is kept in the Registration office. The collation sheet is placed in the student's personal account after the release of the order for admission to the university.

18.9 The following conditions have been established for transferring disciplines when transferring students from one EP to another, from one form to another, from another university and restorations:

- for the disciplines of the mandatory component: the identity of the name of the academic discipline and the credits mastered; in case of a mismatch of the names, the decision to transfer is made by the department with the participation of employees of the Office for the Design of educational programs (ODEP) based on the achieved learning outcomes);

- when transferring or restoring to an identical educational program (both within the university and from another university), all the disciplines presented in the transcript or academic certificate are subject to re-transfer, while retaining their name and volume;

- when transferring to another EP, the disciplines mastered by the applicant are also subject to transfer; the decision on the possibility of transferring the applicant to another EP and the definition of the course of study is made if there are prerequisites (including on the basis of checking the content of the discipline and the achieved learning outcomes);

- Credits mastered by students in the theoretical part of the educational program, with the non-theoretical part of the curriculum (loans for educational, pedagogical, industrial and other types of practices; for physical culture; final state attestation) are not subject to mutual credit;

- Also, the credits mastered by students in the disciplines of social science cycles (philosophy, sociology, political science, culturology, foundations of law, ecology, information and communication technologies, life safety, fundamentals of economic theory, etc.) and credits in the disciplines of basic and major blocks of the curriculum.

- when recalculating, the difference in the forms of final control is not taken into account. In the case of transfer from the traditional training system, the assessment is transferred to a point-rating scale; credit is equated to the letter system for assessing the student's educational achievements and is estimated at B (3.00; 80%). If the student disagrees with such an assessment, he retains the right to retake it again on a general basis on a paid basis in the summer semester.

- the absence of one of the disciplines, which is a prerequisite according to the EP in question, is not a reason for reducing the course of study if the applicant has already mastered post-requisite disciplines (in accordance with the submitted transcript or academic transcript) and there is a sufficient number of academic credits in the disciplines of basic and profiling cycles.

18.10 All types of practice (educational, industrial, pedagogical, etc.) are subject to recalculation when a student is transferred or restored to the same educational program, provided that their name and volume in credits coincide. With a lack of credits for any type of practice, the department determines the academic period for the student to master the remaining volume of practice.

18.11 The procedure for preparing an order for students to undergo practical training (in the case of determining the practice as a difference in curricula) with specific deadlines, providing the student with information about the requirements for practice, etc. is carried out by the deans.

Control over the process of assigning students to practice is carried out by the deans of the faculties, including the Higher school of Distance Learning, respectively.

18.12 In the event that the student, during the transfer or restoration, is credited for the previously mastered disciplines for the upcoming academic period and at the same time one or more disciplines of the difference in curriculum are studied in-line in the same period (in accordance with the schedule of other EP), payment for this difference not installed. The total number of academic credits for the entire academic year for such students should also not exceed 60

18.13 After the issuance of the order for enrollment / transfer, an employee of the Registrar's office enters the re-read disciplines into the information system of the university; if necessary, register a student to study the discipline (s) of difference in the summer or one of the academic periods during the academic year (see clause 18.12).

18.14 When determining the difference in the disciplines of educational programs, a mark is placed in the comparison sheet opposite the discipline about the period of its development. Registration of a student for the disciplines of difference is carried out by the staff of the OR on the basis of a comparison sheet according to the specified deadlines. At the same time, a mark appears in the student's personal account with a reminder of the need to study the disciplines(s) in the specified academic period.

18.15 The difference not liquidated during one academic year when transferring from course to course is taken into account in the future as academic debt.

18.16 In order to eliminate the academic difference in the disciplines of the working curriculum, the student is allowed to register for the discipline(s) in the next academic period in case of its in-line study (according to the schedule of classes) (see clause 8.10; 8.11 of this policy). At the same time, the student attends all types of training sessions during the academic period, passes all types of current control, receives admission to the final control.

18.17 If the subjects of academic difference are not included in the schedule of academic classes of the current academic period, the student is enrolled in them in the summer semester.

18.18 If a student has a large volume of disciplines of difference or arrears, priority right is given to pre-requisite disciplines when registering for the summer semester.

18.19 Transfer of disciplines to students on the basis of Technical and vocational education or higher education (according to DLT)

18.19.1 When studying on the basis of the Technical and vocational education or higher education the transfer of credits (accounting for previously mastered disciplines) is carried out subject to the continuity of educational programs. The trajectory and duration of training are determined taking into account the prerequisites mastered by the student, determined on the basis of the diploma supplement.

18.19.2 The results of training at the previous level of formal education (based on Technical and vocational education or higher education) are recognized automatically and the duration of training is shortened.

18.19.3 If the profile of the EP matches, individual disciplines of the previous level of formal education, as well as the results of non-formal education of the corresponding level, are credited.

18.19.4 If the training profile does not match (based on the HE), the list of disciplines that are prerequisites for mastering the selected EP is determined at the "entrance". These disciplines are studied within one month from the date of admission to the university.

19 ORGANIZATION AND PASSING THE PRACTICE

The organization of professional practice at the university is carried out according to the Rules of organization and conduct of professional practice (IRD-ZU-09-08), the rules for determining organizations as a base of practices and organizing the activities of a branch of a higher school (IRD-ZU-09-09).

20 PROVISIONS ON DISTANCE LEARNING TECHNOLOGIES

20.1 Distance learning technologies (DLT) are understood as educational technologies, implemented mainly with the use of information and telecommunication networks with indirect (at a distance) interaction between students and teachers.

20.2 The purpose of organizing training using distance learning technologies is to provide University students with the maximum convenience of obtaining educational services at a distance, the possibility of training with a minimum number of visits to the ZU, while ensuring the necessary control measures and identification of the individual, guaranteeing the independence of training and attestation.

20.3 The main objectives of the use of DLT in the educational process:

- improving the competitiveness of educational programs by improving the content, ensuring its variability and building individual learning paths.

- expanding access of various categories of the population to the educational services provided at the University.

- expansion of the University's contingent of students by providing educational services in the most convenient form at the students' place of residence or work.

- optimization of the educational process at the University, reducing the proportion of auditorium workload of teachers.

- intensification of the use of scientific, methodological and technical potential of ZU.

20.4 The educational process with the use of distance learning technologies at the University is organized in accordance with the Rules of the organization of the educational process on distance learning technologies approved by the Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated 20 March 2015 No. 137.

20.5 ZU uses network and case technology of distance learning. The educational process can be organized in two formats - distance and mixed.

20.6 Students who have expressed a desire to study under the DLT, write an application addressed to the Chairman of the Board-Rector with a request to be allowed to study under the DLT. The Chairman

of the Board–Rector issues an order on the provision of educational services in a distance format. On the information and educational portal of the University, an individual curriculum, academic calendar, schedule of the educational process, instructions for working with software applications, Policy of Academic Honesty, and other documents are placed in the student's personal account.

20.7 Minimum requirements for the system, software, hardware of technical means of students.

The processor - 2 physical cores, RAM - 4 GB, hard disk (free space) - 300 MB, video card - 512 MB, network card (speed) - WI-FI 65 Mbps, LAN 100 Mbps, data transfer speed via the Internet - 10 Mbps/s, the presence of a webcam - resolution 320x340, the presence of a webcam with 360 degree video capture, the presence of headphones with a microphone -20-20000 GHZ, the presence of OS - Windows 7 (x32, x64), the Archive software - WINRAR, the MS Office software - MS Office 2010, the software Browser - Google Chrome.

20.8 Organizational, methodological, informational, and technical support for the DLT learning process is provided by the Institute of Continuing Education (ICE).

20.9 For the organization of the educational process on distance learning technologies at the University, an information and educational portal Smart Zhetysu was created with pages containing educational and methodological, organizational and administrative information for students, which allows receiving and transmitting information in accessible forms.

20.10 In order to provide methodological assistance and technical support to all subjects of the educational process (teaching staff, students, employees, etc.) on the university website (<https://zhetysu.edu.kz/>) methodological instructions on the organization of the educational process, training video instructions, contacts employees who provide support for the educational process. The electronic library of the university is available 24/7.

20.11 Training with the use of DLT is carried out on the basis of approved modular educational programs and the academic calendar of the University. The academic year consists of academic periods (semesters). It is acceptable to study for 2 semesters of 15 weeks or 3 trimesters of 10 weeks. Each academic period ends with a period of intermediate attestation.

20.12 All types of educational activities are carried out in accordance with the approved academic calendar and the approved schedule of auditorium classes and online consultations.

20.13 Assessment of students' knowledge on the basis of TPE and HE on full-time with the use of distance learning technologies under current control is carried out according to two components: for work in auditorium classes - 50% of the final rating, for completing tasks (online) - 50%.

Assessment in auditorium classes includes attendance accounting - max 10 points; activity (answers to questions, discussion of topics, etc.) – max 15 points; performance of practical tasks (practical work, participation in group discussions, etc.) - max 25 points.

Completion of boundary control tasks (online) - max 50 points.

20.14 The University, in accordance with the Rules of the organization of the educational process on distance learning technologies, approved by Order No. 137 of the Minister of Science and Higher Education of the Republic of Kazakhstan dated 20 March 2015, determines the ratio of the volume of classes conducted through direct interaction of the teacher with the student and classes using DLT.

20.15 For graduates of higher education organizations, in case of a discrepancy between the profiles of the previous and the educational programs chosen for training, the presence of the studied prerequisites is a mandatory requirement.

20.16 When implementing DLT in ZU, two methods of distance learning are used:

- asynchronous training, in which students remote from the University independently study according to the approved curriculum and schedule using DLT;
- synchronous teaching, when a University and a group of students are remotely separated. In this case, the interaction between the teacher and the students takes place in real time.

Mixed models of distance learning are allowed: synchronous and asynchronous learning, online and offline, mixed, alternative formats such as lectures in the form of webinars or providing access to lectures previously recorded by teachers; conducting seminars in the form of remote execution of tasks during seminars in accordance with the current schedule at the university, etc.

20.17 Online classes are held in accordance with the approved schedule.

20.18 The basis of the educational process in teaching with the use of DLT is the purposeful and controlled intensive independent work of students who can study in a convenient place and at a convenient time, having a set of certain programs and tools with them.

20.19 Teaching staff with ICT competencies, pedagogical technologies and methodological tools for working in digital education are allowed to conduct classes on DLT.

20.20 The University provides students with free access to educational materials, which include materials of lectures, seminars/practical and/or laboratory classes, tasks for independent work. Additionally, electronic educational publications, presentations, video lectures, videos, audio recordings, animations, drawings, blueprints, photographs, and links to electronic resources can be placed.

20.21 In the process of implementing asynchronous learning, all the necessary educational, methodological, organizational and administrative content is placed on the information and educational portal of the University in advance. Students, according to the approved terms in the academic calendar, perform and send the teacher control measures. With asynchronous work, team members and the instructor work at different times over a long period of time. The main platform for work is the information and educational portal of the University – Smart Zhetysu.

20.22 In the process of implementing synchronous (simultaneous) training, students master the disciplines of the educational program through video conferences or webinars for an academic group (stream) organized by the teacher through GoogleMeet, Skype, Microsoft Teams, CiscoWebEx, etc. in accordance with the approved schedule. Students are required to join this event and actively participate in it.

20.23 To create interactive content, tools can be used to create interactive drawings, video and multimedia resources, visualize content, video lectures, interactive assessment of students' knowledge (Thinglink, Buncee, EdPuzzle, Kaltura, Nearpod PearDeck, Squigl, Trello, Canva, WeTransfer, Edmodo, ClassDojo, Kahoot!, etc.).

20.24 Students are given the opportunity to study mass open online courses developed by leading teachers, posted on the educational platform of the university <https://zhetysu.edu.kz/Обучение/МООК> or other platforms.

20.25 In the cases:

- partial compliance of MOOC materials with the syllabus of the taught academic discipline, it is possible to use MOOC materials in the educational process under the guidance of a teacher;
- full correspondence of the content of the MOOC materials to the syllabus of the taught academic discipline, it is possible to transfer academic credits on the basis of a certificate of successful completion of the MOOC platform course by students;
- correspondence of the learning outcomes of MOOCs to the learning outcomes of the educational program, it is possible to transfer academic credits on the basis of a certificate of successful completion of the course by the student of the MOOC platform.

20.26 During the development of disciplines in a distance format, the teaching staff provides full educational and methodological support and conducts online consultations.

20.27 Learning with the use of DLT involves students' independent study of disciplines under the guidance of teachers. A student in a distance format is obliged to complete and send through the educational portal all the prescribed tasks for the disciplines before the start of the mid-term week. Requirements for disciplines are spelled out in the electronic educational and methodological support (EEMS), which is posted on the information and educational portal.

20.28 According to the academic calendar, students studying with the use of DLT pass two midterm controls. The periods and dates of the control events and the delivery of assignments can be found on the university website in the students' personal accounts.

20.29 The student is permitted to intermediate attestation on the discipline after completing and passing all the control activities established by the working curriculum, receiving an admission rating and having payment for tuition in accordance with the Agreement for the provision of educational services.

20.30 Distance examination is carried out with the help of an automated testing complex (ATC) in the test form of exams. Intermediate attestation is also carried out through direct communication between the student and the teacher in the “on-line” mode with oral and combined forms of exams (in the format of an online webinar), as well as verification of written individual tasks performed in the “on-line” or “off-line” mode.

20.31 Passing the final attestation on “History of Kazakhstan” is carried out online or in traditional format.

20.32 It is allowed to take an examination session according to an individual schedule if there are the following valid reasons: in case of illness (certificate of being on outpatient or inpatient); for official reasons (only in the case of a business or study trip, while providing railway and/or airline tickets, business trips to places with no Internet, fees, and competitions); for family reasons (upon presentation of the death certificate of close relatives (parents, children, siblings)).

20.33 In the case of failure to pass the exam due to various other circumstances, the first attempt to pass the exam is canceled, the student is permitted to the second attempt to pass the exam.

20.34 The student passes the intermediate attestation while ensuring the necessary control measures and identification of the person and online proctoring. The examinee's webcam should be located right in the middle of the monitor during the exam. The results of the online proctoring program are saved in the University's database.

20.35 The distance learning practices stipulated in the curriculum are conducted with students' direct participation on the basis of relevant contracts and orders. All the documentation necessary for the internship (work programs of practices, methodological recommendations for the internship, the form of practice diaries, practice reports, etc.) is posted on the portal. The reporting documentation is submitted by the student upon completion of the internship on the portal in electronic form. Consultations on the questions of passing professional practices, filling out a diary and other documents, and preparing a report are conducted by persons responsible for the practice from among the teachers of the educational program. The assessment of the practice is issued by a commission appointed by the higher school for the reception of the practice report.

20.36 Students of the ICE, on the condition that they work by their specialty, are exempt from educational, pedagogical, and production practice. In this case, they submit to the educational institution a certificate from the place of work, a copy of the employment record book, and a characteristic reflecting their professional activity.

20.37 Final attestation is carried out by traditional methods or in an online format. In order to conduct the final attestation of students at the University, an attestation commission for educational programs is created. The final attestation is carried out according to the program developed by the University based on the curricula of the disciplines.

20.37 The procedure for organizing the educational process using distance learning technologies in cases of restrictive measures

20.37.1 In cases of implementation of restrictive measures by the relevant state bodies, introduction of a state of emergency, emergencies of a social, natural and man-made character in a certain territory in the Republic of Kazakhstan, the University provides the possibility of transition to distance learning, the purpose of which is to ensure full access to the educational process of students, teachers and staff of the University.

20.37.2 In order to provide methodological assistance and technical support to all subjects of the educational process (teaching staff, students, employees, etc.) on the University's website (<https://zhetysu.edu.kz/>) methodological recommendations, instructions on the organization of the educational process in an emergency, instructions on precautions during an emergency, training video instructions on the use of distance learning technologies, contact details of those responsible for technical support are posted.

20.37.3 When organizing the educational process using distance learning technologies, training sessions are held online. Online training sessions involve the process of learning interaction in real time: video conferences (GoogleMeet, Skype, Discord, MOODLE, ZOOM, Google Classroom, Microsoft Teams, Hangouts, Cisco WebEx Meetings, etc.). The interaction of the teacher and the student is carried out synchronously and asynchronously, i.e. through their own Smart Zhetysu platform and their internal communication services, chats, and forums.

20.37.4 Smart Zhetysu educational portal provides implementation of the educational process in the distance learning mode through personalized access of teachers and students to personal content at all levels of training.

20.37.5 Personal content has online access to the following features:

- registration and re-registration for academic year subjects; based on the results of teaching staff's registration processes and students are provided with the opportunity to view the IWP in online mode for the current and future academic years;
- access to the boundary and final control through the electronic journal of attendance and quality control of students' knowledge;
- downloading and viewing electronic educational and methodological support of disciplines (syllabuses, lecture complexes, developments of practical and laboratory tasks, other additional information);
- questionnaires on various aspects of activity;
- messenger (in order to interact with all participants of the educational process).

20.37.6 The educational portal also provides access for all subjects of the educational process to the academic calendar for all educational programs, as well as to the collection of the electronic library, schedule of classes, consultations, exams.

20.37.7 When organizing the educational process using distance learning technologies, classes are held according to the schedule of classes. Attendance of classes is controlled by the educational and methodological department, which conducts daily monitoring. Students' progress is monitored on the Smart Zhetysu platform in accordance with the schedule of tasks specified in the syllabus of the discipline. The scores are submitted to the Smart Zhetysu electronic journal. If there is no possibility of studying with the use of distance learning technologies, the student has the right to postpone the study of the discipline to the next academic year (taking into account the mastered prerequisites).

20.37.8 Intermediate attestation of students is organized mainly in the form of computer testing through an automated testing complex designed for remote exams with online proctoring. For educational programs that require special or creative training, other forms of final control are provided, established by the University independently, in particular, using the web conference platform, with the inclusion of a recording mode for all current processes.

20.37.9 Final attestation and defense of the final work at the final courses at all levels and forms of education using distance learning technologies are carried out according to the approved schedule using the web-conference platform, with the mandatory involvement of the Chairman of the Commission and all members of the attestation commission.

21 POLICY OF EDUCATION INTERNATIONALIZATION

21.1 The purpose of the internationalization of education at the University is to integrate international activities into the scientific and educational process, expand the export of educational services, create an international image of the university and increase the attractiveness of education.

21.2 The main directions of the internationalization of the university:

The University establishes and develops relations with leading foreign educational institutions and international organizations, whose activities are aimed at developing intercultural ties and mutual understanding.

The University stimulates the development of academic and scientific exchanges, organizes and actively participates in international conferences and seminars, programs and projects with the aim of internationalizing and improving the quality of education.

The University invites citizens from different countries of the world to study, guaranteeing them equal rights and opportunities, providing favorable conditions for studying and living.

The University supports staff and students in their striving to master foreign languages, improve professional and general cultural competence, ensuring the availability of modern information resources.

The University develops the export and import of educational programs and scientific developments, creates appropriate structures, foreign branches and representative offices for the management, coordination and implementation of educational programs.

21.3 The internationalization of the university is carried out according to the Internationalization Strategy. Mission, goals, priority areas, targets and activities Internationalization strategies are developed in accordance with the State Program for the Development of Education of the Republic of Kazakhstan for 2020-2025 and the University Development Program for 2020-2025.

22 ORGANIZATION OF MULTILINGUAL EDUCATION

22.1 Trilingual education is aimed at training qualified, competitive specialists in all areas of training, capable of free intercultural communication based on parallel mastery of Kazakh, Russian and English languages, mobile in the international educational space, and in demand in the labor market.

22.2 The purpose of the implementation of trilingual education is to train competitive specialists by introducing innovative technologies of teaching in three languages into the educational process.

22.3 The content of the trilingual educational program consists of 50% of the disciplines studied in the state language, 30% of the disciplines in English, and 20% of the disciplines in the second (Russian) language.

22.4 The organization of the educational process and the improvement of the quality of training in trilingual educational programs provide:

- formation of trilingual educational programs taking into account the Dublin descriptors and the National Qualifications Framework;
- development of a competence-language model with the participation of employers; carrying out work on the formulation of competencies by types of professional activity in accordance with the levels of language proficiency for the purpose of their practical use by students in future work;
- updating the catalogs of elective disciplines on EP, development of syllabuses;
- implementation of a program for improvement of the qualification of professors;
- conducting intensive English language courses for students with mandatory knowledge control.

22.5 Formation of special groups for trilingual educational programs

it is carried out from the 1st year of study, by carrying out control measures established by the university independently.

22.6 Teaching staff with an international IELTS certificate, no lower than level 4.5, are allowed to conduct classes in English in trilingual groups and in a professionally oriented foreign language.

22.7 Stimulation of teaching staff leading disciplines in English in the profile

disciplines are charged with allowances to official salaries (depending on the semester of the English-language discipline) full-time teaching staff with an international certificate confirming the level of English proficiency not lower than IELTS - 5.

22.8 In order to control the quality of educational services in trilingual groups.

On a permanent basis, the survey of students and professors holding classes in Kazakh, Russian, and English is conducted.

22.9 The control of the knowledge of students in trilingual groups in Kazakh, Russian, and English is carried out at the end of each semester in the form of an exam providing for the assessment of the knowledge, skills, and abilities in all types of speech activity.

22.10 Students of trilingual groups can defend their diploma works (projects) in any of the three languages (Kazakh, Russian and English) of their choice.

23 POLICY OF ACADEMIC MOBILITY IMPLEMENTATION

23.1 The objectives of the academic mobility of students and teachers is to integrate the University into the international educational space through the use of innovative, global educational resources and borrowing the best teaching methods and practices, increasing the degree of internationalization of education and science.

23.2 The implementation of academic mobility is consistent with the basic principles of the Bologna Declaration and is carried out according to IRD-ZU-15-08. The rules and procedures for the implementation of academic mobility apply to full-time students, postgraduates and doctoral students, as well as full-time teachers of the University.

23.3 Tasks of academic mobility of students:

- implementation of joint educational programs;
- the establishment of external and internal integration ties and the use of world educational resources;
- ensuring the competitiveness of students in the domestic and international labor markets;
- improving the quality of education and the effectiveness of scientific research;

- development of the creative activity of students, doctoral students and young scientists, establishing contacts between future colleagues.

23.4 The departments of the university that carry out organizational measures for the implementation and development of academic mobility are: International Cooperation and Strategic Development Center, the educational and methodological Department of Higher and postgraduate Education, the Office of the Registrar, the financial and economic department, higher schools.

23.5 The basis for academic mobility is a cooperation agreement and an official invitation from a foreign/Kazakh university.

23.6 Funding for academic mobility can be provided:

- at the expense of the Republican budget;
- through employer grants, national and international programs, projects, and scholarships;
- at the expense of the host party, if this is stipulated by the agreement with the partner university (organization);
- from the funds of the University;
- jointly at the expense of the University and the host party, in the parts stipulated by the contract;
- from the academic mobility participants' own funds.

The procedure for referral to study abroad within the framework of academic mobility at the expense of the republican budget is carried out in accordance with the order of the Minister of Education and Science of the Republic of Kazakhstan dated November 19, 2008 No. 613 "On approval of the Rules for referral for study abroad, including within the framework of academic mobility."

23.7 The selection of applicants for training under the academic mobility program is carried out by organizing a competition. The competition for the selection of applicants for training under the academic mobility program is held by a competition commission approved by order of the Chairman of the Board – Rector. The main criteria for the competitive selection are: completion of one academic period at your university, academic performance at "A", "A-", "B +", "B", "B-", fluency in a foreign language (availability of a certificate of passing a test in a foreign language). Based on the results of the competition, a tripartite agreement is concluded between the student, the sending and the receiving institution.

23.8 The procedure for transferring credits of University students studying at partner universities within the framework of academic mobility is carried out in accordance with the order of the Minister of Education and Science of the Republic of Kazakhstan "On approval of the Rules for organizing the educational process on credit technology of education" No. 152 dated 20.04.2011.

23.9 After completing their stay at the host university, students submit to the University a transcript and an advance report (in the case of training at the expense of the republican budget or funds of the university).

23.10 Coordination of academic mobility of teaching staff arriving at the university is carried out by the International Cooperation and Strategic Development Center, the educational and methodological Department of Higher and postgraduate Education at the written request of the relevant higher school. Deans and departments provide communication with the scientist and the preparation of the necessary documents for his arrival at the university.

23.11 For a teacher / scientist arriving at the university to give lectures on academic mobility, faculties, departments, Department of Higher and postgraduate Education, provide conditions for conducting lectures: they provide an audience with the required multimedia equipment, ensure the attendance of students.

23.12 The costs of inviting a scientist are determined taking into account the category, status, level of professional qualifications of the specialist, the volume of functions he performs and their significance for the educational and scientific processes of ZU.

23.13 Implementation of academic mobility during the period of restrictive measures

23.13.1 In cases of implementation of restrictive measures by the relevant state bodies, introduction of a state of emergency, emergencies of a social, natural and man-made character in a certain territory, the university provides the implementation of academic mobility in a virtual format.

23.13.2 Virtual mobility refers to studying or teaching in an educational institution outside one's own country without physically moving abroad.

23.13.3 The rules for selecting applicants and the procedure for sending students for virtual academic mobility are carried out in accordance with IRD-ZU-15-08 Regulation on academic mobility.

23.13.4 The educational process of students within the framework of virtual academic mobility is carried out according to the rules of the host university. The educational process of students admitted to the University on virtual mobility is organized according to the procedure for organizing the educational process on distance educational technologies in the following cases.

23.13.5 Lectures by national and foreign invited teachers within the framework of virtual mobility are carried out using the information and technical resources of the university in accordance with the agreed work plan.

24 PROCEDURE FOR TRANSFER, REINSTATEMENT, EXPULSION, GRANTING ACADEMIC LEAVE AND AWARDED VACANT EDUCATIONAL GRANTS

24.1 TRANSFER AND RESTORATION OF STUDENTS

24.1.1 The transfer and restoration of students is carried out during the winter and summer holidays from one educational organization to another, from one form of education to another, from one language department to another, from one EP to another.

Meanwhile, in a state of emergency, the occurrence of emergencies of a social, natural, and technogenic nature, wartime, as well as in the conditions of armed, military conflicts in the country of study, the transfer and restoration of citizens of the Republic of Kazakhstan, Kandas from foreign EHPE is carried out during the academic year.

24.1.2 Students can be transferred or reinstated after expulsion if they have fully completed the first academic period of the program being mastered in accordance with the IEP.

24.1.3 Transfer of a student from one EP to another, from one form of study to another is carried out only for training on a paid contractual basis.

24.1.4 The student is transferred or reinstated to the university, regardless of the timing of expulsion.

24.1.5 Transfer of a student from a paid basis to training on a state educational order is carried out by awarding educational grants that were released in the learning process. The transfer is carried out in accordance with the Rules for awarding an educational grant to pay for higher education, approved by the Government of the Republic of Kazakhstan "dated January 23, 2008 No. 58. A student enrolled in an educational grant can transfer with the preservation of an educational grant to another university. Students enrolled on educational grants for pedagogical specialties within the allocated quota are transferred to another university only on a paid basis.

24.1.6 When transferring and restoring students on the basis of technical and vocational education (hereinafter referred to as TRE), the EP is checked for compliance with the List of related educational programs and the Classifier of professions and specialties of technical and vocational, post-secondary education.

24.1.7 When transferring / reinstating students with a shorter period of study on the basis of TRE, or post-secondary, or higher education, the prerequisites mastered by them at the previous level of education are taken into account.

24.1.8 Transfer of a student from EP groups of higher education requiring creative training to other EP groups is carried out in the presence of a certificate of unified national testing (hereinafter - UNT) with a score not lower than the established threshold score in accordance with the Standard rules for admission to training in educational organizations that implement educational programs of higher and postgraduate education, approved in accordance with subparagraph 11) of Article 5 of the Law "On Education".

Transfer of a student from other groups of educational programs of higher education to educational programs of pedagogical direction is carried out in the presence of an UNT certificate with a score not lower than the established threshold score (75 points) according to the Standard Rules for admission to training in educational organizations implementing educational programs of higher and postgraduate education, approved in accordance with subparagraph 11) of Article 5 of the Law "About education".

To transfer from other groups of educational programs of higher education to educational programs of pedagogical direction, the student must pass the UNT in the current academic year in five subjects and

score 75 points. After that, he can apply for transfer to educational programs of pedagogical direction.

24.1.9 Transfer of students from foreign universities is carried out if the university has placed a state educational order for the corresponding level of education, field of education and year of admission and (or) foreign accreditation bodies with international specialized accreditation included in the registers and (or) associations of accreditation bodies of states - members of the Organization for Economic Cooperation and Development (OECD) in the field of education.

Transfer or restoration of students from a foreign university is carried out on a paid basis.

24.1.10 The transfer of a student from a ZU to another higher educational institution for all forms of education is carried out with the consent of the heads of both universities and is formalized by the corresponding orders.

The basis for the transfer of a student to another university may be his own desire or reasons related to the objective impossibility of continuing his studies at the university (moving to a new place of residence, the need to change EP due to illness, etc.).

24.1.11 A student on a contractual basis has the right to transfer to a vacant place a state educational grant for the relevant EP on a competitive basis

24.1.12 Students after academic leave are restored to the same EP and course of study from which the academic leave was issued.

24.1.13 The basis for consideration of the application is the presence of a transcript certified by the appropriate signatures and the seal of the university, as well as an attachment (copy) to diplomas of the previous level of education.

24.1.14 When transferring or restoring students for the transfer of learning outcomes at the university, by order of the Chairman of the Board - Rector, an appropriate commission is created. When transferring / reinstating a student, the direction of preparation and profile of the EP, the educational achievements of the student, as well as cases of violation of academic integrity by the student are taken into account.

24.1.15 The course of study for the transfer and restoration of students is determined taking into account the mastered prerequisites (see clause 18 of this Policy). When considering the submitted documents by the commission, a collation sheet is formed.

24.1.16 The decision of the commission for carrying out transfers is the basis for the formation of an order for transfer or restoration.

24.1.17 If there is a difference in the disciplines of the MEP, the number of academic credits and the periods of their development are determined. The difference can be mastered by the student in the subsequent academic period or in the summer semester. The academic difference in the disciplines of the IEP, not liquidated in the prescribed period, is further taken into account as academic debt

24.1.18 When transferring and restoring students from the linear education system to the credit one and the transfer of grades for the past disciplines, the following correspondence is established: "excellent" according to the traditional system corresponds to the grade in the literal expression "A-" - 3.67 (95%), "good" - "B" - 3.0 (80%), "satisfactory" - "C" - 2.0 (65%). The score "passed" according to the linear system corresponds to the score "B" - 3.0 (80%) according to the credit.

24.1.19 After the order for transfer or restoration is issued, the CSS enters personal data into the Smart Zhetysu information system. After receiving the login and password, the student undergoes online registration and, together with the adviser, forms his IC for the current academic year or academic period. The IC also reflects the recalculated disciplines.

24.1.20 Transfer of "conditionally enrolled students for 1 course" to the number of students. Students who have not received a passing score upon admission to a university (conditionally enrolled for 1 course) take the UNT, the terms of which are established by the Ministry of Education and Science of the Republic of Kazakhstan. After successfully passing the UNT, the student applies to the CSS and writes an application for acceptance into the number of students. In the event that the student has not scored a passing score on the UNT, then contacting the CSS, he writes an application for expulsion of his own free will. The CSS specialist prepares a draft order for deduction of his own free will within 3 working days. If the student has not applied for expulsion, then the specialist of the center, on the basis of the UNT certificate, prepares a draft order for expulsion.

24.1.21 The restoration of students who were expelled for non-payment of tuition fees (for students on a paid contractual basis) is carried out upon repayment of financial debt within 4 weeks.

24.2 The process of expulsion of students

24.2.1 A student is expelled from the university in the following cases:

- of their own free will; - for academic failure;
- for violation of the principles of academic integrity;
- for violation of the Internal Regulations, including violation of academic discipline, including absenteeism after the end of the academic leave;
- for non-payment of tuition fees (for students on a paid contractual basis);
- in the event of the student's death; - for receiving an unsatisfactory mark at the state final attestation; - for an unsatisfactory mark on the defense of the thesis;
- for an unsatisfactory mark on the defense of a dissertation work;
- for failure to appear for the defense of the thesis;
- for failure to appear for the defense of the dissertation work;
- for failure to appear for state exams.

24.2.2 It is not allowed to expel a student during illness (if there are supporting documents about his state of health), academic leave (due to illness; parental leave; during military service).

24.2.3 Acceptance of the student's application in the form for expulsion at his own request is carried out in the CSS from the 1st to the 30th day of each month. Students who have not reached the age of majority (18 years of age), when expelled at their own request, attach parental consent to the application.

24.2.4 A student expelled from the university is issued a transcript signed by the Chairman - the Board, the rector of the university and sealed by the educational organization. In case of expulsion of his own free will, the student submits an application addressed to the Chairman of the Board - Rector of the ZU in the CSS and endorses the application in the accounting department.

24.2.5 In all other cases, expulsion is made on the basis of a reasoned submission by the dean of the higher school.

24.2.6 Deduction in connection with transfer to another educational organization is made at the request of the host university, while the accrual of tuition fees is terminated from the date of the issuance of the expulsion order. In case of full reimbursement of costs (filling out a detour sheet), the personal file is sent within three working days to the address of the host university.

24.2.7 The basis for expulsion from the university for violating the Academic Integrity Policy is the existence of the Academic Policy Violation Act and the minutes of the Ethics Council meeting with the corresponding decision.

24.3 Granting Academic Leaves for Students

24.3.1 Academic leave is a period for which students (students, undergraduates and doctoral students) temporarily interrupt their studies.

24.3.2 The term for the provision of the service from the date of the student's package of documents is 3 working days.

24.3.3 To obtain an academic leave, the student (or his legal representative) submits an application addressed to the Chairman of the Board-Rector and submits documents:

- the conclusion of a medical advisory commission (hereinafter - DC) at an outpatient clinic for a period of 6 to 12 months due to illness;
- certificate of conscription for military service;
- certificate of birth, adoption or adoption of a child before he reaches the age of three years.

24.3.4 The financial conditions for granting academic leave to students on a paid basis are determined by the terms of the contract.

24.3.5 After leaving the academic leave, the student submits an application in the form addressed to the Chairman of the Management Board - Rector and submits a certificate of health from the healthcare organization that observed the patient, with a conclusion about the possibility of continuing education in this EP - when the student is on academic leave due to with illness / demobilization certificate / child's birth certificate.

24.3.6 Based on the submitted documents, the CSS, within three working days, prepares a draft order on the student's withdrawal from academic leave with an indication of the exit date, EP, course, group.

24.3.7 After leaving the academic leave, the Office of the Registrar recounts the previously mastered disciplines and, if necessary, determines the difference in educational programs.

24.3.8 Upon returning from academic leave, the student continues his studies from the course (and academic period) from which he took this leave.

24.3.9 If the date of leaving the academic leave does not coincide with the beginning of the academic period, a new academic calendar is formed for the student, which is entered into the collation sheet. In accordance with the calendar, the student, according to an individual schedule, completes all educational tasks and gains the points necessary for the admission rating, or enrolls in the summer semester for the disciplines for which the academic difference was formed. The periods of training are indicated in the personal accounts of the students within a week after recovery.

24.3.10 In case of failure to appear at the place of study within 10 days after the date of the end of the academic leave, the student is subject to expulsion from the university.

24.4 Awarding Vacant Educational Grants

24.4.1 Vacant educational grants released in the process of obtaining higher or postgraduate education (hereinafter - vacant grants) are awarded on a competitive basis to students on a paid basis in groups of educational programs.

24.4.2 The competition is held based on the results of midterm attestation based on the GPA with the issuance of a certificate of awarding an educational grant.

24.4.3 The announcement of an open competition is posted on the university website indicating the number of vacant educational grants in the context of the direction of training and course.

24.4.4 In the case of the same indicators of the GPA, the students who have grades only A, A- ("excellent") have the priority right, in the next turn - grades from A, A- ("excellent") to B +, B, B-, C + ("good"), then - mixed marks for the entire period of study.

24.4.5 The award of vacant educational grants released in the process of obtaining higher and (or) postgraduate education is carried out during the summer and winter holidays on a competitive basis in the following order:

1) a student on a paid basis submits an application addressed to the Chairman of the Board - the Rector of the University for further study on an educational grant of higher or postgraduate education;

2) the received applications are registered in the CSS and are submitted for consideration at a meeting of the Academic Council;

3) on the basis of the decision of the Academic Council, the list of applicants is sent to the Ministry of Science and Higher Education of the Republic of Kazakhstan for transfer to vacant educational grants, respectively, by August 5 and January 25 of the current year.

The list is accompanied by copies of the student's application, decisions of the academic council, an extract from the student's transcript, a copy of his identity document and a certificate of the holder of an educational grant (original) expelled from the university;

4) vacant educational grants released in the process of obtaining higher and (or) postgraduate education and presented to the Ministry of Science and Higher Education of the Republic of Kazakhstan due to the absence of applicants are redistributed by the commission on a competitive basis;

5) the list of vacant educational grants that were released in the process of obtaining higher and (or) postgraduate education and submitted by university due to the absence of applicants is published on the website of the authorized body in the field of education;

6) the competition is held among students on a paid basis from other university who submitted documents for participation in the competition, in the context of groups of educational programs, a course based on the results of intermediate attestation;

7) The Ministry of Science and Higher Education of the Republic of Kazakhstan considers the received documents in the context of groups of educational programs, forms and terms of study, taking into account the year of admission and, if the decision is positive, issues an order on awarding a vacant educational grant of higher and (or) postgraduate education (in the absence of applicants for a group of educational programs, vacant educational grants released in the process of obtaining higher and (or) postgraduate education are redistributed within the direction of study or field of education);

8) on the basis of the order of Ministry of Science and Higher Education of the Republic of Kazakhstan, NTC draws up a certificate of awarding an educational grant and transmits the data to the

university within three working days;

9) on the basis of a certificate of awarding an educational grant, the Chairman of the Board - the Rector issues an order for further training under an educational grant.

25 RULES FOR THE APPOINTMENT OF THE SCHOLARSHIP FOR STUDENTS ON BACHELOR, MASTER'S AND DOCTORAL DEGREE PROGRAMS

25.1 The state scholarship is awarded and paid to students, undergraduates and doctoral students studying at the university on a state educational order, as well as those transferred to study on a state educational order, who received the equivalent of marks corresponding to the marks "excellent", "good". The scholarship is awarded in the absence of academic debt in the disciplines of the academic period specified in the student's IC.

25.2 The state scholarship is paid monthly from the first day of the month following the intermediate attestation (examination session) and holidays, inclusively until the end of the month in which the academic period, intermediate attestation and holidays end. State scholarships are paid to graduate students until the date of expulsion due to graduation from educational institutions.

25.3 Visually impaired and hearing impaired children, orphans and children left without parental care and who are under guardianship (guardianship), studying on a state educational order, a state scholarship, taking into account the increase, is paid in the absence of academic debt based on the results of the examination session.

25.4 For students, undergraduates, doctoral students who did not pass the intermediate attestation (examination session) within the time specified by the academic calendar, for valid reasons (illness, family circumstances, natural disasters, academic or credit mobility studies), after the presentation of supporting documents to the student, individual deadlines for passing the intermediate attestation (examination session). In this case, the state scholarship is assigned in the manner prescribed by this Policy, based on the results of the passed intermediate attestation.

25.5 The award of scholarships is made by order of the Chairman of the Board - Rector on the basis of the presentation of the director of the Registrar's office.

25.6 The accrual of scholarships to students studying on the basis of grants from the funds of local executive bodies is carried out in the same manner as state ones.

25.7 Appointment of the scholarship of the President of the Republic of Kazakhstan

25.7.1 The scholarship of the President of the Republic of Kazakhstan is aimed at:

- 1) stimulation of research and educational activities of students and undergraduates;
- 2) support of the most talented and gifted students and undergraduates;
- 3) assistance in the formation of the intellectual potential of university students.

25.7.2 The scholarship is awarded to full-time students from the 3rd year of study and to undergraduates from the second year of study who study only "excellent" (A, A-), both on the basis of a state educational order and on a paid basis.

25.7.3 The scholarship is assigned to the following categories of students:

- 1) winners of republican and international Olympiads, creative competitions, sports competitions, festivals or who are the authors of discoveries, inventions;
- 2) having publications in collections of scientific papers, in republican and international scientific journals;
- 3) actively engaged in research work, the success of which is confirmed by diplomas, diplomas, certificates, certificates;
- 4) those who take an active part in the social, cultural and sports life of educational organizations.

25.7.4 The assignment of the scholarship is carried out by order of the rector of a higher educational institution on the basis of the decision of the academic council.

25.7.5 The scholarship is awarded for one academic period.

25.7.6 The scholarship may be awarded to the same person several times in accordance with the decision of the Academic Council of the University.

25.7.7 The decision of the Academic Council of a higher educational institution to award

scholarships for the next academic period is taken no later than two weeks before the start of the academic period and is sent to the Ministry of Education and Science of the Republic of Kazakhstan with a list of students and undergraduates.

25.7.8 When awarding scholarships, the selection of applicants is carried out in the order of following the criteria set out in clauses 25.2 and 25.3 of this Academic Policy.

25.7.9 Under equal conditions, the priority shall be given to: orphans and children left without parental care; disabled since childhood, disabled children.

25.7.10 Candidates for appointment are nominated by the higher school councils. The selection of applicants for the scholarship of the President of the Republic of Kazakhstan is carried out by a commission, the composition of which is approved by the order of the rector of the university. The vice-rector for academic affairs is appointed as the chairman of the commission; the commission includes vice-rectors, deans of faculties and other representatives of the structural divisions of the university.

25.7.11 Applicants submit the following documents to the selection committee: characteristics, transcript, copies of personal diplomas, certificates, letters of thanks, certificates confirming the results of research work and participation in the social and sports life of the university, an extract from the minutes of the higher school council meetings.

25.7.12 When awarding a scholarship, the selection of applicants is carried out in the order of the specified criteria; points are determined for the following activities:

№	Type of activity	Points
STUDY		
1	An excellent student (with letter equivalents of the estimates “A-” and “A”)	
1.1	GPA 3,95 – 4,0	10
1.2	GPA 3,90 – 3,94	9
1.3	GPA 3,85 – 3,89	8
1.4	GPA 3,80 – 3,84	7
1.5	GPA 3,75 – 3,79	6
1.6	GPA 3,70 – 3,74	5
1.7	GPA 3,67 – 3,69	4
SRWS		
1	Winner of diplomas in scientific conferences and Olympiads at the National and international level	
1.1	Diploma of the 1st degree (per unit)	5
1.2	Diploma of the 2nd degree (per unit)	4
1.3	Diploma of the 3rd degree (per unit)	3
1.4	Letter of appreciation (per unit)	1
2	Winner of diplomas for scientific conferences and olympiads at the University level	
2.1	1st degree diploma (per unit)	3
2.2	2nd degree diploma (per unit)	2
2.3	3rd degree diploma (per unit)	1
2.4	Letter of appreciation (per unit)	0,5
3	Publication of a scientific article (per 1 page)	0,5
4	Obtaining a patent, certificate of intellectual property	5
5	Thesis publication (per 1 page)	0,25
Social and sports life		
1	Grand Prix winner of international competitions	3
2	Winner of international competitions	2,5
3	Winner of the Grand Prix of Republican competitions	2
4	Prizewinner of republican contests	1,5
5	World champion	5
6	Champion of Asia, Universiade (international level)	4,5
7	Winner of the World Championships, Asia (international level)	4
8	Champion of the Republic of Kazakhstan	3,5

9	Medalist of Republic Championships	3
10	Chairman of youth issue committee	3
11	Vice Chairman of youth issue committee	2
12	Member of youth issue committee	1,5
13	Chairman of the Student Council of the hostel	4
14	Deputy Chairman of the Student Council of the hostel	3
15	Member of Student Council Dormitory	2
16	University leader	2
17	Warden of the group	1
8	Letter of appreciation, diploma or diploma of the Republican level (per unit)	2
19	Letter of appreciation, diploma or diploma of the city level (per unit)	1
20	Letter of appreciation, diploma or diploma at the University level (per unit)	0,5
	Determination of points of the rating of applicants for the specialties "Art and Drawing", "Design"	
21	Participation in international exhibitions, symposia and personal exhibitions:	
	International level	5
	Republican level	4
	Regional level – 3 points	3
	City level – 2 points	2
	Intra-university level – 1 point	1

26 ACADEMIC SUPPORT FOR STUDENTS WITH SPECIAL EDUCATIONAL NEEDS

26.1 The University is constantly working to provide conditions for the training of students with special educational needs. A data bank has been formed on students with special educational needs and teachers who carry out the educational process of students with disabilities, work is underway to identify and ensure socio-psychological and pedagogical conditions conducive to the successful adaptation, training and personal growth of students with disabilities in society. The norm of University life is a communication model based on the principles of tolerance, humanism and mutual respect between students of different capacities.

26.2 In order to create the proper infrastructure for the education of persons with disabilities, the University has installed ramps, special facilities and equipment necessary for organizing physical access to education, creating a barrier-free environment, and equipping the educational process with auxiliary technical means. The toilet rooms are equipped with special handrails. In the parking lot, places for transporting disabled people are allocated and marked. The main building of the University has a separate entrance, accessible for people with disabilities. On the first floors of the University educational buildings are medical rooms for first aid.

26.3 Upon admission to the University during entrance examinations, separate audiences are provided for disabled applicants, a special quota is allocated by the state. In the learning process, the possibility of distance learning, the choice of adapted curricula (in the discipline “Physical Culture”) is provided. Access to the library and the media library was provided with the allocation of special jobs for students with BEP. There is a computer tiflocomplex in the library service room for people with BEP, which includes a personal computer complete with a 14-element portable us-14 Braille display, screen access software, screen enlargement, A4 scanner, scanning and reading of flat-printed texts, a printer for printing in braille-dot Braille and tactile graphics, as well as software for translating text to Braille. In addition, a “SARA CE” reading machine with a camera and a tifloflash player for playing and listening to sound recordings were installed.

26.4 Classrooms equipped with special sound and logistical equipment for collective and individual use include the “Delfa-142.1” computer speech therapy simulator, version 2.1 with a personal computer, various types of staging probes, including massage ones, and “Xeta diagnostic audiometer” equipment.

27 ONLINE INFORMATION RESOURCES

27.1 The University has a modern information and communication system SMART ZhetySU, which provides digitalization and automation of business processes of the university (admissions committee, student service center, office of the Registrar, educational and methodological department of higher and postgraduate education, HR and Document management department, etc.). Various digital services are available online in personal accounts: certificates from the place of study (military enlistment office, State Pension Payment Center, etc.), applications (for a dormitory, for transfer, for deduction, for appeal, for the issuance of a transcript, etc.); content: registration for courses, individual curriculum, class schedule, computer testing using artificial intelligence proctoring, Electronic educational and methodological support (syllabuses, lectures, assignments, etc.), attendance log and quality control of students' knowledge, feedback (downloading and checking assignments, chat).

27.2 All teachers and students of the University have a personalized code (personal login and password) for access to Personal Accounts. Teachers and students of the University, who are users of the information system, are required to maintain confidentiality, do not have the right to transfer to anyone their username (username) and password, which provide them with access to information system. Login and password are given to the hired teacher in the department of development and implementation of information systems, to the students in dean's office. After a one-time entry into information system, the teacher or student is entitled to change the username and password. Login and password must contain at least 8 characters and be unique. If the teacher or student forgot their username or password, they need to contact the programmers.

27.3 The duties of teaching staff include registration for readable disciplines for the new academic year, filling in the syllabus database and weekly grading (according to the 100-point system) for full-time students, twice during the academic period, students using DLT technology. At the 4th, 7th, 11th and 14th weeks, an assessment of the SIW is provided, at 7th and 14th weeks - the assessment of the control work. The calculation of points of intermediate and final control is carried out automatically. The data of weekly monitoring online is reflected in the electronic journal of students, the points of the final rating with the admission indicator are in the examination and accumulative sheets.

27.4 In the electronic journal of students, they have access to individual curricula, transcripts, syllabuses of disciplines and online viewing of the weekly rating. In addition to disciplines and grades, the transcript also reflects the level of GPA recruited as a result of training during the year. In the event that the GPA is insufficient to transfer to the next year, a record of this is highlighted in red in the journal.

27.5 The duties of the staff of the Office of the Registrar include performing functions that correspond to the main activities of the department for undergraduate, graduate, doctoral studies: checking the generated individual curricula; reporting on the results of online registration of higher school and students; admission to disciplines on prerequisites; verification of transcripts of students; formation of an academic rating; scheduling exams; analysis of maintaining an electronic journal of academic performance in disciplines; verification of students financial debt on accrued credits; formation of sheets for oral, written and combined exams; reporting on student performance; consulting services, sending messages to students in necessary cases.

27.6 Administration, dean's offices and departments can receive online all the information available in the system that is necessary for decision-making, planning and forecasting (the number of registered students in the context of specialties, courses, language departments, disciplines, information on student performance and attendance, statistics on students (by given parameters), view syllabuses and training materials placed for students, conduct student surveys, etc.).

27.7 The "Document Management" program covers the processes of creation, processing, transfer, storage of documents, control over their execution.

In accordance with the decision of the Ministry of Science and Higher Education of the Republic of Kazakhstan dated 23.02.2017 on measures taken to combat corruption in the universities of the republic, ZU named after I. Zhansugurov created and posted on the University website portal "Electronic University", which provided online information in the following areas:

- 1) the results of intermediate attestation of students in undergraduate, graduate and doctoral studies;
- 2) information on the distribution of student grants;
- 3) information on the distribution of places in the hostel to students;

4) information about class attendance and current knowledge control in an electronic journal.

The online portal aims to ensure the transparency of the University and provides all interested parties with the opportunity to obtain reliable information about academic performance and other indicators of the educational process.

To ensure online access for students to personal accounts in all educational buildings of the University, promoters are installed.

28 CODING OF ACADEMIC GROUPS

28.1 The university has adopted a group coding system, including alphabetic and numeric designations:

28.2 The letter designations correspond to the initial letter of the specialty, the language of instruction (capital letters): MK (Mathematics, Kazakh language of training), ER (Economics, Russian language of training).

In cases of using distance learning technologies (for groups with the Kazakh language of training, the letter "K" is indicated, for groups with the Russian language of training, the letter "D" is indicated): GKD (Geography, Kazakh language of training, using distance technology) or FRD – Finance, Russian language of training, using distance learning technologies).

For the levels of training in the educational programs of postgraduate education, the designations are used: "M" - master's degree, "D" - doctoral degree.

28.3 The numerical designations correspond to the course of study: (the first - fourth courses are indicated by numbers from 1 to 4) and the form of training (full-time training is indicated by the number 1, full-time training on the basis of the TaVE - by the number 2, full-time training on the HE - by the number 3).

The third digit in the coded group number indicates the number of the group in order (if the number of students enrolled in this educational program exceeds the permissible 25-30 students, another group is opened; in this case, the group is assigned the appropriate sequence number).