


Approved by
Chairman of the Board - Rector
of NPJSC “Zhetysu University
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REGULATIONS
on recognition of the results of non-formal education
IRD-ZU-10-03

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1 SCOPE

1.1 Regulations on recognition of the results of non-formal education (hereinafter referred to as the Regulations) of Zhetysu University named after I. Zhansugurov (hereinafter referred to as the University) was developed in accordance with the Model Rules for the Activities of Educational Organizations Implementing Educational Programs of Higher and (or) Postgraduate Education dated October 30, 2018 № 595 and others legal documents in the field of educational activities.

1.2 These Regulations determine the procedure for recognizing the results of non-formal education of university students.

1.3 These Regulations are used by the office of the Registrar and other educational departments of the procedure for recognizing the results of non-formal education.

2 REGULATORY REFERENCES

In these Regulations references to the following regulatory documents are used:

Law of the Republic of Kazakhstan dated July 27, 2007 № 319-III	On Education
Order of the Minister of Education and Science of the Republic of Kazakhstan № 595 dated October 30, 2018	State obligatory standard of higher and postgraduate education
Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018 № 604	Model Rules for the Activities of Educational Organizations Implementing Educational Programs of Higher and (or) Postgraduate Education
Order of the Minister of Education and Science of the Republic of Kazakhstan dated April 20, 2011 № 152	Rules for organizing the educational process on credit technology of education
Order of the Minister of Education and Science of the Republic of Kazakhstan dated September 28, 2018 № 508	Rules for the recognition of learning outcomes obtained by adults through non-formal education provided by organizations included in the list of recognized organizations providing non-formal education
IRD-ZU-10-01	Academic policy of NPJSC "Zhetysu University named after Ilyas Zhansugurov"
IRD-ZU-20-01	Policy of academic honesty of NPJSC "Zhetysu University named after Ilyas Zhansugurov"
IRD-ZU-15-02	Documented procedure. Management of documented information

3 TERMS AND DEFINITIONS

The following terms and definitions are used in these Regulations:

Registrar's Office	A department that registers the entire history of the student's educational achievements and ensures the organization of all types of knowledge control and the calculation of his academic rating
Curriculum	A curriculum developed for a specific educational institution, taking into account the chosen specialization and the requirements of the regional component of the standard, which determines the structure of the special course and the amount of time required to study it; contains a list of subjects and their volume in hours; determines the schedule of the educational process, the sequence of studying disciplines for courses and semesters, types of training sessions and practices, forms of intermediate and types of final state certification

Academic calendar	Calendar of training and control events, professional practices during the academic year, indicating the days of rest (holidays and festivals)
Learning Outcomes	The amount of knowledge, skills and abilities acquired, demonstrated to students in mastering the educational program, and the values and attitudes formed, confirmed by the assessment
Recognition of learning outcomes	The process of formalizing the results of educational experience, a set of competencies and knowledge
Educational component	Self-sufficient and formally structured part of the educational / training program (course, module, academic discipline, industrial practice)
Validation of learning outcomes (recognition of learning outcomes)	A formalized process for determining the level of mastery of the planned learning outcomes by students. Means of validating the results of formal and non-formal learning is examination cards, control and test tasks, qualification (trial) works, tools, materials and other means in accordance with the level of qualification and technological requirements
Formal education	Programs of different levels from general to higher, which are provided by public educational institutions (or private, but recognized by the state and operating on a strictly regulated basis); formal education is accompanied by the issuance of a document (diploma) of the state standard.
Non-formal education	The type of education carried out by organizations that provide educational services, provided without regard to the place, timing and form of education; accompanied by the issuance of a document confirming the results of training.
Distance learning	Purposefully organized and coordinated in time and space, the process of interaction between teachers and students among themselves and with teaching aids using pedagogical, as well as information and telecommunication technologies.
Distance Educational Technologies (DET)	Education carried out using information and communication technologies and telecommunications with indirect (at a distance) or not fully mediated interaction between the student and the teacher.
Massive open online course (hereinafter referred to as MOOC)	A training course with massive interactive participation using e-learning technologies and open access via the Internet
Form of control	Way of organizing control
Evaluation criterion	A sign on the basis of which the educational achievements of students are assessed

4 SYMBOLS AND ABBREVIATIONS

The following abbreviations are used in these Regulations:

University	NJSC “Zhetysu University named after I. Zhansugurov”
IRD	Internal regulatory document
RO	Registrar’s office
EMDHPE	Educational and Methodological Department of Higher and Postgraduate Education
EP	Educational program

5 RESPONSIBILITIES AND AUTHORITIES

5.1 These Regulations are approved by the Chairman of the Board - Rector of the University.

5.2 Responsibility for the implementation of these Regulations lies with a member of the Board -

Vice-Rector for Academic Affairs.

5.3 The head of the educational and methodological department of higher and postgraduate education, the director of the Registrar's office and the director of the distance education institute are responsible for organizing the procedure.

5.4 The heads of educational programs are responsible for organizing and coordinating activities for the implementation of specific stages of the documentation management process and the quality of the final results.

6 PROCESS DESCRIPTION

6.1 Zhetysu University named after Ilyas Zhansugurov recognizes learning outcomes obtained through non-formal education.

6.2 Recognition of learning outcomes acquired through non-formal education is permitted for all educational components included in the curriculum of the educational program, with the exception of all types of practice and thesis (project).

Recognition of learning outcomes (reassessment) is carried out during the academic year, in which, according to the curriculum of a specific educational program, the development of educational components is provided. Reassessment of educational components is carried out no later than the beginning of the next semester.

6.3 The recalculation of academic credits based on the results of non-formal learning is carried out in accordance with the submitted documents in full.

6.5 The University recognizes learning outcomes acquired through non-formal education in the amount of not more than 20 academic credits from the total amount of credits for a specific educational program.

6.6 Documents confirming the results of training are a certificate or certificate of completion of training.

6.7 For the recognition of learning outcomes at the university, a commission is created (hereinafter referred to as the Commission). The commission is formed from an odd number of members; The commission includes the head of the EP (in the direction of training the student), leading teachers of higher education, the director of the Registrar's office.

6.8 The Chairman of the Commission is appointed by order of the Chairman of the Board - the Rector of the University.

6.9 The student submits the following documents for consideration by the Commission:

- application (Appendix A) for the recognition of learning outcomes obtained through non-formal learning;

- a copy of the identity card;

- documents (certificates, references, etc.) that define the subject, scope and list of learning outcomes acquired during non-formal learning, as well as the results of control.

6.10 The Commission reviews the submitted documents and, if necessary, analyzes their compliance with the program of the educational component; conducts an interview with the applicant and makes one of the following decisions:

1. recognize the results obtained through non-formal learning and count them as the result of the final control (exam) for the relevant educational component;

2. not recognize the results obtained through non-formal learning;

3. appoint the type of final control (in the form of computer testing, as well as in the form of a combined, oral or written exam). Based on the results of the exam, a decision can be made to reassess the learning results.

6.11 The decision of the commission is made by a majority vote of the total number of participants in the meeting of the commission and is drawn up in a protocol (Appendix A).

6.12 The Protocol of the commission meeting is submitted to the office of the Registrar.

6.13 The procedure for reassessing the discipline(s) is carried out by the staff of the Registrar's office on the basis of the protocol submitted by the commission on the recognition of the results of non-formal education in the manner established by the Academic Policy of the University.

6.14 Recalculation of academic credits on the basis of a certificate (certificate) on the successful development of courses by students through non-formal education in the study of disciplines of the OOD block (according to the State Educational Standard of the Republic of Kazakhstan) is possible only if their name and content of the program are completely identical.

6.15 Certificates with the wording "Without the right to credit units" are not accepted for consideration by the commission, respectively, are not subject to re-crediting.

6.16 In case of successful completion of the final control, the student is exempted from studying the re-credited educational component in subsequent academic periods.

6.17 In case a student has received less than 50 points, learning outcomes acquired through non-formal education are not recognized.