

Approved by

Chairman of the Board – Rector

NPJSC “Zhetysu University named after
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Doctor of Geographical sciences,
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**REGULATIONS
on academic mobility
IRD-ZU-15-08**

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1 AREA OF USE

1.1 Regulation on academic mobility (hereinafter referred to as the Regulation) was developed in order to implement external and internal academic mobility of students and teaching staff of Zhetysu University named after I. Zhansugurov (hereinafter referred to as the University).

1.2 This Regulation defines the basic concepts and principles of organizing academic mobility at the university.

1.3 The implementation of exchange programs is carried out on the basis of concluded contracts and agreements with partner universities and other joint documents.

1.4 The requirements of this Regulation apply to students, as well as teachers of the University.

1.5 The main directions of academic mobility can be as follow:

- academic mobility of students in the framework of the implementation of exchange educational programs;
- academic mobility of students in the framework of the implementation of double degree programs and joint educational programs;
- academic mobility for a short-term visiting academic module (summer and winter schools);
- academic mobility of teaching staff.

2 REGULATORY REFERENCES

References to the following normative documents are used in this regulation:

Order of the Minister of Education and Science of the Republic of Kazakhstan dated November 19, 2008 No. 613	Rules for sending students to study abroad, including academic mobility
Order of the Minister of Education and Science of the Republic of Kazakhstan dated April 20, 2011 No. 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 October 31, 2018 No. 604	State obligatory education standards for all levels of education
Law of the Republic of Kazakhstan dated February 28, 2007 No. 234	On Accounting and Financial Reporting
Development program of NPJSC "Zhetysu University named after Ilyas Zhansugurov" for 2020-2025	University Development Program
Internationalization program of the NPJSC "Zhetysu University named after Ilyas Zhansugurov" University for 2020-2025	University Internationalization Program
IRD-ZU-10-01	Academic policy of NPJSC "Zhetysu University named after Ilyas Zhansugurov"
IRD-ZU-15-02	Documented procedure. Documented information management

3 TERMINOLOGY AND DEFINITIONS

The following terminology and definitions are used in this regulation:

Academic mobility	The movement of students or research teachers to study or conduct research for a certain academic period: a semester or an academic year to another higher educational institution (domestic or abroad) with the obligatory transfer of mastered educational programs in the form of loans at their university or to continue their studies at another
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	university;
Academic credit	a unified unit for measuring the volume of scientific and (or) educational work (load) of a student and (or) teacher;
Academic period (Term)	the period of theoretical training, established independently by the educational organization in one of three forms: semester, trimester, quarter;
Virtual mobility	studying or teaching at another higher education institution (domestic or abroad) without physical movement;
External (international) academic mobility	training of university students and undergraduates in foreign universities, as well as the work of teachers and employees in foreign educational, scientific and other institutions;
Internal academic mobility	training of students and undergraduates of the university in Kazakhstani universities, as well as the work of teachers and employees in Kazakhstani educational, scientific and other institutions;
Statement-justification of students (Application Form)	the questionnaire contains all the essential information about the mobile student, which is necessary for the host institution;
European Credit Transfer and Accumulation System (ECTS)	the method of converting credits received by a student abroad into credits that are credited for obtaining a degree upon their return to their educational organization, as well as accumulating credits within educational programs;
Individual curriculum	a curriculum formed for each academic year by students independently with the help of an advisor based on the educational program of the partner university; The individual curriculum must contain all the compulsory disciplines provided for by the State Educational Standard of the direction, elective courses can be replaced by disciplines of another university;
Mobility window	an academic mobility program that involves the movement of students for a limited period of study or internship abroad - as part of continuing education at their home university - in order to accumulate academic credits (after the mobility phase, students return to their educational organization to complete their studies);
Learning Agreement	guarantees the transfer of credits for courses successfully completed by the student at the host university. The agreement must be signed by the student or undergraduate, the university coordinator and an authorized employee of the host university;
Transcript	a document containing a list of mastered disciplines for the corresponding period of study, indicating credits and grades in letter and numerical terms.

4 SYMBOLS AND ABBREVIATIONS

The following symbols and abbreviations are used in this regulation:

University	Zhetysu University named after Ilyas Zhansugurov
ICSDC	International Cooperation and Strategic Development Center
MSHE RK	Ministry of Science and Higher Education of the Republic of Kazakhstan
ECTS	European system of transfer and accumulation of credits
TS	Teaching staff
EMDHPE	Educational and Methodological Department of Higher and Postgraduate Education
EP	Educational program

RO	Registrar's Office
SSC	Student Service Center

5 RESPONSIBILITIES AND ABBREVIATIONS

5.1 Chairman of the Board - Rector approves this regulation.

5.2 The Director of the CICSD is responsible for:

- implementation of the requirements of this regulation;
- compliance of this regulation with legal and regulatory requirements;
- monitoring the progress of academic mobility.

5.3 Deans of higher schools and heads of educational programs are responsible for:

- timely formation of a package of documents for participation in academic mobility;
- ensuring the participation of students and teaching staff in academic mobility programs and their implementation.

6 DESCRIPTION OF THE PROCEDURE

6.1 Goals and objectives of academic mobility

The goals of academic mobility of students and teachers are 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, increasing the university's recognition in the international scientific and educational space, and implementing the principles of the Bologna process.

The objectives of academic mobility are:

- improving the quality of education and the effectiveness of scientific research;
- ensuring the competitiveness of students in the domestic and international labor markets;
- implementation of joint educational programs;
- establishment of external and internal integration links and the use of world educational resources;
- strengthening the prestige of the University in the educational market by internationalizing the academic environment of the university.

6.2 General principles for the implementation of academic mobility

6.2.1 Academic mobility can be carried out:

- at the expense of the republican budget;
- at the expense of grants from employers, national and international programs, projects, scholarships;
- at the expense of the host party, if it is provided for by the agreement with the partner university (organization);
- from the university's funds (subject to the availability of appropriate estimates approved by the Chairman of the Board - the Rector, business trip orders);
- jointly at the expense of the university and the host country, in the parts stipulated by the agreement;
- from own funds of participants of academic mobility.

6.2.2 The basis for the implementation of academic mobility is a cooperation agreement and an official invitation from a foreign / Kazakh university.

6.2.3 The order of sending to study abroad as part 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 the direction for studying abroad, including within the framework of academic mobility".

6.2.4 Outgoing academic mobility funded by international programs (ERASMUS+, Mevlana, FULBRIGHT, UGRAD, etc.) is carried out in accordance with the rules of these programs.

6.2.5 The departments and responsible persons of the university that carry out organizational activities for the implementation and development of academic mobility are: the center for international cooperation and strategic development, the educational and methodological department of higher and postgraduate education, the Registrar's office, the financial and economic department, higher schools and heads of the EP.

6.2.6 The ICSDC informs the teaching staff and students about academic mobility programs in which the university participates or plans to participate, as well as about other programs and opportunities for academic and scientific and technical cooperation and relevant information resources containing the necessary information.

6.3 Outgoing academic mobility of students

6.3.1 The selection of applicants for training under the academic mobility program is carried out by organizing a competition.

6.3.2 The competition for the selection of applicants for the academic mobility program is conducted by the competition commission approved by the order of the Chairman of the Board – Rector.

6.3.3 Information about the competition is posted on the official website of the University (<http://zhetyssu.edu.kz>) and information stands of academic buildings.

6.3.4 Applicants for participation in the academic mobility program can be students (bachelor's, master's, doctoral), except for those who, at the time of submitting documents, are studying in the first (for bachelor's) or penultimate semester (for all levels).

6.3.5 Registration for participation in the competition is carried out twice a year:

- from January to February (for the fall semester);
- from September to November (for the spring semester).

6.3.6 The main criteria for the selection of students are:

- high academic performance (grades A, A-, B+, B, B-);
- foreign language proficiency (IELTS at least 5.0; TOEFL: Paperbased 575, Computerbased 232, Internetbased 90, CPE, CAE; DAAD 6.5, Test-DaF 4; TCF 350-400 of 699/DALF - if available). When selecting for internal mobility, there are no requirements for proficiency in a foreign language;
- high motivation;
- personal qualities of the student, psychological stability, social adaptability, sociability;
- social activity;
- research work (availability of articles, participation in projects and student Olympiads).

Students who have previously completed training under the academic mobility program at the expense of the republican budget can participate in the competition at the expense of other funds.

6.3.7. In order to benefit from the diverse educational experience of other educational organizations in accordance with paragraphs 44, 45 of the Order of the Minister of Science and Higher Educations of the Republic of Kazakhstan dated April 20, 2011 No. 152 defines the following conditions for the participation of students in the “mobility windows”:

- study of certain disciplines for one or two semesters(s), with a total volume of at least 5 ECTS and no more than 12 ECTS in each academic semester;
- the total volume of previously mastered disciplines is not less than 90 ECTS;
- high academic performance (GPA not lower than 3.0);

6.3.8 The applicant for participation in the academic mobility program provides the necessary package of documents to the ICSDC in due time.

6.3.9 The competition is held in two stages:

Stage 1 (Preliminary stage) - consideration of submitted documents, formation of a list of participants that meet the conditions of the competition, ranking of participants.

Stage 2 (Main stage) – conducting competitive events. The participants of the competition who have passed the preliminary stage are invited to a meeting of the competition commission for an interview. The applicant who has passed the selection, no later than two months before leaving for training, signs a tripartite agreement for the provision of educational services for academic mobility of students or a bilateral agreement between the university and the student.

6.3.10 The list of applicants sent to study within the framework of academic mobility is posted on the university's website within two calendar days after the meeting of the competition commission.

6.3.11 The terms of sending applicants who have passed the competition to study abroad, including within the framework of academic mobility, are determined in each case separately in accordance with the beginning of the academic period in the country of study.

6.3.12 The applicant for participation in the academic mobility program and the supervisor of the EP choose the partner university, determine the list of disciplines to study. The supervisor of the EP is responsible for coordinating the curriculum with the partner university. When determining the difference in educational components, the student studies these disciplines in the summer semester.

The supervisor of the EP, together with an employee of the ICSDC, ensures the design of an individual curriculum, a student's application, the conclusion of a Learning Agreement according to the established model of the partner university (in its absence, a university sample is used), which specifies the names of disciplines, ECTS credits, semester of study and/or duration of mobility. All changes made to the Learning Agreement are agreed upon by the parties (the student, the supervisor of the EP, the host university) as necessary.

The examination of the individual curriculum prepared by the supervisors of the EP for compliance with intra-university and state educational standards is carried out by the ER, EMDHPE, ICSDC. The individual curriculum that has passed the examination is coordinated with the heads of the ER, EMDHPE, ICSDC, financial and economic department and approved by a Member of the Board – Vice-rector for scientific work. The approved individual curriculum and the transfer of credits are the basis for the transfer (recognition) of the disciplines specified in the plan at the university.

The decision to accept a student to study at a partner university is made by the host university, which is confirmed by an official invitation. After receiving an invitation from the partner university, the ICSDC prepares a submission on the direction for academic mobility training addressed to the Chairman of the Board - Rector. Based on the submission, the student service center prepares an order to send students to study under the academic mobility program.

6.3.13 Upon completion of the academic mobility program at the partner university, the student is obliged to notify the ICSDC and the head of the EP about his return within a week. Then the ICSDC prepares a submission for an order to continue the training of a student who has studied for academic mobility.

After returning, the student must provide:

- Final report – to the person responsible for academic mobility at higher school and the ICSDC;
- A transcript or an official document containing the results of studies at a partner university - to the ICSDC, ER for the recognition of learning outcomes.
- Financial report and travel certificate - in case of referral for training at the expense of the republican budget.

6.3.14 Master's degree students, doctoral students undergoing training in external academic mobility can undergo a scientific internship at a partner university.

6.3.15 Applicants who have been selected, but have not concluded a tripartite agreement on the provision of educational services for academic mobility of students in a timely manner, or a bilateral agreement between the sending university and the student who have not formed a personal file, are deprived of the right to travel to study under the academic mobility program.

6.4 Responsibility for the organization of academic mobility of students

6.4.1 ICSDC performs:

- conclusion of academic mobility agreements with universities;
- coordination of preparation and implementation of academic mobility plans of students;
- preparation of proposals for draft agreements with partner universities defining the procedure and conditions for the practical implementation of academic mobility programs of students;
- when receiving information about the possibility of participating in academic mobility programs (training or internship) from a foreign university, universities of Kazakhstan, an organization or foundation, posting information about this program on the university's website;

- informing students about opportunities in the field of mobility, advising students on all issues related to participation in educational programs;
- acceptance of students' documents for registration of invitations to study;
- informing the partner university about the winners of the competition for participation in educational programs, providing the required documents for enrollment in the partner university and issuing an invitation.
- counseling the student on the preparation of a package of documents for visa, residence permit, permission to stay, etc.;
- coordination with the host university of the term and the order of the student's secondment for the current semester/year, the conditions of study, accommodation and other organizational aspects.

6.4.2 Supervisors of EP, deans of higher schools carry out:

- registration of a submission addressed to a Member of the Board – Vice-rector for scientific work on a business trip (teaching staff) or a permit to train students at a partner university.
- ensuring the annual participation of 2-3 course full-time students in the academic mobility program, including them in the higher school's academic mobility plan.

6.4.3 The supervisors of the EP carry out:

- preliminary selection and testing of students who wish to undergo training within the academic mobility program;
- organization of the meeting and, together with the dean's office, accommodation of the student in the dormitory;
- supervision of students traveling within the academic mobility programs;
- preparation of documents required for enrollment of a student in a partner university;
- filling out learning agreements;
- registration of an official letter about the direction of a student to a partner university (traveling on academic mobility to a partner university)/official letter about the enrollment of a student under the academic mobility program at the university;
- coordination of educational programs of the university with the corresponding educational programs of the partner university.
- formation and presentation of an individual training plan for the student, taking into account the curriculum of the partner university, the number of hours, the importance of this program in the general training of the student and other factors, indicating the subjects that are re-read at the university and the subjects that need to be passed upon return;
- the supervisor of the EP is personally responsible for the individual curriculum;
- preparation of individual information packages for students coming within the academic mobility from partner universities;
- control and monitoring of the implementation of individual curricula by students.

6.4.4 RO, EMDHPE, ICSDC carry out:

- registration of students to study disciplines in the summer semester;
- preparation of an order on the direction/enrollment of students within the framework of the academic mobility program, according to the submitted official letter from the supervisor of the EP;
- registration of a business trip certificate;
- transfer (recognition) of the results of studying disciplines at the partner university on the basis of an individual curriculum and transfer of credits/ other document on training at the partner university. The transfer of reporting forms and the complexity of disciplines is carried out on the basis of the relevant curricula of the university and the partner university;
- preparation of a transcript on the transfer (recognition) of disciplines studied at another university within the framework of academic mobility.

A student, who is willing to participate in the academic mobility program collects and submits the necessary documents for consideration by the competition commission. After the candidacy is approved, the student submits documents to the ICSDC for registration at the partner university and for visa processing.

The departure of a student under the academic mobility program is carried out only after the approval of an individual training plan, the issuance of a business trip order and the preparation of a business trip certificate;

The student keeps in touch with the supervisor of the EP and the ICSDC during the studies at the partner university.

6.5 Organization of training of students from partner universities within the framework of academic mobility

6.5.1. Applicants for training under the academic mobility program can be students, master's degree students and doctoral students from partner universities with which there are cooperation agreements (including Erasmus+, Mevlana, etc.). In the absence of an agreement, according to the submission of the higher school, if necessary, the ICSDC concludes a Cooperation Agreement between a university and a partner university.

The ICSDC informs partner universities about the training opportunities of students using the university's website, partner universities' websites and an e-mail; collects applications from partner universities individual applications of students for participation in educational programs.

The applicant for participation in the academic mobility program sends the necessary package of documents to the ICSDC according to the established deadlines.

6.5.2 These documents are subject to the approval procedure with the relevant supervisor of the EP, Dean's office, RO and EMDHPE. In case of a positive decision, the ICSDC prepares a submission. The ICSDC promotes the proper registration of the submission, coordinates it with the heads of the RO, EMDHPE, a Member of the Board – Vice-rector for scientific work and transmits it to the SSC for the preparation of an enrollment order.

6.5.3 On the basis of the order, the ICSDC sends an official invitation letter to the participant of the academic mobility program, indicating the terms of study and higher school, the terms of tuition fees, as well as, if necessary, other documents for obtaining a visa of the Republic of Kazakhstan. The University provides accommodation in a dormitory (if available) at the request of the student.

6.5.4 The participant of the academic mobility program independently acquires an air or railway ticket, issues medical insurance for the period of stay in the Republic of Kazakhstan and a visa with the assistance of an employee of the ICSDC.

6.5.5 Upon arrival at the university, the participant of the academic mobility program must register at the ICSDC (within 5 days after crossing the border). An employee of the ICSDC introduces the student to the rules of stay in the Republic of Kazakhstan / at the University.

6.5.6 The staff of the ICSDC provides advisory assistance to students during their stay at the university. The University is not responsible for their illegal actions (inaction).

6.5.7 The supervisor of the EP assists in the approval of the ISP / Learning agreement of the student. Responsibility for monitoring the student's academic performance/ attendance under the academic mobility program is borne by the supervisor of the EP / person, responsible for academic mobility at the higher school.

6.5.8 Upon completion of training, the RO issues a transcript to the student under the academic mobility program, the SSC issues an order for expulsion on the submission of the ICSDC.

6.5.9 Supervisor of the EP / person, responsible for academic mobility at the higher school ensures the student's involvement in the student life of the university, participation in student events and notifies the ICSDC in advance about events, holidays, events, meetings that may be useful and interesting to students.

6.6 Kazakhstan's ECTS type credit transfer system within the framework of academic mobility

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

6.6.2 The procedure for conducting ongoing monitoring of academic performance, interim and final certification of foreign students from partner universities studying at the university within the framework of academic mobility is determined in accordance with the Academic Policy of the University and the established point-rating letter system for assessing students' academic achievements with their transfer to the traditional scale of assessments and ECTS.

6.7 Organization of academic mobility for teaching staff and researchers of the University

6.7.1 Academic mobility of teaching staff and researchers of the University is carried out in accordance with contracts (agreements) on cooperation with partner universities and is carried out in the form of internships at partner universities and scientific organizations, business trips for lectures.

6.7.2 International academic mobility is carried out on the basis of a cooperation agreement with a university (organization), an official invitation from a foreign university indicating the specialty, subject, field of knowledge, etc. The above documents are the basis for the practical implementation of international academic mobility.

6.7.3 The ICSDC, after receiving the information from the partner university about the readiness to accept a professor within the framework of academic mobility, notifies the relevant supervisors of the University's EP.

6.7.4 The announcement of the possibility of a business trip to lecture at a partner university should contain the following conditions: approximate dates of lectures, number of hours, language of instruction, preferred topics.

The candidanship of the professor is approved by the host university.

6.7.5 The implementation of academic mobility of teaching staff is planned annually and is included in the annual plan of the higher school. The supervisors of the EP independently select universities for the implementation of academic mobility of teaching staff.

6.8 Inviting scientists to give lectures at the university

6.8.1 Academic mobility in the form of admission of scientists, researchers for lectures at the university is carried out on the basis of a cooperation agreement with the university (organization), an annex to the cooperation agreement.

6.8.2 Coordination of academic mobility of teaching staff, researchers arriving at the university is carried out by the ICSDC and EMDHPE. Before the beginning of the academic year, the supervisor of the EP provides a list of teaching staff who are planned to be invited for academic mobility, the ICSDC develops a schedule and coordinates it with the heads of the RO, EMDHPE, the financial and economic department, a Member of the Board – Vice-rector for scientific work.

6.8.3 Invited scientists must meet the following requirements:

- have a Doctor of Philosophy (PhD) degree or a doctor in the profile or an academic degree (doctor/candidate of sciences), for invited lecturers from production – there are no requirements for a degree;

- the field of scientific research and the experience of scientific and pedagogical work should correspond to the direction of the invited specialty;

- for foreign scientists – to have a citation index in the Scopus database, Web of Science, for Kazakhstani scientists – to have a publication in the Scopus database, Web of Science with percentile or quartile indicators.

6.8.4 The invitation of foreign scientists at the expense of the state budget is carried out in accordance with the requirements of the program for attracting foreign scientists and the relevant Orders of the Ministry of Education and Science of the Republic of Kazakhstan on approval of the distribution plan for the number of foreign specialists and budget funds to attract top management of higher educational institutions.

6.8.5 The deans and the heads of the EP ensure communication with the scientist and the preparation of the necessary documents for his arrival at the university.

6.8.6 The head of the EP, with the assistance of the ICSDC, draws up an agreement on the provision of educational services with a scientist in the event of a scientist's arrival or an educational

services agreement on virtual academic mobility in the case of organizing classes in the form of webinars a month before the start of mobility.

6.8.7 The contract for the provision of educational services is drawn up in three copies:

- one copy is provided to the scientist;
- the second copy is provided to the financial and economic department for storage and settlement with the scientist;
- the third copy is stored in the ICSDC.

6.8.8 On the basis of a signed agreement on educational services with a scientist, an official letter of permission to invite this scientist, the ICSDC issues an invitation in the name of the scientist. The invitation is issued on letterhead signed by the Chairman of the Board – Rector or a member of the Board - Vice-rector for scientific work and sent to the invited scientist by mail or e-mail.

6.8.9 In accordance with the Law of the Republic of Kazakhstan dated 28.02.2007 No. 234-111 “On Accounting and financial reporting” for the payment of services rendered, a month before arrival, the head of the EP informs the invited scientist about the need to send the following documents by mail to the ICSDC:

- signed contract of educational services for academic mobility;
- certified copy of passport/identity card;
- certificate from the place of work (original);
- a certified copy of the diploma of higher education;
- a certified copy of the diploma of the degree of Doctor of Sciences/ doctor of PhD /candidate of Sciences;
- elective course program, syllabus;
- details for the transfer of wages (Certificate from the bank in the original).

6.8.10 In the presence of a full package of documents, the heads of the EP prepare an official letter of invitation of a scientist, a researcher to give lectures or organize virtual academic mobility, agreed with the dean of the relevant higher school, the heads of the ICSDC, RO, EMDHPE, the financial and economic department, a member of the Board - vice-rector for scientific work, on the basis of which an order is issued.

6.8.11 A participant of academic mobility arriving at the university to give lectures is assigned a teacher of the corresponding EP.

6.8.12 Within the first three working days after the arrival of a foreign scientist, the head of the EP must notify the migration police of his arrival in the country through the visa and migration portal of the Republic of Kazakhstan.

6.8.13 To the participant of academic mobility arriving at the university for lectures, higher schools, heads of EP in cooperation with EMDHPE provide conditions for lectures: allocate an audience with the required multimedia equipment, ensure the attendance of students.

6.8.14 At the end of the stay, the scientist forms a report on the work done (Appendix G), the effectiveness of which is evaluated on a 140-point scale. In case of evaluation of the work done, the report is sent for revision:

- for foreign scientists – by less than 75 points;
- for Kazakhstan scientists – by less than 70 points.

6.8.15 To pay for travel expenses upon arrival, a foreign scientist submits to the financial and economic department a travel certificate (if available), round-trip tickets, boarding passes, accommodation documents (invoice, fiscal receipt).

6.8.16 The costs of inviting a scientist are determined taking into account the category, status, level of professional qualification of a specialist, volume its functions and their significance for educational and scientific processes.

6.8.17 Upon completion of the courses, a foreign scientist submits to the financial and economic Department an act of completed work and an application for hourly payment signed by the Chairman of the Board - Rector for payment.

6.9 Implementation of academic mobility during the period of restrictive measures

6.9.1 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 the implementation of academic mobility in a virtual format.

6.9.2 The rules for the selection of applicants and the procedure for sending students for virtual academic mobility are carried out in accordance with clause 6.3 of this regulation.

6.9.3 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 learning technologies in cases of restrictive measures described in the Academic Policy of the University.

6.9.4 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, as well as the requirements of clause 6.8 of this regulation.

6.10 Financing of academic mobility

6.10.1 Tuition fees for foreign students arriving at the university within the framework of academic mobility are carried out in accordance with the orders on tuition fees adopted at the university, in accordance with agreements with partner universities.

6.10.2 Students, undergraduates of budget and paid education pay for all educational services provided to them by the university.

6.10.3 The payment for the participation of teaching staff, undergraduates, doctoral students and researchers of the university in academic mobility is determined by the relevant agreement with the host party, the orders of the university.

6.10.4 Teaching staff, doctoral students and researchers of the university traveling abroad within the framework of academic mobility are responsible for the timely issuance of a passport of a citizen of the Republic of Kazakhstan, a business trip application and independently pay:

- registration and forwarding of documents to the receiving organization by express mail, in case of late submission of the required documents to the ICSDC;
- translation of documents into foreign languages and their certification;
- registration of documents for which the issuance of state-issued documents is not provided;
- transportation and accommodation and food expenses (if these expenses are not covered by the relevant program or grant).