

ORDER
being valid within Karaganda Technical University

Karaganda city

No. 43 " 01 " 07 2021

**Procedure of the educational
process organization in 2021 – 2022**

To determine the following procedure of the educational process organization for 2021-2022, according to "The rules of the educational process organization, as per a credit technology of education", approved by the order No.152 of the Education Minister of the Republic of Kazakhstan, dated April 20, 2011, "The standard activity rules of the organizations of higher and postgraduate education", approved by the order No. 595 of the Education Minister of the Republic of Kazakhstan, dated October 30, 2018, Charter of the Karaganda Technical University, Internal rules, Academic policy provision, Academic calendar and schedule of the university's educational process:

1. General provisions

1.1. Schedule of the educational process:

Table No. 1

Bachelor's degree program (full-time mode of training)

Year	Speciality	Beginning of the theoretical training	Number of weeks	End of the theoretical training	Examination period	Period of practice
Autumn term						
1-4	All specialities	01.09.2021	15	11.12.2021	13.12.2021 - 31.12.2021	-
4	The specialities "Architecture" and "Design" with a reduced period of training	Pre-graduation practice 06.09.2021 – 09.10.2021 Final attestation 11.10.2021 – 29.12.2021 Defense of the final qualification works 20.12.2021 - 29.12.2021				
5	The specialities "Architecture" and "Design"	01.09.2021	15	11.12.2021	13.12.2021 - 31.12.2021	-
Spring term						
1-3	All specialities	17.01.2022	15	30.04.2022	03.05.2022 - 21.05.2022	23.05.2022 - 25.06.2022
2	Reduced period of training, on the higher education basis	17.01.2022	7	05.03.2022	07.03.2022 - 12.03.2022	17.01.2022 - 05.03.2022
2	Reduced period of training, on the higher education basis	Final attestation 14.03.2022 – 18.06.2022 Defense of the final qualification works 23.05.2022 – 18.06.2022				
3	Reduced period of training, on the vocational second higher education basis	17.01.2022	7	05.03.2022	07.03.2022 - 12.03.2022	17.01.2022 - 05.03.2022
3	Reduced period of training, on the vocational second higher education basis	Final attestation 14.03.2022 – 18.06.2022 Defense of the final qualification works 23.05.2022 – 18.06.2022				
4	All specialities, except for "Architecture" and "Design"	Pre-graduation practice 17.01.2022 – 19.02.2022 Final attestation 21.02.2022 – 18.06.2022 Defense of the final qualification works 23.05.2022 - 18.06.2022				
4	The specialities "Architecture" and "Design"	17.01.2022	15	30.04.2022	03.05.2022 - 21.05.2022	23.05.2022 - 25.06.2022
5	The specialities "Architecture" and "Design"	Pre-graduation practice 17.01.2022 – 19.02.2022 Final attestation 21.02.2022 – 18.06.2022 Defense of the final qualification works 23.05.2022 – 18.06.2022				

Table No. 2

Bachelor's degree program (correspondence mode of training)

Year	Speciality	Beginning of the theoretical training	Number of weeks	End of the theoretical training	Examination period	Period of practice
Autumn term						
4	All specialities with a reduced period of training	01.09.2021	15	29.12.2021	-	06.09.2021 – 09.10.2021
Final attestation 11.10.2021 – 29.12.2021 Defense of the final qualification works 20.12.2021 – 29.12.2021						

Table No. 3

Master's degree program

Year	Speciality	Beginning of the theoretical training	Number of weeks	End of the theoretical training	Examination period	Period of practice
Autumn term						
1 (1; 1,5; 2 years)	All specialities	01.09.21	15	11.12.21	13.12.2021 – 31.12.2021	-
2 (1,5 year)	All specialities	01.09.21	15	11.12.21	13.12.2021 – 18.12.2021	-
2 (1,5 year)	All specialities	Final attestation and defense of the master's degree projects 20.12.2021 – 31.12.2021				
2 (2 years)	All specialities	01.09.21	15	11.12.21	13.12.2021 – 31.12.2021	01.09.21 – 11.12.21
Spring term						
1 (1 year)	All specialities	17.01.22	15	30.04.22	02.05.2022 – 21.05.2022	18.01.22 – 30.04.22
1 (1 year)	All specialities	Final attestation and defense of the master's degree projects 23.05.2022 – 30.06.2022				
1 (1,5 year)	All specialities	17.01.22	15	30.04.22	06.06.2022 – 30.06.2022	21.02.22 – 04.06.22
1 (2 years)	All specialities	21.02.22	15	04.06.22	06.06.2022 – 30.06.2022	17.01.22 – 19.02.22
2 (2 years)	All specialities	17.01.22	15	30.04.22	02.05.2022 – 21.05.2022	-
2 (2 years)	All specialities	Final attestation and defense of the master's degree dissertations 23.05.2022 – 30.06.2022				

Table No. 4

Doctoral program

Year	Speciality	Beginning of the theoretical training	Number of weeks	End of the theoretical training	Examination period	Period of practice
Autumn term						
1	All specialities	01.09.21	15	11.12.21	13.12.2021 – 31.12.2021	01.09.2021 – 31.12.2021
2, 3	All specialities	01.09.21	15	11.12.21	13.12.2021 – 31.12.2021	-
Spring term						
1	All specialities	17.01.22	15	30.04.22	02.05.2022 – 21.05.2022	17.01.22 – 30.06.22
2, 3	All specialities	17.01.22	15	30.04.22	02.05.2022 – 21.05.2022	
3	All specialities	Writing and defense of the dissertations 23.05.2022 – 30.06.2022				

- 1.2. If the Charter of the university, the Internal rules are broken, the management of the university has a right to take disciplinary actions to students, up to their expulsion.
- 1.3. The student, expelled from the university gets an academic transcript.

2. Execution of the current monitoring of academic progress

2.1. The current monitoring is executed, in accordance with the section No.5 of the Academic policy provision.

2.2. Heads of departments must make a correction of the assignment of teachers, who are responsible for entering the results of continuous assessment, midterm examination and midterm attestation in the information system "Univer 2.0" **till August 26, 2021.**

2.3. Marks of the continuous assessment and students' attendance of the classroom activities must be **daily** specified by the teachers in the information system "Univer 2.0", according to a syllabus of the defined disciplines and classes' types, and schedule of the academic classes.

2.4. Remote training (using distance learning technologies) is carried out, according to the schedule, by means of the information, posted on the website of the university, videos, real-life communication via online conferences, as well as a connection to the students, by means of email, icq or skype. The first-year students are enrolled in the groups; they receive a password for access to a personal account on the website of the university. There is necessary studying information for the students: lectures' records, notes, student's books and textbooks, tests in this personal account. Week tasks or term tasks are also provided to them there. All information can be sent to the student by email.

2.5. The student must follow the approved schedule of the academic classes and schedules of consultations. Only lectures, seminars or colloquiums are given, by means of the real-life communication, requiring an obligatory attendance of the student. The rest of information can be studied by the student at a time which suits him. All tests, pass-fail exams, examinations and term works/projects must be provided in time, according to the schedules of the academic classes.

2.6. Every student has a curator, who helps in organizing the educational process. The teacher must make the schedule of the consultations, related to a discipline, within the framework of SIWT.

3. Passing the midterm examination

3.1. The midterm examination (attestation) is passed, in accordance with the section No.6 of the Academic policy provision.

3.2. The mark of the midterm examination is automatically formed from the marks of the continuous assessment, which the teachers put to students every day in all disciplines and the classes' types, according to the syllabus (the tables No.5-7). A leader of the registration office monitors compliance of the allocation's technology of marks of the midterm examination and examination marks.

Table No. 5

Timeframe of passing the midterm examination and entering its results for the students of the full-time mode of training and the students, who study, using the distance learning technologies

Autumn term		
Midterm examination No.	Attestation period	Timeframe of formation of the midterm examination's marks in the information system "Univer 2.0"
I	01.09.2021 – 16.10.21	11.10.2021 – 16.10.2021
II	18.10.2021 – 04.12.21	29.11.2021 – 04.12.2021
Spring term		
For the second-year students, with a reduced period of training, on the second higher education basis and the third-year students, on the vocational secondary education basis		
I	17.01.2022 – 05.02.2022	31.01.2022 – 05.02.2022
II	07.02.2022 – 26.02.2022	21.02.2022 – 26.02.2022
For other students		
I	17.01.2022 – 05.03.2022	28.02.2022 – 05.03.2022
II	08.03.2022 – 23.04.2022	18.04.2022 – 23.04.2022

Table No. 6

Timeframe of passing the midterm examination and entering its results for the master's degree students

Autumn term		
Midterm examination No.	Attestation period	Timeframe of formation of the midterm examination's marks in the information system "Univer 2.0"
I	01.09.2021 – 16.10.21	11.10.2021 – 16.10.2021
II	18.10.2021 – 04.12.21	29.11.2021 – 04.12.2021
Spring term		
For the first-year master's degree students, with the 2-year period of training		
I	21.02.2022 – 09.04.2022	04.04.2022 – 09.04.2022
II	11.04.2022 – 28.05.2022	23.05.2022 – 28.05.2022
For other master's degree students		
I	17.01.2022 – 05.03.2022	28.02.2022 – 05.03.2022
II	07.03.2022 – 23.04.2022	18.04.2022 – 23.04.2022

Table No. 7

Timeframe of passing the midterm examination and entering its results for the doctoral candidates

Autumn term		
Midterm examination No.	Attestation period	Timeframe of formation of the midterm examination's marks in the information system "Univer 2.0"
I	01.09.2021 – 16.10.21	11.10.2021 – 16.10.2021
II	18.10.2021 – 04.12.21	29.11.2021 – 04.12.2021
Spring term		
Midterm examination No.	Attestation period	Timeframe of formation of the midterm examination's marks in the information system "Univer 2.0"
I	17.01.2022 – 05.03.2022	28.02.2022 – 05.03.2022
II	07.03.2022 – 23.04.2022	18.04.2022 – 23.04.2022

4. Passing the midterm examination and midterm attestation for the students, who study, using the distance learning technologies

Passing the midterm examination and the midterm attestation for the students, who study, using the distance learning technologies is carried out, by means of:

1) direct communication of the student and the teacher in online mode, using telecommunication tools;

2) automated testing software systems;

3) check of the individual tasks.

The midterm examination and the midterm attestation can be presented with different types of the academic work (tests, practical tasks and so on), which can be determined by the teacher.

Complexity level of the tasks of the midterm examination and the midterm attestation must correspond to learnt information and be available for the students.

The teacher, who teaches the discipline (module), is responsible for development of the tests and other tasks for the midterm attestation.

The teachers must verify the students with the usage of online proctoring technologies, when making the continuous assessment and passing the midterm attestation.

5. Transfer of the student to the next year

5.1. An obligatory condition of the transfer of the student from one academic year to another academic year is if the student scores Grade-Point Average (GPA) for the academic year, which is not less than the determined GPA of the university.

5.2. A level of the admission score for 2021 – 2022 has been approved by the decision of the Academic Council of KTU, the minutes No.15, dated 28.06.2021 and regardless of the timeframe and

modes of training, it is for the students: 1st year - 1,8; 2nd year - 2,0; 3rd year and senior year - 2,2; for the first-year master's degree students of the educational research field - 2,8; for the first-year master's degree students of the profession-oriented field - 2,4; for the first-year doctoral candidates - 2,9; for the second-year doctoral candidates - 3,0.

When a summer examination period has ended, the students, the master's degree students and the doctoral candidates must check GPA in the personal account, using the information system "Univer 2.0".

5.3. The transfer of the student from one academic year to another academic year is performed, in accordance with the section No.8 of the Academic policy provision.

5.4. Organization of the teaching process for studying additional disciplines, elimination of the academic failures and academic deficiency is fulfilled, in accordance with the section No.9 of the Academic policy provision.

The summer examination period is carried out for the bachelor's degree program and doctoral program from 06.06.2022 to 16.07.2022, for the master's degree program from 04.07.2022 to 13.08.2022, according to the academic calendar, approved by the decision of the Academic Council of KTU, the minutes No.15, dated 28.06.2021.

5.5. The students (the bachelor's degree program and the doctoral program) are recorded for studying the additional disciplines in the autumn term till 06.09.2021, in the spring term till 31.01.2022, in the summer term till 04.06.2022, for the first-year master's degree students, in the summer term till 02.07.2022.

5.6. The teachers must provide all report cards, related to an additional training not later than the last day of the summer term's end.

6. Academic rules

6.1. The schedule of the academic classes is made on the base of individual curricula, which is approved by a prorector, who manages academic and methodological work **not less than five days before the beginning of academic period.**

6.2. The schedule of the classroom activities is made, as per contact hours. Classes begin at 9.00 a.m.

6.3. A student's individual work with a teacher (SIWT) is performed, according to the schedule, by means of the classroom activities and the classes, given by the teacher, as per the separate schedule, which has been agreed with the students, with an indication of the specific time.

6.4. Duration and time of giving classes for the students of the full-time mode of training, as well as for particular conditions (in the period of quarantine and so on) are specified in the Academic policy provision.

6.5. The students are forbidden to enter the classroom, without valid excuse after the beginning of a lesson.

6.6. Laboratory assistants and assistants prepare required training equipment, to ventilate a room before the beginning of the academic classes (and during breaks between them).

6.7. The lessons are given in the cohorts, groups and subgroups. A number of the students of the group is defined with the Academic policy provision and approved by the rector.

6.8. Each group selects a monitor of the group and his deputy from the most advanced and orderly students, who must work, according to the manual of KTU 08-2021 "Monitor of the training group".

6.9. Rules and duties of the student have been determined with:

- Charter of KTU;
- Internal rules;
- Academic policy provision;

Documents of the Quality Management System:

- Documented procedure of KTU II-04-2020 "Non-compliances and corrective actions"
- Documented procedure of KTU II-05-2020 "Development of the aims and plans in the field of quality"
- Documented procedure of KTU II-07-2020 "Management of the educational and

organizational processes”

- Documented procedure of KTU II-08-2020 “ II-07-2020 “Management of the educational and organizational processes of postgraduate education”
- Internal activity provision of KTU IV-02-2020 “Management of the scientific activity’s processes of the students”
- Internal activity provision of KTU IV-04-2020 “Management of the educational process”
- Rules of KTU IV-10-2020 “Organizing the program of external academic mobility of the students of NLC “Karaganda Technical University” in the traditional and remote modes of training”
- Rules of KTU IV-11-2020 IV-10-2020 “Organizing the program of internal academic mobility of the students of NLC “Karaganda Technical University” in the traditional and remote modes of training”
- Rules of KTU IV-13-2020 “Rules of organizing and carrying out professional practices”
- Manual of KTU IV-02-2020 “Monitoring the quality of learning services, by means of questioning the students”.
- Manual of KTU IV-06-2020 “Diploma work (project). General requirements for organization and execution”.
- Manual of KTU IV-07-2020 “Procedure of organizing and carrying out a term project”
- Manual of KTU IV-08-2020 “Procedure of organizing and giving laboratory, practical and seminar classes”
- Manual of KTU IV-11-2020 “Curator of the academic group”

6.10. The student must:

- comply with the internal rules of KTU and other normative documents in the rooms and on the territory of the university and dormitories;
- control entering the marks of the midterm examination and the midterm attestation, related to the studied disciplines, GPA level, using the personal account in the information system “Univer 2.0”.

6.11. There is a pass entry system in the university. Entering the buildings is performed by means of electronic pass cards.

6.12. If the student breaks orderliness, the internal rules of the university and dormitory, as well as does not perform the duties, specified in the Academic policy provision and other normative documents, one of the following disciplinary actions can be taken to the student:

- reproof;
- reprimand;
- expulsion from the university.

6.13. If the disciplinary actions are taken: the reproofs, the reprimands, the expulsion from the university, medical certificates and other documents, provided as an excuse are not a reason for the disciplinary actions cancellation, after having taken the above-mentioned actions.

6.14. Monitoring the execution of this order is retained to me.



A.Z. Issagulov

КОПИЯ
ВЕРНА

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