


NPJSC «Abylkas Saginov Karaganda Technical University»	<p style="text-align: center;">RULES</p> <p style="text-align: center;">for Organizing the Program of Internal Academic Mobility of Students who are Taught in the Traditional and Distance Learning Modes</p>	<p style="text-align: center;">R XI-01-2022 Version 02 Date 2022/11/02 Page 1 out of 29</p>
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RULES

FOR ORGANIZING THE PROGRAM OF INTERNAL ACADEMIC MOBILITY OF STUDENTS WHO ARE TAUGHT IN THE TRADITIONAL AND DISTANCE LEARNING MODES

R XI-01-2022

Developed by: Acting head of the CIC
S.E. Rakhimbayeva



Karaganda

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NPJSC «Abylkas Saginov Karaganda Technical University»	<p style="text-align: center;">RULES for Organizing the Program of Internal Academic Mobility of Students who are Taught in the Traditional and Distance Learning Modes</p>	<p style="text-align: center;">R XI-01-2022 Version 02 Date 2022/11/02 Page 2 out of 29</p>
--	--	--

Table of Contents

1 Scope	3
2 Regulatory references	3
3 Terms, definitions and abbreviations	3
4 General Rules	3
5 Procedure for sending students to RK universities within the framework of the program of internal academic mobility	5
6 Grounds for implementing the program of student internal academic mobility	5
7 Organizing the program of internal academic mobility, including that in the distance learning with the use of ICT	6
8 Participants' responsibility and management of the program of internal academic mobility	7
9 Funding the program of internal academic mobility	12
10 Outgoing internal mobility	13
11 Coordination, approval and putting into force	14
12 Availability	14
13 Safekeeping	14
14 Analyzing and updating	14
15 Amendments to the document	14
Appendix A Application	15
Appendix B Student application	16
Appendix C Agreement on training	19
Appendix D Individual educational plan	20
Appendix E Agreement on training in the programs of academic mobility	21
Appendix F Office memo	26
Appendix G Coordination sheet	27
Appendix H Familiarization sheet	28
Bibliography	29

NPJSC «Abylkas Saginov Karaganda Technical University»	RULES for Organizing the Program of Internal Academic Mobility of Students who are Taught in the Traditional and Distance Learning Modes	R XI-01-2022 Version 02 Date 2022/11/02 Page 3 out of 29
--	---	---

1 Scope

1.1 These Rules regulate the grounds, procedure, organization, responsibility of participants in the internal academic mobility of students in the traditional and in the distance mode using ICT and the source of funding for internal academic mobility.

2 Regulatory references

References to the following normative documents are used in these Rules:

Standard of the state service "Acceptance of documents for participation in the competition for studying abroad, including that within the framework of academic mobility";

the Bologna Declaration of June 18, 1997;

the Taraz Declaration 2007;

the Shymkent Declaration 2011;

DP X-01 – Documented Information Management.

3 Terms, definitions and abbreviations

In these Rules, the following terms are used with their respective definitions and abbreviations:

ICT - Information and Communication Technologies;

RK - Republic of Kazakhstan;

NPJSC «Abylkas Saginov Karaganda Technical University» - Non-profit Joint stock Company «Abylkas Saginov Karaganda Technical University»;

IEP - Individual educational plan;

CIC - Center of International Cooperation;

DLT - Distance Learning Technologies;

DAA - Department of Academic Affairs;

IS "Univer" – the Univer Information system;

ECTS - European Credit Transfer System;

WC - Working Curriculum;

A University – a higher education institution.

4 General Rules

4.1 These Rules regulate the grounds, procedure, organization, responsibility of participants in the internal academic mobility of students in the traditional format of education and in the distance format using ICT and the source of funding for internal academic mobility.

NPJSC «Abylkas Saginov Karaganda Technical University»	<p style="text-align: center;">RULES for Organizing the Program of Internal Academic Mobility of Students who are Taught in the Traditional and Distance Learning Modes</p>	<p style="text-align: center;">R XI-01-2022 Version 02 Date 2022/11/02 Page 4 out of 29</p>
--	--	--

4.1.1 These Rules have been developed in accordance with subparagraph 41 of Article 5 of the Law of the Republic of Kazakhstan dated July 27, 2007, "On Education", the Law of the Republic of Kazakhstan "On Science" dated February 18, 2011, the Law of the Republic of Kazakhstan "On Public Services"; Law of the Republic of Kazakhstan "On Combating Corruption"; Order of the Ministry of Education and Science of the Republic of Kazakhstan No. 152 dated April 20, 2011, "On approval of the Rules for organizing the educational process on credit technology of education", Order of the Ministry of Education and Science of the Republic of Kazakhstan No. 137 dated March 20, 2015, "On approval of the Rules for organizing the educational process on distance learning technologies", Bologna Declaration of 19.06.1999, Taraz Declaration of 2007, Shymkent Declaration of 2011, Charter of the Non-profit Joint stock Company «Abylkas Saginov Karaganda Technical University» (hereinafter NPJSC «Abylkas Saginov Karaganda Technical University»), Internal Regulations of NPJSC «Abylkas Saginov Karaganda Technical University» and other legislative and regulatory acts of the Republic of Kazakhstan.

4.1.2 The Rules apply to students of NPJSC «Abylkas Saginov Karaganda Technical University» to study at a partner university, both on the initiative of the student and within the framework of cooperation programs between NPJSC «Abylkas Saginov Karaganda Technical University» and other education institutions of Kazakhstan providing for joint educational and/or scientific activities, except for those cases when such a procedure is described in contracts and agreements on cooperation of NPJSC «Abylkas Saginov Karaganda Technical University» with other universities and is an integral part of it.

4.1.3 These Rules define the following:

Internal academic mobility - moving students to study or conduct research for a certain academic period: a semester or an academic year to another higher educational institution of Kazakhstan with the obligatory transfer of mastered educational curricula in the form of loans in their higher educational institution or to continue their studies at another higher educational institution;

Incoming academic mobility - moving students from other universities within the country to study or conduct research at the University for a certain academic period: a term or an academic year;

Outgoing academic mobility - moving students to study or conduct research for a certain academic period: a term or an academic year to another higher education institution (domestic or abroad) with the obligatory transfer of mastered educational curricula in the form of credits at their higher education institution or to continue studying at another higher education institution.

The duration of any form of academic mobility for students is one term or one academic year.

NPJSC «Abylkas Saginov Karaganda Technical University»	<p style="text-align: center;">RULES for Organizing the Program of Internal Academic Mobility of Students who are Taught in the Traditional and Distance Learning Modes</p>	<p style="text-align: right;">R XI-01-2022 Version 02 Date 2022/11/02 Page 5 out of 29</p>
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5. Procedure for sending students to study to RK universities within the framework of the program of internal academic mobility

5.1.1 The goals of internal academic mobility of students of NPJSC «Abylkas Saginov Karaganda Technical University» are to improve the quality of training and subsequent employment of students, ensure the competitiveness of students in the domestic labor market of Kazakhstan, as well as strengthen the prestige of the NPJSC «Abylkas Saginov Karaganda Technical University» in the Kazakhstan educational market, achieving diversification of the educational process.

5.1.2 A prerequisite for internal academic mobility, including that organized on the student's own initiative, is the design of an individual educational plan (hereinafter referred to as IEP), which includes disciplines to be studied at a partner university of the Republic of Kazakhstan and at NPJSC «Abylkas Saginov Karaganda Technical University».

5.1.3 These Regulations do not consider cases of organizing student training at another Kazakhstan university, if none of the disciplines that the student plans to study at another Kazakhstan university can be included in the IEP. In this case, the student can use the possibility of academic leave or expulsion from the NPJSC «Abylkas Saginov Karaganda Technical University».

5.1.4 A document confirming the assessment of the learning outcomes of students during internal academic mobility is referred to as a “transcript” in these Rules.

6. Grounds for implementing the program of student internal academic mobility

6.1.1 Consideration of the issue of sending students to NPJSC «Abylkas Saginov Karaganda Technical University» for training as a participant in internal academic mobility is performed on the personal application of students addressed to Chairman of the Board, Rector of NPJSC «Abylkas Saginov Karaganda Technical University» (Appendix A).

6.1.2 Internal academic mobility of students is performed within the framework of interuniversity agreements (memorandums and agreements on cooperation between Kazakhstani universities).

6.1.3 The basis for implementation of internal academic mobility is an official invitation from another Kazakhstan university, a tripartite agreement for training signed by the Receiving university and an individual educational plan of the student, which indicates all the disciplines mastered at the Receiving university.

6.1.4 In cases where a competitive selection takes place for the participation of students in internal academic mobility, the procedure for selecting students is determined by the Expert Council of NPJSC «Abylkas Saginov Karaganda Technical

NPJSC «Abylkas Saginov Karaganda Technical University»	RULES for Organizing the Program of Internal Academic Mobility of Students who are Taught in the Traditional and Distance Learning Modes	R XI-01-2022 Version 02 Date 2022/11/02 Page 6 out of 29
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University» and is openly presented on the corporate portal (website) of NPJSC «Abylkas Saginov Karaganda Technical University».

6.1.5 The main criteria for the competitive selection of applicants for training within the framework of internal academic mobility are as follows:

- 1) current performance at the end of the academic period of students;
- 2) completion of one academic period at the university for applicants to study within the framework of academic mobility.

7. Organizing the program of internal academic mobility, including that in the distance learning mode with the use of ICT

7.1.1 Organization of student training within internal academic mobility in the traditional and distance modes is performed by notifying the faculty and the supervising department and under the guidance of the Center of International Cooperation (CIC).

7.1.2 A student can be a participant in internal academic mobility only in case of preliminary registration of the IEP, which includes disciplines planned for study by students at another university.

7.1.3 When forming the IEP, a part of the disciplines of the current curriculum of the student is replaced by disciplines planned for study at another university.

7.1.4 In case of receiving positive marks in the disciplines of the IEP at the partner university of the Republic of Kazakhstan, the faculty does not have the right to demand to pass the disciplines of NPJSC «Abylkas Saginov Karaganda Technical University», which were excluded from the student curriculum, during the formation of a new IEP before sending the student to study to another university.

7.1.5 In case of getting one or two unsatisfactory grades in the disciplines of another university (if the total number of debts for the IEP does not exceed 2), and there is no possibility to eliminate this debt at the place of its receipt, an IEP is compiled, consisting of the disciplines of NPJSC «Abylkas Saginov Karaganda Technical University». Elimination of these debts at NPJSC «Abylkas Saginov Karaganda Technical University» is performed on a paid basis.

7.1.6 When forming the IEP in case of impossibility to replace the discipline (a number of disciplines) of NPJSC «Abylkas Saginov Karaganda Technical University» for the disciplines planned for study at another university in the distance mode, there is defined the form of training that is performed by the supervised department (DLT / traditional mode).

7.1.7 Credits can be included in the current/cumulative rating only if there is a transcript indicating a differentiated assessment, the number of credits and the number of hours, or a reference to the system of study credits and / or assessment adopted by the educational institution that issued the transcript.

NPJSC «Abylkas Saginov Karaganda Technical University»	<p style="text-align: center;">RULES for Organizing the Program of Internal Academic Mobility of Students who are Taught in the Traditional and Distance Learning Modes</p>	<p style="text-align: center;">R XI-01-2022 Version 02 Date 2022/11/02 Page 7 out of 29</p>
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7.1.8 In order to take into account the results of internal academic mobility, the Registrar Office includes a discipline (a number of disciplines) in the curriculum (including additional ones) and recalculates credits and grades received in accordance with the approved IEP, with the transcript of another university attached.

7.1.9 The decision to include disciplines, including additional ones, in the Diploma Supplement is made by the staff of the Department of Academic Affairs (DAA).

7.1.10 The decision to transfer credits and grades of a student under the bachelor / master training programs is made by the head of the department together with the staff of the Registrar Office and DAA.

7.1.11 If the transcript does not contain an exact indication of the scores on a 100-point scale, the faculty/department, together with the DAA, establishes a correspondence between the grades from the transcript and the grades accepted at NPJSC «Abylkas Saginov Karaganda Technical University». In the case of an undifferentiated test, the student's grade is stored as "passed" and is not taken into account in the rating.

7.1.12 Records of credited disciplines are entered into the IS "Univer", record books, student diploma supplement by the Registrar Office.

8. Participants' responsibility and management of the program of internal academic mobility

8.1 In organization of internal academic mobility of NPJSC «Abylkas Saginov Karaganda Technical University» students there take part:

- a student of NPJSC «Abylkas Saginov Karaganda Technical University»,
- the departments of NPJSC «Abylkas Saginov Karaganda Technical University»,
- the deans of NPJSC «Abylkas Saginov Karaganda Technical University»,
- the Center of International Cooperation,
- the Registrar's Office.

8.1.2 A student of NPJSC «Abylkas Saginov Karaganda Technical University» who is sent to study at another Kazakhstan university within the program of internal academic mobility, presents the following documents to the CIC:

- a student application (Appendix B);
- a learning agreement (Appendix C);
- letters of recommendation;
- an individual educational plan (Appendix D);
- a transcript of the current performance certified by the seal of the university;
- a copy of the official invitation of the partner university;
- a tripartite agreement signed between the student, receiving and sending higher education institutions (Appendix D).

8.1.3 A student of NPJSC «Abylkas Saginov Karaganda Technical University», while studying under the internal mobility program at another Kazakhstan university

NPJSC «Abylkas Saginov Karaganda Technical University»	<p style="text-align: center;">RULES for Organizing the Program of Internal Academic Mobility of Students who are Taught in the Traditional and Distance Learning Modes</p>	<p style="text-align: center;">R XI-01-2022 Version 02 Date 2022/11/02 Page 8 out of 29</p>
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located in another city in the traditional mode, is being trained in disciplines subject to training at NPJSC «Abylkas Saginov Karaganda Technical University» with the help of DLT according to the approved IEP of the student.

8.1.4 A student of NPJSC «Abylkas Saginov Karaganda Technical University», while studying under the internal mobility program at another Kazakhstan university located in Karaganda in the traditional mode, is being trained in disciplines subject to training at NPJSC «Abylkas Saginov Karaganda Technical University» also in the traditional mode, if possible, according to the approved IEP of the student.

8.1.5 A student of NPJSC «Abylkas Saginov Karaganda Technical University» completing the mobility program:

- provides the CIC and the dean's office with a copy of the transcript confirming the results of training no later than 2 days after graduation from another university, while submitting the original transcript/extract to the dean's office;
- when studying under the academic mobility program in the DLT mode at a partner university, an application for the extension of the session and approval of the individual schedule is not provided, the student has the right to take examinations according to the general approved schedule at NPJSC «Abylkas Saginov Karaganda Technical University» NPJSC.

At the same time a student has the right to apply:

- on passing the studied discipline (a number of disciplines) in the number of disciplines of the educational program of the current and future period;
- on including the studied discipline (a number of disciplines) in the list of disciplines of the diploma supplement and/or on the credits as additional credits in excess of the standard number of basic curriculum of the direction of study with the possibility of being taken into account in the cumulative rating of the current or future period.

8.1.6 For students under the state educational order who travel to study under the program of internal academic mobility, the scholarship is retained in full for the entire time they are studying at another university.

8.1.7 For students under the state educational order who study under the program of academic mobility in the DLT mode at a partner university, a full scholarship is retained for the entire period of study at a foreign university.

8.1.8 At the same time, the student of NPJSC «Abylkas Saginov Karaganda Technical University» must take into account the following provisions:

- the departure of a student to another city of Kazakhstan without proper paperwork due to his fault is a violation of the internal regulations and the Charter of NPJSC «Abylkas Saginov Karaganda Technical University»;
- the student's stay in another city of Kazakhstan in excess of the period stipulated by the order without proper paperwork due to the fault of the student is a violation of the internal regulations and the Charter of NPJSC «Abylkas Saginov Karaganda Technical University»;

NPJSC «Abylkas Saginov Karaganda Technical University»	RULES for Organizing the Program of Internal Academic Mobility of Students who are Taught in the Traditional and Distance Learning Modes	R XI-01-2022 Version 02 Date 2022/11/02 Page 9 out of 29
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- cancellation of departure according to the program is made out by the corresponding order.

8.2 The department NPJSC «Abylkas Saginov Karaganda Technical University», based on the materials presented by the CIC and the student:

- carry out search and analysis of other Kazakhstan universities, academic programs in the areas of technical specialties of the faculty/department, and recommend this university for training;

- recommend a list of students for training within the framework of internal academic mobility;

- the head of the department prepares an office memo addressed to the Executive Director of NPJSC «Abylkas Saginov Karaganda Technical University» concerning the student sending to study at another Kazakhstan university (Appendix F);

- compose the IEP, together with the student, in accordance with the requirements of section 4 of these Rules;

- appoint a responsible person for mobility, the coordinator of academic mobility programs, from among the teaching staff of the supervising department, whose duties include regular consultations of the student when collecting the documents, his studies at another university and return;

- the coordinator of academic mobility programs at the department is responsible for quality organization of the implementing the academic mobility programs, both in traditional and distance learning modes;

- the head of the graduating department bears responsibility for the compliance of the content of the disciplines mastered by students under academic mobility programs with the study programs of NPJSC «Abylkas Saginov Karaganda Technical University» and individual curricula;

- together with the Registrar Office, they organize certification of the student in terms of IEP, to be mastered at NPJSC «Abylkas Saginov Karaganda Technical University»;

- organize control over execution of the IEP in accordance with the requirements of section 4 of these Rules and the Academic Policy of NPJSC «Abylkas Saginov Karaganda Technical University»;

- are responsible for ensuring and maintaining the distance learning process when teaching using distance learning technologies (DLT);

- the teaching staff involved in teaching with the use of DLT is responsible for timely and high-quality provision of the educational process with educational and methodological materials;

- if a student is studying under the program of internal academic mobility in other cities of Kazakhstan, while having disciplines to be studied at NPJSC «Abylkas Saginov Karaganda Technical University», the department enters the data of students under the program of internal academic mobility in the DLT groups in the IS "Univer";

NPJSC «Abylkas Saginov Karaganda Technical University»	RULES for Organizing the Program of Internal Academic Mobility of Students who are Taught in the Traditional and Distance Learning Modes	R XI-01-2022 Version 02 Date 2022/11/02 Page 10 out of 29
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- fix the disciplines and teachers of the graduating department subject to study, in the IS "Univer" for students under the program of internal academic mobility in accordance with the IEP;
- ensure the assignment of disciplines and teachers of general education departments to students under the program of internal academic mobility in accordance with the IEP in the IS "Univer";
- monitor the timely affixing of current grades, midterm controls, and final certification of students under the program of internal academic mobility in the IS "Univer" in accordance with the approved IEP of the student;
- prepare a monthly report to the CIC on implementing the academic mobility programs at the department;
- enter the grades in the IS Univer, the examination sheet and the student's record book in the form of "passed/failed (on a 100-point scale)" or in the form of differentiated grades "excellent", "good", "satisfactory" (according to 100-point scale) in the case of an exam or a differentiated test;
- exercise control over entering into the diploma supplement of higher professional education the disciplines studied in addition to the main educational program, for which the student was certified, in accordance with the Guidelines on the procedure for issuing state documents on higher vocational education.

8.3 ECTS coordinator of the programs of academic mobility at the department:

- is responsible for quality organization of implementing the academic mobility programs, both in the traditional and distance learning modes;
- prepares a monthly report to the CIC on implementing the programs of academic mobility at the department;
- together with the student and the department of the partner university, compose an IEP, which includes disciplines studied by students at the partner university and at NPJSC «Abylkas Saginov Karaganda Technical University» for the planned academic period;
- is responsible for the compliance of the content of the disciplines mastered by students under the academic mobility programs, the study programs of NPJSC «Abylkas Saginov Karaganda Technical University» and individual curricula;
- together with the Registrar's Office, organizes the certification of the student in terms of IEP, to be mastered at NPJSC «Abylkas Saginov Karaganda Technical University»;
- organizes control over executing the IEP in accordance with the requirements of Section 4 of these Rules and the Academic Policy of NPJSC «Abylkas Saginov Karaganda Technical University»;
- enters the data of students under the program of internal academic mobility in the DLT groups in the IS Univer;

NPJSC «Abylkas Saginov Karaganda Technical University»	RULES for Organizing the Program of Internal Academic Mobility of Students who are Taught in the Traditional and Distance Learning Modes	R XI-01-2022 Version 02 Date 2022/11/02 Page 11 out of 29
--	---	--

- assigns the disciplines and teachers of the graduating department to be studied in the IS "Univer" for students under the program of internal academic mobility in accordance with the IEP;
- ensures the assignment of disciplines and teachers of general education departments to students under the program of internal academic mobility in accordance with the IEP in the IS "Univer";
- supervises the timely affixing of current grades, milestone controls, and final certification of students under the academic mobility program in the IS "Univer" in accordance with the approved IEP of the student;
- exercises control over assignment in the IS "Univer" of the graduating and general education departments teachers for students taken from another university under the program of internal incoming academic mobility in accordance with the IEP.

8.4 The dean's office

The dean's office has the following functions:

- coordinates the IEP, together with the student, the department, CIC and DAA in accordance with the requirements of section 4 of these Rules;
- monitors the timely affixing of current grades, midterm controls and final certification of the students under the academic mobility program at the IS "Univer" in accordance with the approved IEP of the student;
- requires students to provide a transcript/extract from the partner university within 2 days after completion of training (from the date of receiving the document confirming the results of training from the partner university) at another university under the academic mobility program;
- in case of a mismatch in the terms of studying at the partner university, has the right, on the basis of the dean's order, to assign the student individual deadlines for passing the examinations within 2 weeks from the moment of arrival from the partner university on the basis of the student's application and submitted documents;
- assigns a scholarship in accordance with the presented results of studying at the university and recalculates;
- presents a transcript/extract certified by the dean's office to the Registrar Office that is attached to the dean's memo.

The original document confirming the receiving of grades from the partner university is kept in the student's personal file.

8.5 The Center of International Cooperation:

- performs general coordination of work of the student of NPJSC «Abylkas Saginov Karaganda Technical University» to another Kazakhstani university as a participant in internal academic mobility;
- consults students of NPJSC «Abylkas Saginov Karaganda Technical University» and coordinators for academic mobility of departments on the organization of internal academic mobility;

NPJSC «Abylkas Saginov Karaganda Technical University»	RULES for Organizing the Program of Internal Academic Mobility of Students who are Taught in the Traditional and Distance Learning Modes	R XI-01-2022 Version 02 Date 2022/11/02 Page 12 out of 29
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- maintains contacts with the receiving country on the organization of internal academic mobility;
- informs students, departments and faculties of the possibilities of academic mobility programs;
- prepares a draft order on sending a student to study at another Kazakhstani university, which indicates a document on cooperation, the full name of the Receiving university, the duration and terms of study. The order on sending to study is accompanied by a document on cooperation, an invitation from another university and an individual curriculum for the student, including the disciplines studied at another university, and an office memo from the head of the sending department signed by the dean of the faculty / head of the department, the director of the DAA and the head of the CIC;
- coordinates the orders on sending students to study at another Kazakh university with the director of the DAA, chief accountant and compliance officer;
- maintains a statistical record of students of NPJSC «Abylkas Saginov Karaganda Technical University» within the framework of internal academic mobility;
- forms a database of Kazakhstan universities that accept students from NPJSC «Abylkas Saginov Karaganda Technical University» for training as participants in internal academic mobility;
- centrally transfers IEPs with the orders to the Registrar Office.

8.6 Registrar Office

- on the basis of the formed IEP of the student, indicating the disciplines studied at the partner university and at NPJSC «Abylkas Saginov Karaganda Technical University» using DLT in three languages, forms a working curriculum for the student at the IS "Univer";
- at the end of training, the Registrar Office ensures the entry of grades (according to a 100-point system) into the database of the IS "Univer" based on a copy of the student's transcript;
- on the basis of the order on internal incoming mobility, conducts registration for disciplines for accepted students from another university.

9 Funding the program of internal academic mobility

9.1.1 Funding the students within the framework of internal academic mobility is performed only at the expense of the student's personal funds.

9.1.2 When providing paid educational services by a partner university, payment for the cost of the educational program of a foreign education institution is made by the student sent to study in the amount and within the time limits established by the receiving foreign partner university, while the student is not relieved of the obligation to pay tuition at NPJSC «Abylkas Saginov Karaganda Technical University».

NPJSC «Abylkas Saginov Karaganda Technical University»	<p style="text-align: center;">RULES for Organizing the Program of Internal Academic Mobility of Students who are Taught in the Traditional and Distance Learning Modes</p>	<p style="text-align: center;">R XI-01-2022 Version 02 Date 2022/11/02 Page 13 out of 29</p>
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9.1.3 Payment of daily expenses, travel expenses and living expenses are made from the student's own funds.

9.1.4 When providing gratuitous provision of educational services by a partner university at NPJSC «Abylkas Saginov Karaganda Technical University» with the payment of tuition fees on a contractual basis, the cost of the main educational training program of NPJSC «Abylkas Saginov Karaganda Technical University» is paid in the volume of educational services provided by NPJSC «Abylkas Saginov Karaganda Technical University» within the framework of the approved IEP.

9.1.5 Travel expenses, living expenses and per diem expenses are made from the students' own funds.

10 Outgoing internal mobility

Students from the other universities are accepted for study within the framework of incoming academic mobility, not earlier than the second year of study, according to inter-university memorandums and agreements on academic exchange, a tripartite agreement on training.

In the case of nominating students by the sending university, the partner university sends a letter of request to the CIC of NPJSC «Abylkas Saginov Karaganda Technical University» and requests the WC for the specialties of the sent students, to form the student's IEP. The CIC, together with the relevant department, examines the IEP for compliance with the subjects studied at NPJSC «Abylkas Saginov Karaganda Technical University». Upon positive consideration, the CIC prepares an invitation letter for students of the sending university.

A student of another Kazakhstan university submits the following documents to the CIC of NPJSC «Abylkas Saginov Karaganda Technical University»:

- a letter of request from the sending university;
- application of the student in the form;
- training agreement;
- a copy of the identity document of the student;
- a letter of recommendation from the sending university;
- an individual curriculum;
- a transcript of the current performance certified by the seal of the sending university;
- a tripartite agreement.

Based on the above documents, the CIC issues an order on internal academic mobility and enters the data of the student accepted within the framework of academic mobility in the IS Univer. After issuing the order, the Registrar Office conducts registration for disciplines.

NPJSC «Abylkas Saginov Karaganda Technical University»	<p style="text-align: center;">RULES for Organizing the Program of Internal Academic Mobility of Students who are Taught in the Traditional and Distance Learning Modes</p>	<p style="text-align: center;">R XI-01-2022 Version 02 Date 2022/11/02 Page 14 out of 29</p>
--	--	---

The academic mentor (advisor) of the students accepted for internal academic mobility is the coordinator of the department for mobility, who controls implementation of the individual curriculum and informs in a timely manner of the progress of implementing the internal academic mobility program of the CIC. At the end of the academic period, the Registrar Office issues a transcript indicating the mastered study programs in the form of credits with grades to students accepted as part of academic mobility.

11 Coordination, and putting into force

The approval of these rules is carried out with the QMR, the Director of the DAA, the Head of the Registration Office, the Head of the legal department and is made out in the «Approval Sheet» (Appendix G).

12 Availability

Availability of these Rules should be ensured in accordance with DP X-01.

13 Safekeeping

These Rules should be kept in accordance with DP X-01.

14 Analyzing and updating

Analyzing and updating these Rules should be made in accordance with DP X-01.

15 Amendments to the document

Amendments to these Rules should be made in accordance with DP X-01.

NPJSC «Abylkas Saginov Karaganda Technical University»	<p align="center">RULES for Organizing the Program of Internal Academic Mobility of Students who are Taught in the Traditional and Distance Learning Modes</p>	<p align="center">R XI-01-2022 Version 02 Date 2022/11/02 Page 15 out of 29</p>
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Appendix A
(mandatory)

F.R-X1-01-01

Application

**To Chairman of the Management Board,
Rector of NPJSC «Abylkas Saginov
Karaganda Technical University»
Dr. Eng., Professor M.K. Ibatov**

APPLICATION

I, _____ Name _____, _____ year student ,
group _____, _____ faculty ask you to permit me to study in the program
of internal mobility with the use of DLT (if online, it is needed to exclude “the use of DLT”) in the
autumn term of 20__/20__ academic year at _____
(name of the receiving university)

For studying the discipline _____.

Name _____,
_____ date

_____ Signature

NPJSC «Abylkas Saginov Karaganda Technical University»	RULES for Organizing the Program of Internal Academic Mobility of Students who are Taught in the Traditional and Distance Learning Modes	R XI-01-2022 Version 02 Date 2022/11/02 Page 16 out of 29
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Appendix B
(mandatory)

F.R-XI-01-02

Student application

ECTS - EUROPEAN CREDIT TRANSFER SYSTEM
STUDENT APPLICATION

Photo

Academic year 20..../20....

Training area:

.....

This form should be filled in in black for the best transferring by fax

Sending university:

Name and full address:

.....
.....
.....

Name of the department coordinator, tel., fax, e-mail

.....
.....
.....

Name of university coordinator, tel., fax, e-mail

.....
.....
.....

Student personal data

(filled in by the student)

Surname:

Name:

Date of birth:

Gender:

Citizenship.....

Place of birth:

.....

Permanent address (if differs):

Current address:

.....

.....

.....

.....

Valid till:

.....

.....

.....

Tel.:

NPJSC «Abylkas Saginov Karaganda Technical University»	RULES for Organizing the Program of Internal Academic Mobility of Students who are Taught in the Traditional and Distance Learning Modes	R XI-01-2022 Version 02 Date 2022/11/02 Page 17 out of 29
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List of universities that get this application (in the order of preference):

University	Country	Period of training from to		Period of stay (months)	Number of expected ECTS credits
1.....
2.....

Student name:

.....

Sending university:

.....

Country:

Brief explanation of your desire to study at another university

.....

.....

Language skills

Native language:

.....

Language of instruction at your university (if differs):

.....

Other languages	Study at the moment		Have sufficient skills for studying		Will have sufficient skills if I have additional training	
	yes	no	yes	no	yes	no
.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Work experience associated with training (is any)

Experience	Company/organization	Date	Country
.....
.....

NPJSC «Abylkas Saginov Karaganda Technical University»	<p style="text-align: center;">RULES for Organizing the Program of Internal Academic Mobility of Students who are Taught in the Traditional and Distance Learning Modes</p>	<p style="text-align: center;">R XI-01-2022 Version 02 Date 2022/11/02 Page 18 out of 29</p>
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Previous and current training

Diploma/degree to be awarded
currently.....

Number of years of training at the university before leaving to another university:

Have you been abroad? yes ☐ no ☐

If yes, where and at what university?

There is attached a full transcript with description of all the details of the previous and current training. The data not available at the moment of submitting the application can be presented later.

Do you want to request for a grant for mobility in order to cover the additional costs associated with training at another university? yes ☐ no ☐

Receiving university:.....

We recognize the receiving of the application, the proposed training program and transcript.

The indicated student



Is taken on studying at our university

Is not taken on studying at our university

☐ Signature of the university coordinator

Signature of the department

coordinator.....

Date:

Date:

NPJSC «Abylkas Saginov Karaganda Technical University»	RULES for Organizing the Program of Internal Academic Mobility of Students who are Taught in the Traditional and Distance Learning Modes	R XI-01-2022 Version 02 Date 2022/11/02 Page 19 out of 29
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Appendix C
(mandatory)

F.R-XI-01-03

LEARNING AGREEMENT

Academic year 20..../20....

Training area:.....

Period of training: from..... to.....

Student name:.....

Sending university:

Country: *Kazakhstan*

Details of training abroad

Receiving university:.....

Country: *Kazakhstan*

Course/discipline code (if any)	Course (discipline) name	Term	Credits of the receiving university	ECTS credits

Student signature: **Date:**.....

Sending university:

We confirm that the proposed training program has been approved

Signature of the department coordinator signature

Signature of the university coordinator

Date:.....

Date:.....

Receiving university:

We confirm that the above indicated changes in the have been approved

Signature of the department coordinator

Signature of the university coordinator

.....

.....

Date:.....

Date:.....

NPJSC «Abylkas Saginov Karaganda Technical University»	RULES for Organizing the Program of Internal Academic Mobility of Students who are Taught in the Traditional and Distance Learning Modes	R XI-01-2022 Version 02 Date 2022/11/02 Page 20 out of 29
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Appendix D
(mandatory)

F.R XI-01-04

NPJSC «ABYLKAS SAGINOV KARAGANDA TECHNICAL UNIVERSITY»

(specialty)

(receiving university)

Bachelor's program

AGREED:

University coordinator of Abylkas

Saginov Karaganda Technical University

_____. 20__

AGREED:

University coordinator of _____
(Receiving university)

_____, 20__

INDIVIDUAL EDUCATIONAL PLAN

Student: _____

Group: _____

Year: _____

Discipline code	Disciplines	Number of credits	Student work volume							Forms of control in terms	
			Total	Classroom studies							
				total	lectures	pract.	lab	SIW	SIWT	examination	TWTP

Director of the DAA

_____/_____
(name)

Head of the CIC

_____/_____
(name)

Dean

_____/_____
(name)

Head of department

_____/_____
(name)

Student

_____/_____
(name)

NPJSC «Abylkas Saginov Karaganda Technical University»	RULES for Organizing the Program of Internal Academic Mobility of Students who are Taught in the Traditional and Distance Learning Modes	R XI-01-2022 Version 02 Date 2022/11/02 Page 21 out of 29
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Appendix E (mandatory)

F.R XI-01-05

Agreement on training in the programs of academic mobility

AGREEMENT No. _____ on training in the programs of academic mobility

Karaganda _____, 20____
represented
by _____ (change in accordance with the receiving university, indicate
vice-rector / rector) acting on the basis of _____, hereinafter referred to as the
“Receiving university”, on the one hand, and NPJSC «Abylkas Saginov Karaganda Technical
University» represented by the Executive Director Issagulov Aristotle Zeynullinovich, acting on the
basis of power of attorney No. 19.4/856 dated 04/01/2022, hereinafter referred to as the “Sending
University”, on the other hand, and citizen _____ (full name) hereinafter
referred to as the “Student”, on the third party, hereinafter collectively referred to as the "Parties",
and individually as the "Party" or as indicated above, have entered into this Agreement as follows:

1. SUBJECT OF THE AGREEMENT

1.1 The receiving university takes the following obligations:

- 1) in organization of training of the student

_____ (full name of the student)

in specialty _____

(code, specialty)

corresponding to state obligatory standards, for a period of 1 term of the academic period with the
issuance of a state-recognized transcript at the end of the study period;

- 2) in providing the Student with the opportunity to receive educational services in accordance
with the curricula of the Receiving University.

2. RIGHTS AND OBLIGATIONS

2.1 The Receiving university is obliged:

- 1) to accept the Student as a student of the Receiving university for the _____ course of
the _____ academic year with a term of study of _____ as a
student of the Receiving university.

- 2) to familiarize the Student with the Charter of the Receiving University, the license for the
right to conduct educational activities, internal regulations and other regulatory legal acts regulating
the procedure for admission to the University, as well as the main documents for organizing the
educational process;

- 3) to ensure the training of a specialist in accordance with the requirements of the state
obligatory standard of education of the Republic of Kazakhstan;

- 4) to agree with the Sending university an individual curriculum, to determine the volume of
the study load and the mode of study of the Student with breaks in accordance with existing standards,
create healthy, safe learning conditions for the Student;

NPJSC «Abylkas Saginov Karaganda Technical University»	RULES for Organizing the Program of Internal Academic Mobility of Students who are Taught in the Traditional and Distance Learning Modes	R XI-01-2022 Version 02 Date 2022/11/02 Page 22 out of 29
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5) to ensure free access and use of information resources of the university libraries, textbooks, educational and methodological complexes and teaching aids;

6) to provide the Student with the opportunity to use computer equipment to complete tasks within the framework of study programs, in the manner and under the conditions provided for by separate provisions approved by the head of the Receiving University;

7) to provide the Student with living conditions that meet modern requirements, if there are places in the hostel;

8) to appoint a curator for academic mobility to ensure the proper performance of duties and safe living conditions for the Student;

7) not to allow the Student to be involved in the performance of public and other assignments without his consent and to the detriment of the educational process;

8) to provide the Student with the opportunity to take part in scientific, cultural and sports events of the Receiving University, as well as international scientific, cultural and sports life on a voluntary basis;

9) upon successful completion of the training, issue a transcript indicating information about the training program, the names and duration of the study of disciplines and / or internships, grades for training (in the national scale and in the ECTS scale), the number of ECTS credits awarded.

2.2. The Receiving university has the right:

1) to require the Student to perform his/her duties in good faith and properly in accordance with this Agreement and the Internal Regulations of the Receiving University, as well as the observance of academic discipline, a correct and respectful attitude towards teachers, employees and students of the Receiving University;

2) to apply disciplinary measures to the Student for violation of the academic discipline, the terms of this Agreement, the Internal Regulations of the Receiving University;

3) to require the Student to take care of the property of the Receiving University, to comply with the rules for working with computers and other equipment. In case of causing material damage by the actions of the student, demand compensation for the costs incurred for its restoration in the manner prescribed by the current legislation of the Republic of Kazakhstan;

4) to encourage and reward the Student for success in educational, scientific and creative activities;

5) to expel the Student to the Sending University in case of non-fulfillment of his obligations under the paragraphs of this Agreement;

6) to terminate the Agreement in case of unauthorized termination of studies by the Student, as well as in case of expulsion and other cases involving violation of the Charter of the Receiving University.

2.3. The Sending university is obliged:

1) to send the Student to the _____ course of the _____ academic year in the specialty _____ with the term of study _____ at the Receiving University;

2) to appoint a coordinator for academic mobility from among the employees of the Center of International Cooperation and Academic Mobility and / or the Registrar Office;

3) to provide advisory assistance to the Student in determining the list of disciplines for study and filling out an application;

4) on the basis of an official invitation from the partner university, to assist the student in drawing up an individual curriculum and agreeing it with the department and / or dean's office of the faculty;

NPJSC «Abylkas Saginov Karaganda Technical University»	RULES for Organizing the Program of Internal Academic Mobility of Students who are Taught in the Traditional and Distance Learning Modes	R XI-01-2022 Version 02 Date 2022/11/02 Page 23 out of 29
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5) send an application-justification to the Receiving University indicating the purpose of departure, destination, term, course and language of instruction, specialty of the Student.

2.4. The Sending university has the right:

1) to require the Student to conscientiously and properly perform duties in accordance with this Agreement and the Internal Regulations of the Receiving University, as well as compliance with academic discipline, a correct and respectful attitude towards teachers, employees and students of the university;

2) to apply disciplinary measures to the Student for violation of the academic discipline, the terms of this Agreement, the Internal Regulations of the Receiving University;

3) to require the Student to take care of the property of the Receiving University, to comply with the rules for working with computers and other equipment. In case of causing material damage by the actions of the student, demand compensation for the costs incurred for its restoration in the manner prescribed by the current legislation of the Republic of Kazakhstan;

4) to encourage and reward the Student for success in educational, scientific and creative activities;

5) to expel the Student in case of non-fulfillment of his obligations under the paragraphs of this Agreement;

6) to terminate the Agreement in case of unauthorized termination of studies by the Student, as well as in case of expulsion and other cases involving violation of the Charter of the Receiving University.

2.5. The Student is obliged:

1) to acquire knowledge, skills and practical skills in full of the state compulsory education standards, attend training and practical classes;

2) in case of missing classes for valid reasons, to inform the Receiving University independently or through relatives within 2 (two) working days;

3) if the Student is on outpatient or inpatient treatment, to notify the Receiving University with the subsequent presentation of supporting documents within 2 (two) working days;

4) to observe and execute the orders and instructions of the Rector of the Receiving University, the Charter, the Internal Regulations and the terms of this Agreement;

5) to take care of the property of the Receiving University and use it rationally, participate in the creation of normal conditions for studying and living in a hostel;

6) to observe the rules of military registration;

7) to treat respectfully and correctly teachers, the staff and students of the Receiving University;

8) to notify the Receiving University about the change of place of residence within 5 (five) days from the date of this change.

2.6. The Student has the right:

1) to receive additional educational services in excess of the state standard for an additional fee, according to the tariffs (price list) approved by the Receiving University;

2) to use free access and use of the fund of educational, educational and methodical literature on the basis of the library and reading rooms;

3) to participate in student self-government bodies;

4) to train according to individual curricula.

NPJSC «Abylkas Saginov Karaganda Technical University»	<p style="text-align: center;">RULES for Organizing the Program of Internal Academic Mobility of Students who are Taught in the Traditional and Distance Learning Modes</p>	<p style="text-align: center;">R XI-01-2022 Version 02 Date 2022/11/02 Page 24 out of 29</p>
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3. PROCEDURE FOR PAYING FOR EDUCATIONAL SERVICES

- 3.1 Education at the Receiving University is carried out on an interchangeable basis.
- 3.2 When changing the amount of tuition fees, an appropriate Supplementary Agreement is concluded.

4. TERMINATION OF THE AGREEMENT AND LIABILITY OF THE PARTIES

- 4.1 For non-fulfillment or improper fulfillment of their obligations under this Agreement, the Parties shall bear liability established by the laws of the Republic of Kazakhstan.

5. PROCEDURE FOR DISPUTE RESOLUTION

- 5.1 Disagreements and disputes arising in the process of implementing this Agreement are resolved directly by the Parties in order to develop mutually acceptable solutions.
- 5.2 The issues not resolved by the Parties through negotiations, development of mutually acceptable solutions are resolved in accordance with the current legislation of the Republic of Kazakhstan.

6. VALIDITY, PROCEDURE FOR AMENDING THE TERMS AND CONDITIONS OF THE AGREEMENT AND ITS TERMINATION

- 6.1 This Agreement comes into force from the date of its signing by the Parties and is valid until its full execution. When concluding a new agreement, the conditions established at the time of the conclusion of the new agreement apply.
- 6.2 The terms of this Agreement can be amended and supplemented by concluding an Additional Agreement.
- 6.3 The moment of termination of the agreement between the parties is the issuance of an appropriate order on the expulsion of the Student by the Rector of the Receiving University.
- 6.4 All other issues not regulated by this Agreement are resolved in the manner prescribed by the current legislation of the Republic of Kazakhstan.
- 6.5 This Agreement is concluded in 3 (three) copies, in Russian, having the same legal force, and is transferred in 1 (one) copy to the Student, the Sending University and the Receiving University.

NPJSC «Abylkas Saginov Karaganda Technical University»	RULES for Organizing the Program of Internal Academic Mobility of Students who are Taught in the Traditional and Distance Learning Modes	R XI-01-2022 Version 02 Date 2022/11/02 Page 26 out of 29
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Appendix F (mandatory)

F.R XI-01-06

Office memo

**To Executive Director of NPJSC «Abylkas Saginov
Karaganda Technical University»,
Dr. Eng., Professor
Issagulov A.Z.**

Office memo

_____, 20__

I ask your permission to send _____year student/ master student, group _____,
educational program _____ (code, specialty)

to _____
(university)

For studying the discipline _____ within the period from
_____, 20__ to _____, 20__ to implement the program of internal academic mobility
(if online, then write down “with the use of distance learning technologies).

Reimbursement of expenses is made free of charge.

The list of students is attached (Appendix 1)

Grounds: Rules on organization of the educational process on credit technology of education approved by order of the Ministry of Education and Science of the Republic of Kazakhstan No. 152 dated 20.04.2011 (as amended on January 28, 2016), the Agreement on mutual cooperation in the framework of the implementation of academic mobility programs from

(university)
dated _____, 20__, student application.

Head of the department _____ Name

<p>NPJSC «Abylkas Saginov Karaganda Technical University»</p>	<p>RULES for Organizing the Program of Internal Academic Mobility of Students who are Taught in the Traditional and Distance Learning Modes</p>	<p>R XI-01-2022 Version 02 Date 2022/11/02 Page 27 out of 29</p>
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Appendix G (mandatory)

F.01-2022

Coordination sheet

[illegible]

<p>NPJSC «Abylkas Saginov Karaganda Technical University»</p>	<p>RULES for Organizing the Program of Internal Academic Mobility of Students who are Taught in the Traditional and Distance Learning Modes</p>	<p>R XI-01-2022 Version 02 Date 2022/11/02 Page 28 out of 29</p>
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Appendix H (mandatory)

F.02-2022

Familiarization sheet

[illegible]

NPJSC «Abylkas Saginov Karaganda Technical University»	RULES for Organizing the Program of Internal Academic Mobility of Students who are Taught in the Traditional and Distance Learning Modes	R XI-01-2022 Version 02 Date 2022/11/02 Page 29 out of 29
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Bibliography

[1] Law of the Republic of Kazakhstan dated July 27, 2007 “On Education” dated July 27, 2007 No. 319-III, as amended and supplemented as of 04.07.2022.

[2] Law of the Republic of Kazakhstan "On Science" dated February 18, 2011 No. 407 – IV.

[3] Law of the Republic of Kazakhstan “On Public Services” dated April 15, 2013 No. 88-V, as amended and supplemented as of 04.07.2022.

[4] The Law of the Republic of Kazakhstan “On Combating Corruption” dated November 18, 2015 No. 410-V, as amended and supplemented as of 07/04/2022.

[5] Order of the Ministry of Education and Science of the Republic of Kazakhstan dated April 20, 2011 No. 152 “On approval of the Rules for organizing the educational process on credit technology of education”.

[6] Order of the Ministry of Education and Science of the Republic of Kazakhstan dated March 20, 2015 No. 137 “On approval of the Rules for organizing the educational process on distance learning technologies”.

[7] Charter of NPJSC «Abylkas Saginov Karaganda Technical University».

[8] Internal labor regulations NPJSC «Abylkas Saginov Karaganda Technical University» and other legislative and regulatory legal acts of the Republic of Kazakhstan.