

**APPROVED by
By the decision of the Academic Council
Minutes No. 3 dated 11/10/2021**

**REGULATION ON ACADEMIC POLICY
of NLC “Karaganda Technical University”**

Karaganda, 2021

Approved by the decision of the Academic Council of KSTU (minutes No. 5 dated *26.12.2018*).

Changes were made by the decision of the Academic Council of KTU (minutes No. 13 dated *17.08.2020* г.).

Changes were made by the decision of the Academic Council of KTU (minutes No. 3 dated *11.10.2021*).

1. Basic abbreviations used

ECTS – European Credit Transfer and Accumulation System
GPA – Grade Point Average
EEEEA - external evaluation of educational achievements
SEC - State Examination Commission
EMCD - educational-methodical complex of discipline
DAA - Department of Academic Affairs
FC - final certification
IET - individual educational trajectory
IC - individual curriculum
CED - Catalog of elective disciplines
RK MES - Ministry of Education and Science of the Republic of Kazakhstan
RO – Registrar Office
EP - educational program
WC - working curriculum
SCES - sector of contractual educational services
CD - Student Department
SIW - independent work of the student
SIWT - independent work of a student under the guidance of a teacher
SC - standard curriculum
SEP - standard education program
EMCD- educational and methodological complex of the discipline
FDO - Faculty of Distance Learning
CIC&AM – Center of International Cooperation and Academic Mobility

2. Glossary (in alphabetic order)

Academic Backlog is the presence in the history of educational achievements of a student according to the curriculum of unstudied disciplines or disciplines with an unsatisfactory mark of the final control.

Academic credit is a unified unit of measuring the volume of scientific and (or) academic work (load) of a student and (or) a teacher. One academic credit is equal to 30 academic hours.

Academic freedom is a set of powers of the subjects of the educational process, granted to them for independent determination of the content of education in the disciplines of the component of choice, additional types of education and organization of educational activities in order to create conditions for the creative development of students, teachers and the use of innovative technologies and teaching methods.

Academic honesty is a set of values, principles, rules and norms of behavior in the implementation of educational activities.

Academic hour is a unit of measuring the volume of training classes or other types of educational work used in preparing the Academic Calendar (Schedule of the educational process), the schedule of training classes, when planning and accounting for the training material, as well as when planning educational load and accounting for the work of the teacher.

Academic hour is equal to 1 contact hour (50 minutes) of lecture, practical (seminar) classes, laboratory classes and physical education classes.

Academic mobility is 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 curricula in the form of loans in their higher educational institution or to continue their studies at another institution of higher education.

Academic recognition is recognition by an education institution of a document on the successful partial or full completion of training in the educational program, on passing the relevant exams, on awarding a professional qualification, academic degree, etc., issued by another national or foreign education institution, which permits the holder of the document to complete or to continue education at the next level at the institution that recognized the document.

Academic Schedule (Academic Calendar) is a calendar of training and control events, practices during the academic year with indication of the days of rest (vacations and holidays).

Academic Term is the period of theoretical training: a term lasting 15 weeks.

Academic transcript is a document containing a list of acquired disciplines for the corresponding training period, indicating credits and grades in alphanumeric and numerical terms.

Active hand-outs are visual illustrative materials handed out during training classes to motivate the students to creatively acquire the topic (abstracts, lectures, links, slides, examples, glossary, assignments for independent work, etc.).

Add/drop period is the period within which a student can change his IC by abandoning one course and signing up for another one.

Administrator is a subordinate legal entity of the authorized body in the field of education, which accepts documents and organizes the work of the competition commission for the selection of applicants.

Advisor is a teacher who performs the functions of an academic mentor of a student according to the appropriate educational program, provides assistance in selecting a learning path (forming an individual study plan) and acquiring the educational program during the training period.

Appeal is a procedure conducted to identify and to eliminate cases of biased assessment of student knowledge.

Attestation commission is a commission formed by the rector's order and consisting of leading representatives of the faculty in the specialty profile, carrying out final certification of students.

Bachelor's degree is the level of higher education aimed at training personnel with awarding a "bachelor" degree in the relevant educational program with the obligatory development of at least 240 academic credits.

Bases of practice are enterprises, organizations, institutions, education institutions, research institutes and centers, or own structural units of the University, where the students practice takes place.

Catalog of elective disciplines is a systematic annotated list of all disciplines containing a brief description indicating the purpose of the study, the summary (main sections) and the expected results of the study (acquired knowledge, skills and competences of students).

Competences suppose the ability to make practical use of the knowledge acquired in the learning process in the professional activity.

Core component is a list of academic disciplines and the corresponding minimum amount of academic credits established by the SCES, and studied by students without fail according to the curriculum.

Credit mobility is moving students for a limited period of study or internship abroad as a part of ongoing studies at their own university with the aim of accumulating academic credits (after the mobility phase students return to their education organization to complete their studies).

Credit technology of education is training on the basis of selecting and independent planning by students the sequence of studying disciplines and (or) modules with accumulation of academic credits.

Credit transfer is a procedure for recognizing the equivalence of the content of a discipline studied at another educational institution or according to another curriculum, the discipline of the working curriculum in the specialty, approved and currently in force, with the inclusion of the discipline and the grade obtained on it in the student's transcript.

Curator is a teacher appointed to address the issues of education, organization of leisure, social conditions of students; it is possible to perform the functions of a curator and adviser in one person.

Current control is a systematic test of students' knowledge in accordance with the curriculum, conducted by the teacher in the classroom and extracurricular activities during the academic period.

Department of Academic Affairs is a structural unit organizing and coordinating educational and methodical work at the University;

Descriptors are descriptions of the level and volume of knowledge, skills, competences acquired by students upon completion of studying the educational program of the corresponding level of higher and postgraduate education based on the learning outcomes, formed competences and academic credits.

Diploma thesis (project) is a graduation work that is generalization of the results of a student's independent studying of the actual problem of the corresponding profile of the educational program.

Doctor of Philosophy (PhD) is the degree awarded to persons who have acquired the doctoral program in scientific and pedagogical trajectory and defended their thesis in the Republic of Kazakhstan or abroad, recognized in the manner established by the legislation of the Republic of Kazakhstan.

Doctor of Philosophy (PhD), Doctor in profile (Doctor) is the degree awarded to individuals who have acquired doctoral programs in relevant specialties.

Doctoral dissertation is a doctoral student's scientific work, which is an independent study in which theoretical principles are developed, the totality of which can be qualified as a new scientific achievement, or a scientific problem is solved, or scientifically substantiated technical, economic or technological solutions, implementation which makes a significant contribution to the development of the country's economy.

Doctoral dissertation is a scientific work, an independent study in which theoretical principles are developed, the totality of which can be qualified as a new scientific achievement, or a scientific problem that has important socio-cultural or economic significance is solved, or scientifically based technical, economic or technological solutions are presented, the introduction of which makes a significant contribution to the development of the country's economy.

Doctoral student is a person studying in doctoral studies.

Doctoral studies is a professional educational program of postgraduate education aimed at training scientific and pedagogical personnel with a standard term of study of at least 3 years, awarding a degree for compulsory development of at least 53 academic credits of the educational component, as well as 12 academic credits of final certification and 115 academic credits of doctoral student research work (DR&D).

Doctoral studies is postgraduate education, whose educational programs are aimed at training personnel for scientific, pedagogical and (or) professional activities, with awarding a Doctor of Philosophy (PhD) degree (Doctor in profile) with the obligatory development of at least 180 academic credits.

Educational and methodological complex (EMC) of the specialty (discipline) is a package of basic educational and methodological literature.

Educational and methodological work is the University's activity in providing the educational process with psychological, pedagogical, didactic, methodological and educational material objects to achieve its academic, educational and developmental goals.

Educational practice is a type of professional practice conducted for junior students during which the educational and practical contents of the educational process are combined at the very beginning of the formation of a future specialist in the framework of any basic disciplines. The main goal of the practice is acquisition of one-sided professional skills through independent practical activity. It is held on the basis of practice and has a familiarization, excursion and research nature.

Educational program is an approved set of modules or units of a course, necessary for awarding a specific degree/diploma. When developing educational programs, the results that must be achieved are usually taken into account, as well as a structured set of training procedures and situations that will lead to the achievement of desired results.

Educational-methodological complex (EMC) of a specialty (discipline) is a package of basic educational and methodological documentation that contributes to the successful development of a specialty (discipline).

Educational-methodological complex of discipline (EMCD) is a document consisting of a syllabus, brief lecture notes, guidelines for laboratory, practical and seminar classes, guidelines for the SIW /MIW /DIW, educational and practical material for independent work on topics and types of classes (cases, collections of tasks, articles for analysis, etc.), card of discipline methodological support.

Educational-methodological council is an organ of collegial management of the educational-methodological work of the University.

Elective component is a list of academic disciplines and corresponding minimum amounts of academic credits offered to higher education institutions, independently selected in any academic period, taking into account their prerequisites and post-requisites.

Elective disciplines are educational disciplines that are a part of the institutional component and the elective component in the framework of established academic credits and introduced by educational organizations, reflecting the individual training of the student, taking into account specifics of socio-economic development and the needs of a particular region, established scientific schools.

Electronic register of attendance and performance is an on-line journal in the Univer 2.0 system, which is constantly filled up by the teachers during the academic period.

Enrollment is a procedure for registering students for academic disciplines.

European system of transferring and accumulating credits (ECTS) is a way of transferring credits received by a student/master student abroad into credits that are accounted for their degree upon returning to their organization of education, as well as accumulation of credits in the framework of educational programs.

Examination session (examinations) is the period of the final control of the degree of acquiring the educational program in the specialty by students.

External academic mobility is mobility related to the country of origin from which the student is leaving. This is 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 abroad with the obligatory transfer of mastered educational curricula in the form of credits in their higher educational institution or to continue their studies at another higher educational institution.

External evaluation of educational achievements (EAEA) is a type of independent monitoring of the quality of education. Learning achievements of students mean the level of knowledge, abilities, skills and competences demonstrated by the student in the discipline (module) or component of the educational program, confirmed by an appropriate assessment on a point-rating scale.

External evaluation of educational achievements (EEEEA) is a kind of independent monitoring of the quality of education.

Final examination is controlling students' academic achievements in order to assess the quality of acquiring the curriculum by them during the midterm certification in the form of an exam; if the discipline is studied over several academic periods, then the final control can be carried out on the part of the discipline, studied in this academic period.

GPA calculation example: Discipline Number of credits Grade in the alphabetic system Digital equivalent
Chemistry 3 A 4.0 Informatics 2 B 3.0 Physics 6 F 0.0
Chemistry 4.0 x 3 = 12.0
Informatics 3.0 x 2 = 6.0 Physics 0.0 x 6 = 0.0
Sum of works = 12 + 6 + 0 = 18.0
Total number of credits = 3 + 2 + 6 = 11
GPA = Sum of products / total number of credits = 18.0 / 11 = 1.64.

GPA transfer score is the level of the average weighted assessment of academic achievements established for each year of study required for transferring to the next year of study.

Grade point average (GPA) is a weighted average assessment of student's academic achievements, determined for one academic year according to the selected program as the ratio of the sum of credit products and the digital equivalent of grades for midterm disciplines certification to the total number of credits in disciplines of midterm certification.

Graduating department is a department that trains and graduates specialists in specialties corresponding to its profile.

Incoming academic mobility is the mobility related to the hosting party. This is transferring foreign students (teaching researchers) from other universities within the country or abroad to study or conduct research for a specific academic period: a term or an academic year at KTU.

Independent work of a student under the guidance of a teacher (SIWT) is the work of a student under the guidance of a teacher conducted according to a separate schedule that defines higher education institutions; depending on the category of students it is divided into: independent work of a student under the guidance of a teacher (hereinafter SIWT), independent work of a master student under the guidance of a teacher (hereinafter MIWT) and independent work of a doctoral student under the guidance of a teacher (hereinafter DIWT).

Individual curriculum (IC) is a curriculum formed for each academic year for students studying independently with the help of an adviser on the basis of the educational program and the Catalog of elective disciplines and (or) modules.

Individual educational trajectory is students' independent selecting, planning and acquiring the content of education in accordance with an individual curriculum within the framework of acquiring the educational program of higher or postgraduate education.

Individual working plan of a master /a doctor student is a document reflecting the educational (theoretical study) and research (research/experimental-research work), which includes: the topic, the trajectory of study, the timing and form of reporting; practices (base, terms and reporting form); topic and plan for the implementation of the master's thesis (master's project) and doctoral dissertation with justification and structure; scientific internship plan; plan of scientific publications, participation in scientific and practical conferences.

Industrial practice is a type of professional practice aimed at consolidating theoretical knowledge in the basic and profiling cycles of disciplines through practical, real fulfillment by a student of the duties of a specialist, acquiring practical skills and mastering best practices of professional and organizational work in the profile of a future specialty. In the process of practical training, the student is directly prepared for professional activities in all areas in real production conditions.

Institutional component is a list of academic disciplines and the corresponding minimum volumes of academic credits determined by a higher education institution independently for acquiring the educational program.

Internal academic mobility is 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 within the country (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 institution of higher education.

Master is an academic degree awarded to individuals who have acquired professional master's degree programs. A master's thesis is a graduation work, which is generalization of the results of the independent scientific research by a graduate student of one of the urgent problems of a specific specialty in the corresponding branch of science.

Master program is the level of postgraduate education aimed at training personnel with awarding a "master" degree in the relevant educational program with the obligatory development of at least 60-120 academic credits.

Master student (undergraduate) is a person studying in the master's degree program.

Master's degree program) is a professional postgraduate education curriculum aimed at training scientific, scientific-pedagogical and managerial personnel with awarding a "master" degree in the relevant specialty:

Master's degree is a degree awarded to individuals who have completed master's education programs.

Master's project is a graduate work of a graduate student of a specialized magistracy, which is an independent study containing theoretical and (or) experimental results that allow solving the applied problem of the actual problem of the selected educational program.

Master's thesis is a graduate work of a graduate student of scientific and pedagogical master program, which is an independent scientific research containing theoretical and/or practical development of an actual problem in the field of a selected educational program, based on modern theoretical, methodological and technological achievements of science and technology .

Midterm certification of students is a procedure carried out during the examinations in order to assess the quality of students acquiring the content of a part or the entire volume of the academic discipline after completion of its study.

Modes of training: full time, full time using DLT, part time.

Module is an autonomous structural element of the educational program, completed in terms of learning outcomes, that has clearly articulated knowledge acquired by students, skills, competencies and adequate assessment criteria.

Monitoring student learning achievements is checking the level of students' knowledge with various forms of control (current, midterm and final) and certification, determined independently by the higher education institution.

Multimedia is a complex of hardware and software that allows working in the dialogue mode with heterogeneous data (graphics, text, sound, video).

Orientation week is the first week of the academic year, during which first-year students after classes are introduced to the Charter, internal regulations, academic policy and the University guidebook.

Outgoing academic mobility is transferring students and teachers of KTU to study or conduct research for a specific academic period: a term or an academic year to another higher education institution (within the country or abroad) with the obligatory transferring the completed educational curricula in the form of credits to the own institution of higher education or to continue studies at another institution of higher education.

Pedagogical practice is a type of professional practice aimed at consolidating the theoretical knowledge gained by students in the process of studying at a higher educational institution, at acquiring pedagogical skills and mastering the best practices of professional and organizational work in the profile of a future pedagogical specialty in an educational institution.

Pedagogical practice is a type of professional practice aimed at consolidating theoretical knowledge acquired by students in the process of studying at a higher education institution, at acquiring pedagogical skills and the best practices of professional and organizational work on the profile of the future pedagogical specialty at the educational system institution.

Postgraduate education department is a structural subdivision of the University that organizes and coordinates educational and methodological activities for educational programs of master's and doctoral programs.

Post-requisites are disciplines and (or) modules and other types of academic work, the study of which requires knowledge, skills, competencies acquired at the end of the study of this discipline and (or) modules.

Prerequisites are disciplines and (or) modules and other types of educational work containing knowledge, abilities, skills and competencies necessary for the development of the studied discipline and (or) modules.

Public commission is a deliberative body, approved by order of an authorized body in the field of education, to perform the functions of allocating seats in the aspect of countries for each

higher education institution of the Republic of Kazakhstan and competitive selection of applicants for study or research abroad in the framework of the academic mobility program.

Qualification examination is a procedure carried out in order to determine the degree to which they have mastered the volume of academic disciplines and (or) modules and other types of educational activities provided for by the educational program in accordance with the state compulsory standard of the appropriate level of education.

Qualification examination of students is carried out in the form of passing a comprehensive exam and/or defending a thesis (project)/master or doctoral dissertation.

Registrar Office is an academic service that registers the entire history of a student's educational achievements and provides for the organization of all types of knowledge control and the calculation of his academic rating.

Research practice is a type of professional practice of master and doctor students which is carried out in order to familiarize with the latest theoretical, methodological and technological achievements of domestic and foreign science, with modern methods of scientific research, processing and interpretation of experimental data, as well as consolidating practical skills of their use in dissertation research.

Retaking the discipline is repeated studying the discipline in case of receiving "unsatisfactory" ("F") in the final certification.

Standard curriculum (SC) is a study document of the discipline of the core component of the educational program, which determines the content, volume, and recommended literature.

State Examination Commission is a commission formed by the University rector's order to take the state examination in the discipline "Contemporary History of Kazakhstan" composed of the chairman and members of the commission from among highly qualified teachers.

Student's academic rating is a quantitative indicator of the student's acquiring of the curriculum of disciplines and (or) modules and other types of educational activities, compiled from the results of intermediate certification.

Student's research work (SR&D/MR&D/DR&D) is an indispensable, integral part of training qualified specialists at the university as an inextricable component of a single process: educational, scientific and innovative.

Students are persons studying in the bachelor, master, doctoral programs: students, master students, doctoral candidates.

Student's independent work (SIW) is the work at a specific list of topics reserved for independent study, provided with educational and methodological literature and recommendations; depending on the category of students, it is divided into independent work of a student (hereinafter referred to as SSIW), independent work of a graduate student (hereinafter referred to as MSIW) and independent work of a doctoral candidate (hereinafter referred to as DSIW); the entire volume of SIW is confirmed by the tasks requiring a student to work independently on a daily basis.

Summer term is an academic period outside the academic year organized to meet the needs of students in additional training, elimination of academic debt or differences in curricula, study in coordination with other universities of academic disciplines, etc.

Supervisor /consultant is the academic adviser of students, under whose guidance students perform graduation work (thesis (project/master or doctoral dissertation)).

Syllabus is the working curriculum of the discipline, which includes a description of the discipline being studied, the goals and objectives of the discipline, its brief content, the topics and duration of their study, independent work tasks, the schedule for completing and passing tasks for the discipline, teacher's requirements, criteria for assessing student knowledge and a list of references.

The European Diploma Supplement is a pan-European standardized supplement to the official document on higher education, which was developed according to the standards of the European Commission, the Council of Europe and UNESCO and serves to describe the nature, level,

context, content and status of training successfully completed by the holder of educational qualifications.

The GPA (Grade Point Average) transfer score is a weighted average assessment of a student's educational achievements, determined for one academic year for the selected program as the ratio of the sum of the products of credits and the digital equivalent of the scores of the intermediate assessment in the disciplines to the total number of credits in the disciplines of the intermediate assessment.

Theoretical training is a part of the educational program, including the study of cycles of general, basic disciplines and majors.

Tutor is a teacher who acts as an academic consultant to a student in the development of a specific discipline and (or) module.

Undergraduate practice is a type of professional practice carried out before the beginning of the graduation project in order to collect the needed material to perform bachelor's graduation work.

Working curriculum (WC) is a training document developed by the University independently on the basis of the educational program and individual student learning plans.

3. General provisions

3.1 The bachelor academic year starts in September; in magistracy and doctoral studies - from September and January of the current year.

3.2 The volume of the academic load of students is measured in credits acquired during the academic year for each academic discipline. Over the entire period of studying at the University, the student must acquire the required number of credits, the development of which is, as a rule, carried out within four academic years in bachelor's degree, from one to two academic years in master's degree, three academic years in doctoral studies.

The curricula for the bachelor's degree specialties /educational programs are built on the modular basis and contain three blocks of modules: a cycle of general subjects (the core and institutional components); a cycle of basic disciplines (the institutional and elective components) and a cycle of majors (elective component).

The curricula for master's and doctoral programs are built on the modular basis and contain two blocks of modules: a cycle of basic disciplines (the institutional and elective components), a cycle of majors (the institutional and elective components).

3.3 The academic year consists of academic periods (terms), which include the midterm control of knowledge, the final control of knowledge (examination session), the final certification (for the final year of training), practice and vacation. The duration of a term of theoretical training is 15 weeks, with the exception of the summer term.

3.4 The summer term lasts at least 6 weeks. For the summer term the disciplines are taken in which students have not acquired the curriculum, as well as other disciplines, including for students of other specialties and from other universities. The studies in the summer term are carried out only on a fee basis.

The summer term provides an opportunity for students to eliminate an unsatisfactory mark in the discipline, to eliminate the difference in the curriculum, to make adjustments to their individual plan through the timely study of prerequisites, and increase their transfer grade score (GPA). In order to acquire the required credits within the summer term, the student can register for no more than 20 (twenty) academic credits no later than two weeks before the summer term starting. A student who has completed the program of the course in full, but who has not scored the minimum transfer score, in order to increase his transfer grade point score (GPA), is given the opportunity to re-study individual disciplines in the summer term for a fee and to retake examinations.

3.5 The duration and timing of each academic year is indicated in the Academic Calendar, which is published and brought to the attention of students and teachers no later than one month before the academic year beginning.

4. Organization of the educational process

4.1 Training is carried out on the basis of selecting and independent planning by students of an individual educational trajectory aimed at achieving learning outcomes.

4.2 The curricula are developed in two forms:

- 1) individual curricula (hereinafter IC);
- 2) working curricula (hereinafter WC).

4.3 For each EP a Catalog of elective disciplines is developed, which provides students with the opportunity of an alternative choice of elective academic disciplines for the formation of an individual educational trajectory.

4.4 In the process of enrolling in academic disciplines, students form their IC. At this, they:

- 1) get acquainted with the rules of organization of the educational process on credit training technology;
- 2) comply with the established registration deadlines for academic disciplines and amendments to the IC;
- 3) are recorded for the disciplines taking into account the acquired prerequisites.

4.5 The IC defines an individual educational trajectory of each student separately. The IC includes disciplines and types of educational activities (practices, research/experimental research, forms of final certification) of the core component (CC), the institutional component (IC) and the elective component (EC).

4.6 A student of educational programs with the shortened term of study on the basis of technical and vocational, or post-secondary, or higher education:

- 1) forms his own individual curriculum depending on the results of training, acquired prerequisites at the previous level of education, which are necessarily transferred and included in the transcript;
- 2) has individual training periods and the volume of the educational program, which are determined on the basis of the current educational program.

4.7 The content of academic disciplines is determined by standard curricula and/or working curricula (syllabuses).

4.8 Learning achievements (knowledge, skills, competences) of students are evaluated in points on the 100-point scale, corresponding to the internationally accepted letter system with the digital equivalent (positive marks in decreasing order from "A" to "D" and "unsatisfactory" "FX", "F",) and marks according to the traditional system (Table 1).

Table 1. Point-rating letter system for assessing educational achievements of students with their translation into the traditional grading scale

Letter system	Digital equivalent	Points (% content)	Marks according to the traditional system
A	4.0	95-100	Excellent
A-	3.67	90-94	
B+	3.33	85-89	Good
B	3.0	80-84	
B-	2.67	75-79	
C+	2.33	70-74	Satisfactory
C	2.0	65-69	
C-	1.67	60-64	
D+	1.33	55-59	

D-	1.0	50-54	Unsatisfactory
FX	0.5	25-49	
F	0	0-24	

4.9 Organization of the educational process within one academic year is carried out on the basis of the Academic Calendar, which is approved by the decision of the Academic Council.

4.10 Awarding academic credits to students in educational disciplines (modules) and other types of academic work, as well as upon completion of studying the EP as a whole, is carried out with a positive assessment of the learning outcomes achieved by students.

4.11 The principle of the learning process is academic honesty, the main provisions of which are as follows:

- conscientiousness is a set of values and principles that express the honesty of the student when performing written work (tests, essays, diploma, dissertation), when passing exams, in research, expressing one's position, in relationships with employees, teachers and other students.

- openness is transparency, mutual trust, open exchange of information and ideas between students and teachers.

- equality is an equal duty of each student to comply with this Code and equal responsibility for violation of its provisions.

- truthfulness is avoidance of deceit, lies and falsification of documents in any situations.

- reliability is providing information that corresponds to reality, the conclusion of scientific statements based on facts, empirical data and objective judgments.

- responsibility is the obligation of the student to give an account of his actions, deeds, etc. and be responsible for their possible consequences.

- objectivity is decision making without biased judgment and/or attitude.

- justice is ensuring strict observance of the rights and obligations of members of the academic community of KTU, as well as fair consideration of violations, in accordance with this Code of Honor for students.

4.12 In order to optimize organization of the educational process and to increase the efficiency of using the study time, the division of study weeks into the numerator (odd) and the denominator (even) is introduced into the class schedule, and studies are organized in double classes in accordance with Table 2.

Table 2. Time of conducting classes for students of the full-time form of training

Double hour number	Class number	Time of conducting
In the offline mode I	1 class	9:00-9:50
		2 class
break II	10 minutes	
	3 class	10:00 – 11:45
		4 class
break III	30 minutes	
	5 class	13:10 – 14:00
		6 class
break IV	10 minutes	
	7 class	15:05 – 15:55
		8 class
break V	10 minutes	
	9 class	17:00 – 17:50

Within the period of restrictive measures including quarantine, the introduction of the state

of emergency, the occurrence of emergencies of a social, natural and man-made nature, global or regional, as well as local scales, organization of the educational process can be carried out on-line or in a mixed format using remote educational technologies.

4.13 The timetable is made only for classroom studies. Within the first week of the term the heads of departments draw up and approve schedules of independent work of students under the guidance of a teacher. Students' independent work under the guidance of the teacher in all disciplines of the curriculum is carried out individually. Independent work of students under the guidance of teachers (SIWT) is carried out outside the classroom.

4.14 Independent work of students under the guidance of teachers should be reflected in the schedules of teachers (consultations). The SIWT, MIWT, DIWT schedules are considered at the meetings of the departments.

4.15 Independent work of a student includes work with educational-methodological complexes and additional materials in hard copy (publication) or in electronic form posted on the educational portal and in the electronic library.

4.16 Correspondence education requires independent studying of theoretical material and consultation with teachers (tutors).

4.17 All changes in the class schedule and SIWT schedules should be agreed by the Department of Academic Affairs (DAA), and the schedules of the MIWT and DIWT should be agreed by the Department of Postgraduate Education (DPE) and approved by Vice-rector for Academic affairs.

4.18 Control of class attendance is entrusted to teachers conducting classes, department heads, deans of faculties, employees of the Department of Academic Affairs and RO. Deans of faculties weekly submit a report to Vice-rector for Academic affairs, develop and implement measures to ensure academic discipline and class attendance.

4.19 Students who study on a state educational grant shall be awarded a scholarship based on the results of intermediate certification, provided that they receive final grades, tests and defenses of course projects (works) with grades "A", "A-", "B +", "B", "B - ", "C + ". All excellent and good grades should be received during the examination period or during the period of the session extension, early passing exams on the basis of orders of deans of faculties. When retaking an exam from the FX mark to a positive one within the session, the last grade is taken into account.

4.20 It is forbidden to violate the schedule of the educational process (timetable of classes, exams, practice periods) for any reason other than the illness of students and other emergency circumstances that are to be documented.

4.21 Students on a fee basis are required to pay for tuition before beginning the next term, otherwise they will be blocked by midterm control and they will not be allowed taking the examinations.

5. Current control of performance

5.1 Current control of student performance is systematic checking of knowledge, skills of students on specific topics, sections, modules in accordance with the discipline curriculum conducted by the teacher in classroom and extracurricular classes according to the schedule and (or) timetable within the academic period.

5.2 When studying the discipline, various types of current control of students' knowledge can be provided:

- an oral survey conducted after studying the material on one or several topics (sections) of the discipline in the form of answers to questions and discussion of situations;
- written control, which involves working with the questions posed, solving problems, analyzing situations, performing practical tasks on specific topics (sections) of the course;
- a combined survey involving simultaneous use of oral and written forms of knowledge assessment on one or more topics;

- defending and presentation of homework is the control of knowledge on individual or group homework in order to verify the correctness of their implementation, the ability to summarize the material and present it publicly, to trace the logical connection between the topics of the course;

- discussion, trainings, round tables - group discussion of issues of a problematic nature;

- tests are a set of tasks of a certain form (open, closed, combined), allowing objective and qualitative evaluating the educational achievements of students;

- knowledge slice on the material passed: at least twice a term, using information systems;

- implementing a project, a term paper is provided in accordance with the standard and/or working curriculum of the educational program with the aim of qualitative assimilation of theoretical material by solving practical problems, performed during the academic period.

5.3 Term projects, calculation and graphic and other types of work provided for by the curriculum must be defended before the commission before the examination session in accordance with the schedule approved at the department meeting with the mandatory preliminary checking by the anti-plagiarism program. The results of checking the development of the term project, work should be taken into account by the teacher when setting grades of midterm control. A mark for defending the term project or work is the final for this type of control.

5.4 With the current monitoring of academic performance, students' academic achievements are scored for each completed task in accordance with the syllabus (answers in current classes, homework, independent work) and the final result is calculated by calculating the sum of all points acquired within the academic period.

5.5 A similar approach is applied when assessing students' academic achievements within the period of intermediate and final certification.

5.6 Ongoing monitoring of the academic performance of part-time students is carried out both before and during the training and examination session, which is carried out in accordance with the Academic Calendar.

At the same time, a correspondence student prior to the beginning of the training and examination session submits to all relevant departments all types of control and calculation-and-graphic works, term papers (projects), as well as certain types of homework, SIW, midterm control in accordance with the academic discipline program.

5.7 In case if in the discipline according to the curriculum only the term paper (project) is determined as the control form, the mark for the defending of the term paper (project) is the final grade for the discipline as a whole.

5.8 Undefined term project (work) means inadmissibility to the exam only in this discipline. At the end of the session, the undefined term project (work) is an academic debt and is liquidated on a fee basis in the next academic period or in the summer term.

5.9 The marks of current control, as well as attendance by students of classroom activities, should be set weekly by teachers in the Univer 2.0 program in accordance with the syllabus for fixed disciplines and types of classes.

6. Midterm control of performance

6.1 Midterm control (certification) is carried out in accordance with the Academic calendar, approved by the Academic Council of the University.

6.2. Dates of formation of the midterm control mark by a teacher conducting lecture classes are as follows: 1 midterm control in week 7 of the term, 2 midterm control in week 14 of the term. The midterm control mark is formed automatically from the marks of current control, weekly set by teachers to students in all disciplines and types of classes in accordance with the syllabus. Monitoring compliance with the technology for issuing grades of midterm control and examination grades is assigned to the head of the Registrar office.

6.3 Students **should check their marks** using their personal account during the next school week. The dean of the faculty is obliged to organize a review of the results of the midterm con-

trol at the faculty council with involvement of curators and teachers of disciplines.

6.4 The teacher is obliged to form marks of the midterm control in an electronic register, bring to the attention of students and report of the possibility of an appeal.

6.5 Students who disagree with the results of the midterm control are entitled to appeal upon their reasoned application addressed to the dean of the faculty or the head of the DPE filed the next day after receiving the mark, who decides on the appeal.

6.6 The appeal is carried out by the subject commission of the department (or departments with integrated discipline) within three days after putting the midterm control mark only on the merits of the appealed issue.

6.7 The marks of the first and second midterm control of the student **are final and cannot be corrected.**

6.8 The dean of the faculty or the head of the DPE in some cases (due to illness, family circumstances, other objective reasons), on the basis of an order, can allow the student passing the tasks of midterm control according to an individual schedule.

6.9 The materials (answer sheets, written works, test reports, etc.), on the basis of which grades of midterm control were put, are stored at the department until the end of the next term.

6.10 Midterm control for part-time students is carried out **once a term within the examination session** according to the results of laboratory, practical, and seminar classes, including the defense of the completed test works that must be registered at the department.

6.11. The teachers conducting classes at the FCDL need to give the midterm control mark one day before the exam in academic discipline (in the electronic sheet it is **the second midterm control**).

7. Final certification

7.1 Examinations are aimed at assessing the theoretical knowledge received by students, the strength of their assimilation, the development of creative thinking, the acquisition of independent work skills, the ability to synthesize the acquired knowledge and apply them to solve practical problems.

7.2 The schedule of exams is approved by the Vice-rector for Academic affairs and is brought to the attention of students and teachers 1 month before the examinations.

7.3 Students must pass all exams and tests, defend term projects (work) in strict accordance with the curriculum for the approved programs.

7.4 **The form of examinations** in all disciplines is approved by the collegiate body (Academic and Scientific Councils) based on the submissions of the departments during the first month of the semester.

7.5 For the examination, examiners are appointed, who are assigned lectures in the relevant

7.6 The presence of persons not participating in the examination procedure without the written permission of Vice-rector for Academic Affairs is not allowed.

7.7 At the disposal of the dean of the faculty (the head of the DPE) on admission to the examination session, there are indicated surname, name, patronymic, year, and specialty of the student.

7.8 Admission to the examination session is carried out in two stages:

1) at the first stage, by a general order of the dean of the faculty (the head of the DPE), admission is made to the examination session for students who do not have debts in the tuition fee, academic debts by prerequisites, who are not on academic leave.

Students on the fee basis are not allowed to the session if there are debts in the tuition fee.

2) at the second stage an automatic admission to the discipline exam is carried out on the basis of an assessment of the admission rating, determined by the results of the current and midterm performance monitoring, as well as under the condition that no more than 40% of classroom classes are missed;

3) positive defense of the term project (work) (at least 50 points), where the term project

(work) is an admission rating in the relevant discipline;

4) the average score for two milestone controls is at least 50 points (if the defense of the course project (work) is an intermediate form of the exam).

7.9 The teacher taking the exam is obliged to familiarize himself with the attendance sheet before the exam (the protocol of proctoring during the exam in the remote testing mode) and inform the students about their admission or non-admission to the exam

7.10 During examinations students can use the curriculum of the discipline and, with the permission of the examiner, reference books in accordance with the syllabus.

7.11 For conducting examinations, the department develops exam materials in the state and Russian languages, they are approved at a meeting of the department and no later than a month before starting the session, they are transmitted to students in paper or electronic form.

7.12 Answer sheets, written papers and other exam materials are stored at the department for a term after the session to analyze the educational activities of students and teachers of the department.

7.13 Heads of departments should provide the technology for conducting a written exam by an experienced teacher, anonymized checking and an objective assessment of the examination papers.

7.14 In the event that during the midterm certification of the final control (exam, test items, defending the term project, work and other types of control) there is received "unsatisfactory" corresponding to the "FX" mark, the student has the opportunity to retake the final control without re-passing the program of discipline / module no more than two times.

7.15 In the case of receiving a grade of "unsatisfactory" corresponding to the "F" mark, the student is re-registered for this academic discipline/module for tuition on the fee basis, attends all types of training sessions, performs all types of training work according to the program and re-takes the final control.

In the case of receiving for the third time the FX or F mark corresponding to the equivalent grade of "unsatisfactory", the student is expelled from the university regardless of the number of received grades "unsatisfactory" and loses the opportunity to re-enroll in this discipline.

At the same time, the student is optionally transferred to another university and/or to another educational program. If desired, the student is transferred to another educational program, in which there is no academic discipline, according to which he has already received the "unsatisfactory" mark, with the exception of the cycle of general educational disciplines.

7.16 Following the principles of academic integrity, the teacher is obliged to remove students from the exam in this discipline if the students:

- use cheat sheets, technical and other means, unauthorized materials or false data when performing examination tasks, helping to obtain correct answers;
- obstruct or interfere with the work of other students during the execution of tasks;
- talking during the exam;
- ask other students to complete an exam assignment or test for him;
- commit actions aimed at presenting false information;
- write off from the examination sheet of another student with or without the permission of the student;
- allow other students to copy from their exam sheet;
- perform any other action that gives the student an unfair advantage in the exam.

The teacher is obliged to remove students from the exam in this discipline who use cribs, technical and other tools that help to obtain correct answers. Upon the student's removal from the exam, the teacher draws up a memo, receives the student's signature of acquaintance, or, in case of refusal, witnesses and attaches it to the examination sheet with materials taken from the student proving the student's illegal actions. This student is given an unsatisfactory grade in the sheet. Academic debt that arose as a result of deletion can only be liquidated in the next academic period or in the summer term for a fee.

7.17 The student enters the classroom where the exam is held, by the credit book or student card. The teacher is required to perform identification of the student passing the exam.

7.18 For students of small groups of full-time and part-time forms of study, the dean's office, together with the Registrar Office, develops an individual curriculum (IC) and a training schedule for each student, which is controlled by the corresponding dean's office. A student studying in IC passes exams in accordance with the schedule of the session of the corresponding term.

7.19 Retaking a positive mark of the final control in order to increase it in the same period of midterm certification is not allowed.

To retake the exam from the "unsatisfactory" mark to a positive mark or to improve it, the student in the next academic period or summer term, on the fee basis, re-attends all types of training sessions provided for by the working curriculum for this discipline, receives admission and passes final control.

7.20 For repeated or additional study of the discipline, the student goes through the procedure of enrolling in the discipline in the Univer 2.0 IS, after which he must obtain permission from the dean's office, conclude an agreement, pay for the training and register the application at the Registrar Office.

7.21 In the absence of a valid reason, failure to appear at the exam shall be equated to the "unsatisfactory" mark, to retake it is possible in accordance with paragraphs 4.21 and 7.19.

7.22 Students are permitted to defend a term project and take an exam in a discipline with an average mark of midterm control of "D" and above (50 percent or more of acquired knowledge), and who have successfully defended a term project or work, if it is provided for by the work plan. The average score is calculated by the percentage of the level of knowledge of the two midterm control ratings set in digital and alphabetic systems.

7.23. Part-time students are not permitted to attend the session if they have academic debts for the previous period of study.

Teachers conducting additional classes on the repayment of academic duties with part-time students are required to close and submit the examination sheets to the Registrar office at the end of the additional training course (main building, room 200g) no later than 2 hours after completing the exam in additional discipline.

7.24 The dean of the faculty (the head of the DPE) in certain cases (due to illness, family circumstances, other objective reasons), on the basis of an order, can permit students to individually pass the examination session (early surrender or extension of the session). For this:

- students must submit an application addressed to the dean of the faculty (the head of the DPE) with a request for permission to individually pass the examination session a week before the expected deadlines for the session or a week before the examination session when it is extended;

- in case of unforeseen circumstances that occurred during the examination session and requiring its extension, students are obliged to immediately report the incident to the dean's office (DPE) and submit an application for extension of the session with submission of supporting documents;

- to the application, which indicates disciplines and reporting forms, there are attached documents substantiating the need for an individual examination session;

- for the early passing of the session, the application is sent by the dean of the faculty (the head of the DPE) to the graduating department to decide on the possibility of individual passing examinations for students, taking into account their current performance;

- the dean (the head of the DPE), on the basis of a positive decision of the department, issues an order for early taking the session, which is transmitted to the Registrar office to take into account the results of the session and gives the student individual examination sheets, the marks of which are entered during the main session according to the schedule.

7.25 The student is required to pass all exams in time in accordance with the decree of the dean's office (DPE). Copies of the instructions are submitted to the Registrar's Office and, in

case of failure to appear for the examination without a valid reason during the extension of the session, the failure to attend is posted on the statement.

7.26 If the student did not appear for the exam without a good reason, the note “failed to appear” is made in the exam sheet, which is an academic debt and is passed during the summer term for a fee.

7.27 The teacher puts the exam grades immediately after the exam in the electronic sheet, forms the final sheet, prints it, puts the marks in the test books and, before 2 hours after the exam, submits it to the dean's office of the corresponding faculty (DPE).

7.28 A student who does not agree with the result of the final control shall appeal no later than the next business day after the examination.

7.28.1 The appeal is carried out by the subject commission of the department the day after the examination on the merits of the appealed issue.

7.28.2 An appeal is conducted when:

- exam tasks (tests, tickets) are incorrectly worded or are not included in the curriculum of the discipline;

- examination tasks in test form do not contain the correct answer;

- there was a technical malfunction during computer testing, registered by an act signed by the teacher, an employee of the Digital University Development Department (DUDD) or the Registrar Office, studying, and entailing the loss of more than 10% of the time allocated for the exam, if the fact was confirmed by the teacher on duty;

- other reasons that influenced the exam results (emergency events, etc.).

7.28.3 When a student complains about his health during the exam, the teacher must immediately send him to the University Health Center, where they must confirm in writing the fact of feeling unwell on the day of the exam. In the case of confirmation of poor health, the exam results are canceled, the sign is n/a, and the dean (DPE head) by his order has the right to extend the session to this student.

7.28.4 The student's complaints about feeling unwell after the exam, supposedly affecting his result, are not accepted by the dean's office (DPE) and the Registrar Office and the exam results are not changed.

7.28.5 The results of the appeal are recorded in the minutes, which is transmitted to the Registrar Office to calculate the final score, taking into account the appeal, and then entering it in the credit book.

7.29 The final statement of the appeal shall be signed by the chairman of the Appeal commission. The teacher of the discipline is invited to the appropriate dean's office (DPE) to put down the final grades, taking into account the appeal, in the student's credit book that is formed by the RO.

7.30 The results of exams, term projects (works), student tests, with permission to extend the session or an individual session schedule, are entered into an electronic individual examination sheet, which is formed by the teacher.

7.31 A full-time student with academic debts, incl. in practice, as well as academic difference or debt resulting from restoration, transfer from another university, transfer from a specialty / educational program to a specialty/educational program of the University, return from academic leave, are allowed to the examinations.

7.32 Full-time student with academic debts, including those in practice, as well as academic differences or debts resulting from restoration, transfer from another university, transfer from a specialty to a specialty of the University, return from academic leave, are allowed to the session.

7.33 To conduct computer testing of faculty teaching departments a month before the start of the session are required to download a set of test tasks and the head of the department must approve.

7.34 The set of test tasks in the discipline should be at least 100 for one credit. The number of test tasks issued to the student during the exam is determined by the time they are completed.

7.35 The departments conducting the exam in writing form the options for the tasks in ac-

cordance with the methods developed by the departments and approved by the first vice-rector. At the same time, measures should be taken to prevent the disclosure of the contents of tasks to unauthorized persons. Exam tasks for teachers taking the exam are given just before the exam.

7.36 The teacher taking the exam is obliged to familiarize himself with the check list before the exam and bring to the attention of the students their admission or non-admission to the exam.

7.36.1 The final grade in the discipline in which the exam is provided is calculated by the formula:

$$I = \frac{A_1 + A_2}{2} \cdot 0,6 + \Theta \times 0,4$$

where A_1 , A_2 are the marks of the first and second midterm control;

Θ is the examination mark;

0.6; 0.4 are weight coefficients of certifications and examination.

7.36.2 The final grade for calculating the GPA in the discipline studied by the student, which provides for a course project (work), is the total score, which is the sum of RK1 and RK2, as well as the evaluation of the defense of the course work (project).

7.37 Heads of departments are responsible for the organization, conduct of the session and all the problems that arise during its conduct.

7.38 Changing and introducing additional forms of the exam during the examination session is not allowed.

7.39 The topics (sections) of the discipline, questions, typical tasks and other materials are transferred to students to prepare for exams

7.40 The generated tickets are not transferred to students, the teacher of the discipline is responsible for their safety.

7.41 The number of tasks in the written exam is determined by the maximum time it takes - no more than 3 academic hours.

7.42 The number of tickets should be 30% more than the maximum number of students simultaneously examined in this discipline and cover all topics of the discipline. The exception is groups of more than 50 students: the number of tickets must be 5 tickets more than the maximum number of students in a group.

7.43 Blank sheets for writing answers to examination questions are stamped in the UPR / CO, their number must be 30% more than the total number of examinees multiplied by the number of tasks in the ticket.

7.44 Procedure for the written examination:

7.44.1 Students enter the exam room with student cards and / or an identity document.

7.44.2 The teacher informs the examinees who is allowed to take the exam and the procedure for conducting it, warns about the need to observe discipline, and asks about the state of health.

7.44.3 If the situation referred to in clause 7.15 occurs, the examiner warns that the examinee, when using any means to obtain correct answers to questions (cheat sheets, technical means, tips, etc.), is removed from the exam, and in the statement grade "F" is indicated. In this case, the examiner submits a memo to the dean's office about the fact that the student was removed from the exam.

7.44.4. Cards without a number are displayed randomly in the presence of examiners with the back side out.

7.44.5 For the exam a student (a master student) selects a card. After the examiner transfers the questions from the ticket to the answer sheet, the student on all the answer sheets indicates the code set by the teacher. The preliminary statement fixes the code. This sheet is transferred to the head of the department until the end of the exam.

7.44.6 The student gives a detailed answer to all tasks. There are no entries on the answer

sheets to identify the name of the student (master student), for which the examinee and teacher are responsible.

7.44.7 The examinee, with the permission of the teacher, has the right to use reference literature and the syllabus during the exam. It is forbidden to use any kind of communication, calculators and other technical means during the exam.

7.44.8 At the end of the exam, students submit the answer sheets to the teacher, who signs them in the presence of the student on each sheet, indicating on the first sheet the total number of completed sheets.

7.44.9 The final score is defined as the arithmetic average of the number of the card questions. The final grade is placed on the first sheet and is confirmed by the signature of the examining teacher

7.44.10 The tested examination papers are handed over to the head of the department, who conducts the decryption of these works

7.44.11 No later than 2 hour after the exam, the answer sheets are sent to an independent teacher(s) for verification. Ratings in percentage and letter form are put up for each question and are confirmed by the signature.

7.45 Functions of the commission for the examination in an integrated form:

7.45.1 The commission is obliged to organize an exam and not allow writing off the answers from sources not permitted at the exam, except for the curriculum of the discipline and reference literature.

7.45.2 When examining the answers, all members of the commission should be present; the acceptance of the answers of each student is carried out by the entire commission; separation of students between members of the commission is not allowed.

7.45.3 After the exam is completed, the results are entered into the database, the final statement is generated, which is transferred to the dean of the corresponding faculty within 2 hours.

7.46 Functions of a teacher in conducting an exam in the form of computer testing:

7.46.1 He monitors the entry of students into the classroom according to student ID cards (credit books) and admission to the examination sheet.

7.46.2 He monitors that students do not use additional materials in the testing process; in cases of gross violation of the process, removes the student from the exam in accordance with clause 7.15.

7.46.3 He provides assessment in accordance with the requirements of the section "Assessment of student knowledge."

7.47 Part time students who have successfully passed the exams and defended their term projects (works), at the end of the examination period, are issued a certificate-call for the next examination period. The issuance of a certificate-call for the examination period is subject to strict accounting.

7.48 At the end of the examinations, students are required to verify the final grades in the transcript generated in their personal account. In the event of a discrepancy in grades for academic performance, the student has the right to apply to the dean's office with a request to make adjustments to the certification before the start of the next semester.

7.49 At the end of the examinations, news is published for students on the main page of the IS "Univer 2.0" and the website of KTU about the final grades of the intermediate certification.

8. Student transfer to the next year of training

8.1 A prerequisite for the transfer of a student from one year to the other is the enrollment of a student with a transfer grade point (GPA) for the academic year not lower than that established at the University.

Students, master and doctoral students at the end of the summer examination session are re-

quired to check GPA in their personal account using the Univer 2.0 IS.

8.2 The transfer GPA score is calculated by formula :

$$GPA = \frac{\sum_{i=1}^n \Pi_i K_i}{\sum_{i=1}^n K_i}$$

where Π is the final mark in the digital equivalent in the i-th discipline;

K is the number of credits in the i-th discipline;

n is the number of disciplines.

All academic debts when calculating the GPA are taken into account in the numerator by zero ($\Pi=0$), and the denominator necessarily takes into account all the credits that are indicated in the student's IC.

8.3 When conducting a comprehensive exam in several disciplines in calculating the GPA, each discipline is taken into account separately.

8.4 The level of the transfer score for students (master students) for all specialties of the University is established annually by the decision of the Academic Council.

8.5 A student who has completed the full program of the course, but who has not scored the minimum transfer score, in order to increase his transfer grade point score (GPA), is given the opportunity to re-study individual disciplines in the summer term for a fee.

8.6 After the end of the summer term, the Univer 2.0 IS calculates the transfer point for the academic year for each student under the control of the Registrar Office. Students who have acquired the established level of the transfer score are transferred to the next year of training by the rector's order.

8.7 A student who has not scored a set transfer point based in the summer term taking into account the summer term, is left by the rector's order for a second year for tuition on the fee basis.

8.8 In case of a positive result of retaking the exam, the final grade is again calculated, which is recorded in the examination sheet, credit book and transcript.

When calculating the transfer score of academic performance, the latest grades in the discipline are taken into account.

8.9 The transcript records all the student's final grades, including the positive results of re-taking the exams. If the discipline goes two terms, the last one is put out and taken into account.

8.10 Students - holders of state educational grants, who have been left for a repeat course of study, are deprived of the grant and continue their further education on a fee-based basis on the basis of an agreement specifying the number of credits and the subjects studied for the repeat course.

8.11 If a student, a holder of an educational grant, scored a transfer point, but at the same time has an academic debt, he will be transferred to the next year of study.

9. Organization of training for studying additional disciplines, elimination of academic debt and academic difference

9.1 The list of required prerequisites for the master/doctoral studies is approved by the Academic Council.

An agreement on additional educational services for passing prerequisites on the profile of the master's / PhD program and their payment is provided before enrolling in KTU.

Prerequisites passing is carried out during the first semester of in master's / PhD program.

In order to continue studies in PhD programs, graduates of profile master's programs need to additionally complete the postgraduate education programs of the pedagogical profile of the scientific and pedagogical master's degree in the amount of 900 academic hours or 30 academic credits.

A certificate to graduate's diploma of the profile master's program on educational programs of the pedagogical profile is provided upon submission of documents to the admissions committee of KTU before July 25 of the calendar year (for people enrolling in PhD programs).

9.2 Students who have an academic difference or academic debts for the previous period of study, as well as those who wish to study additional disciplines, improve previously received positive marks in disciplines, have the right to study on a paid basis in one of the following semesters (except for graduate students), including summer.

9.3 If a student receives an "unsatisfactory" mark in the state exam in the discipline "H" he must re-enroll to this discipline, re-attend all types of studies in the next academic period or summer term, fulfill the requirements of current control, receive admission and retake state exam.

9.4 In the event that a student under a state educational order has not scored the required number of credits provided for by the working curriculum, he has the right to re-study the relevant disciplines on the fee basis. The cost of one credit per academic year is annually approved by the decision of administration.

A student-grant holder who is transferred to the next course, but has an academic debt, must re-study this discipline on a paid basis and eliminate the academic debt before the start of the final certification.

9.6 Studying the discipline is performed in the form of lectures, practical or laboratory classes in the amount of hours provided for this discipline with the current, boundary control (attestation), exam. Credits in the discipline are counted if a positive assessment is received at the end of the training.

9.7 For students who have academic differences before their restoration, transfer, return from academic leave, as well as if they wish to additionally or re-study the discipline in order to increase the final grade, the Registrar Office organizes classes on a fee basis in these disciplines, if they are taught at the University in one of the terms, including the summer one, and eliminate academic debts, having passed the current, mid-term (certification) control and final certification (exam).

9.8 The total number of credits of disciplines of additional / retraining, based on the student's workload, should not exceed 15 for the fall or spring term.

9.9 In the absence of a teacher for a good reason, the interim attestation is carried out by a commission appointed by the Vice-Rector for Academic Affairs on the basis of a memo from the head of the department.

9.10 The total number of credits of additional/re-study disciplines should not exceed 15 credits in the fall or spring semesters and 20 in the summer semester.

9.11 Dean's offices / PED form a submission for transferring from course to course, leaving for a second course and depriving students of grants after the end of the summer semester.

9.12 For conducting classes on additional (repeated) study of the discipline, the head of the department appoints a leading teacher responsible for current control and intermediate certification.

9.13 The remuneration of the teacher's work is carried out at the expense of funds received for additional training in the amount of not more than 225 hours, including other types of workload paid from the hourly fund, if this workload is performed during the academic year.

9.14 In the event that the load of additional training is performed by a teacher during the vacation period, then this restriction can be removed with the permission of the Rector.

9.15 Additional Training Schedules, midterm certification is carried out by a commission appointed by the Vice-rector for Academic Affairs on the basis of a memo from the head of the department.

9.19 Deans of faculties inform students about the need to pay off academic debts and send students of the faculty who have drawn up contracts to groups (flows) of specialties of the University, where the discipline in languages of instruction is taught.

9.20 Elimination of academic debt on a course project (work), practice can be carried out

during the student's training on the course. The results are taken into account when calculating the student's GPA.

9.21 Elimination of academic debt on a course project (work), if they are final in this discipline, is carried out on a paid basis in the next academic period or summer semester

9.22 Elimination of academic debt on the practice of students who have not passed or have not defended the practice report is carried out on a paid basis. Graduating departments, if possible, can organize the passage of training and production practices on a paid basis for students in their free time during the course. The results are taken into account when calculating the student's GPA transfer score.

9.23 Student applications for studying the discipline in order to eliminate an academic debt for the previous period of study are formed by students in the dean's office no later than 1 week before the start of classes.

9.24 The dean considers submitted application and, with a positive decision, sends the student to draw up a contract for the provision of paid educational services to the contractual educational services department (CESD).

9.25 The payment is made at the bank branch according to the number of credits for the discipline studied, a receipt for payment is provided to the CESD for registration;

9.26 Organization of the additional term is carried out in accordance with the principle of independent assessment of students' knowledge. The final assessment of the student's knowledge in the disciplines studied outside the curriculum of the specialty is carried out by a lecturer who gives lectures during the summer term.

9.27 Training within an additional term involves:

- attendance of students in classes during the additional or next academic term in order to master these disciplines;
- implementation of all educational tasks in order to determine the rating in the discipline;
- passing an exam in the discipline for a positive assessment.

9.28 The results of exams in the curriculum disciplines of the specialty mastered during the summer term are included in the GPA.

9.29 For foreign citizens studying at the University who are in the territory of the Republic of Kazakhstan in accordance with interstate agreements and the validity period of a visa, who have not achieved the established GPA level, who have academic debts or an academic difference during restoration, transfer, return from academic leave, and also, if desired, additionally or re-study a discipline in order to increase the final grade, the Registrar Office forms a schedule of classes on a paid basis for these disciplines in the fall semester in order to eliminate academic debts and (or) increase the final grade. The total number of credits of additional/re-education disciplines, based on the student's workload, should not exceed 15 credits per term.

In the event that the student, following the results of the re-studying the disciplines, has not scored the established GPA level, he remains for the re-course with the notification of the relevant authorities of his country.

10. Credit transfer of disciplines studied in other educational organizations according to other training programs

10.1 The achieved learning outcomes and positive marks received by a student at previous levels of education and in other organizations of formal education are recognized with the transfer of academic credits in accordance with the application for transfer, which is agreed with the relevant department and appendix (academic certificate/transcript).

10.2 When transferring, restoring achieved learning outcomes, positive marks of a student are recognized with the transfer of academic credits from one educational program to another, from one educational institution to another.

10.3 All academic credits and learning outcomes obtained by students in formal and non-formal education accumulate throughout life.

10.4 The final document confirming a student's training on the mobility program is a transcript or its analogue in the host country.

10.5 Information about the training program is included in the transcript: the names of the disciplines (module), marks, the number of acquired academic credits.

10.6 Learning outcomes, fully mastered by students in the framework of academic mobility and confirmed by a transcript, are transferred by the university without fail.

11. Criteria for assessing students' knowledge

11.1 The knowledge, skills, and competencies of students in all types of control are determined by marks of a point and rating alphabetic system, which are directly proportional to (Table 1).

11.2 The mark "excellent" corresponds to the marks: A, with a digital equivalent of 4.0 and a percentage of 95-100%, and A-, with a digital equivalent of 3.67 and a percentage of 90-94%.

This mark is given if the student has shown complete knowledge of the program material and has not made any errors, inaccuracies, timely and correctly performed control and laboratory work and submitted reports on them, while displaying original thinking, in a timely manner and without any mistakes passed colloquiums and completed homework, was engaged in research work, independently used additional scientific literature to study the discipline, was able to systematize programs independently the first material.

11.3 "Good" mark corresponds to the marks: B +, having a digital equivalent of 3.33 and a percentage of 85-89%, B, having a digital equivalent of 3.0 and a percentage of 80-84%, B-, having a digital equivalent of 2.67 and a percentage of 75-79%, C + having a digital equivalent of 2.33 and a percentage of 70-74%.

This mark is given if the student has mastered the program material no less than 75% and at the same time has not made any gross errors in the answer, timely completed control and laboratory work and passed them without any fundamental comments, correctly completed and timely passed the colloquiums and homework tasks without fundamental remarks, used additional literature as instructed by the teacher, was engaged in research work, made minor inaccuracies or fundamental errors, corrected by the student, managed to systematize program material with the help of a teacher.

11.4 "Satisfactory" mark corresponds to marks: C, having a digital equivalent of 2.0 and a percentage of 65-69%, C-, having a digital equivalent of 1.67 and a percentage of 60-64%, D +, having a digital equivalent of 1.33, and the percentage of 55-59%. and D- having a digital equivalent of 1.0 and a percentage of 50-54%.

This mark is given if the student has mastered the program material by no less than 50%, when performing control and laboratory work, homework, needed the help of a teacher, when passing the colloquium, made inaccuracies and unprincipled errors, did not show activity in research work, limited only to the educational literature indicated by the teacher, had more difficulty in organizing the material.

11.5 "Unsatisfactory" mark corresponds to the marks: FX, having a digital equivalent of 0.5 and a percentage of 25-49% and F, having a digital equivalent of 0 and a percentage of 0-24%. Marks of FX and F are given if the student has found gaps in knowledge of the main material provided by the program, has not mastered more than half of the discipline program, made fundamental mistakes in the answers, failed to complete the tasks stipulated by the forms of current, midterm and final control, did not work out all the main literature provided by the program, was absent at the classes and did not participate in the implementation of the activities stipulated by the curriculum, and did not pass the current and midterm control.

11.6 A student who has received an unsatisfactory mark in the elective discipline has the right to re-study in the established order the same discipline or replace it with another elective discipline from the same block. Replacement of discipline must be agreed with the adviser and the Registrar's Office.

11.7. "I" mark is given to the student, provided that the student during the semester get at least 50 points on midterm controls and did not pass the exam for a valid reason, with document evidence. In order to receive the "I" mark, the student submits an application to the dean of the faculty, indicating the reasons for passing the exam and attaching the originals of supporting documents (reference) no later than 2 working days from the day of the exam. If the reason for passing the exam is recognized as a valid, the student will be given the mark "I" by the order of the dean and an individual schedule for passing the exam will be set. Grade "I" changes to the standard grade ("A", "B", "C", "D") after passing the exam by a trained teacher within 30 days at the beginning of the next semester in the case of a winter examination session and during the summer semester in case of a summer examination session. According to the schedule of exams (other works) presented by the teacher, the Registrar's Office opens an electronic list (Incomplete) for including marks in IS Univer 2.0. If the student has not fulfilled all the requirements within the specified time period, the Registrar's Office, on the basis of the examination sheet signed by the teacher, transfers the mark "I" to "F", i.e. "Unsatisfactory." In the case of absence of a teacher at the University, for valid reasons, who gave the mark "I", the head of the department appoints another teacher to complete the course and transfer the mark "I" to the standard mark. If a student drop out from the University before the deadline for correcting the mark, the mark "I" remains in the transcript unchanged.

11.8 AU mark is given to a student who wishes to attend the course without receiving a final mark. Passing such disciplines is paid in full at a fixed cost. A student who has registered for the discipline as a student must declare this to the Registrar's Office. The student's exam sheet is automatically marked "AU".

11.9 Students of KTU, as well as persons who are not enrolled in the university, but who have paid for training in this discipline, can be students of disciplines.

11.10 Students on a contractual basis during the first week after the end of the re-registration period ("Add / Drop"), may submit an application addressed to the head of the Registrar's Office with justification of the reasons for their decision to drop out from discipline. The application must be agreed with the adviser. In the case of a positive resolution of the issue, the application signed by the dean of the faculty is transmitted to the Registrar's Office.

11.11 A student can be suspended from studying a discipline for academic reasons in an administrative manner (Academic Withdrawal) with an "AW" grade. The reasons for administrative removal from discipline can be:

- systematic absence of classes in the course under study without a good reason (40%);
- non-fulfillment of individual tasks, SRS/SPM;
- regular disruption of the work delivery schedule, other violation of the rules of training;
- violation of internal regulations.

Teachers can indicate in the syllabuses additional условия, при которых производится снятие обучающегося с дисциплины по академическим причинам.

In case of administrative removal from a discipline included in the list of compulsory disciplines, the student must re-study the course only on a paid basis.

11.12 According to the Order on organization of the educational process at the exam, a student who violates the rules of conduct on the exam (using cheat sheets, cell phones, being late without a good reason) is removed from the exam, he is given an "F" grade, and he re-studies this discipline.

11.13 A student who has completed the course program in full, but has not scored the minimum transfer score, in order to increase his transfer score (GPA), is given the opportunity to re-study certain disciplines on a paid basis in the summer semester (with the exception of the discipline "Modern History of Kazakhstan", on which the state exam is being taken) and retake the exams on them.

12. Choosing an educational trajectory by students

12.1 Individual training planning is carried out for the academic year under the guidance of advisers. The list of advisors is approved by the dean of the faculty and submitted to the Registrar's Office.

Individual training planning for master's and PhD students is carried out with the participation of their supervisors (consultants).

12.2 Information about the disciplines, including a brief description, is contained in the catalog of elective disciplines, which is brought to the attention of students by graduating departments and advisers, and is also posted in the Univer system and on the university's website.

12.3 Educational-methodical complexes in disciplines (EMCD) according to the working curricula are placed in the Univer system no later than 10 working days before the start of the semester, in which these disciplines (modules) are studied.

12.4 The selection of disciplines (modules) should be carried out with mandatory consideration of the sequence of study of disciplines. A student cannot be registered for discipline if in the previous semester he did not master the prerequisites for this discipline. The head of the graduating department and advisers are responsible for timely informing students with academic debts about the possibilities re-taking in subsequent periods of theoretical training in order to comply with the principle of prerequisite.

12.5 The student has the right to change the IEP within the framework of the working curriculum of the specialty before the start of theoretical training during the registration period indicated on the Academic calendar or during the orientation week.

12.6 Bachelor, master's and PhD students studying in foreign universities on the basis of international exchange educational programs, or partner programs of KTU within the framework of academic mobility can transfer the credits they received during their studies abroad in the disciplines corresponding to the approved curriculum of the specialty University. To carry out credit transfer, the graduating department, on the basis of syllabuses of disciplines, establishes the equivalence of the content of the courses studied in a foreign university to the curriculum of KTU.

13. Registration for attending classes

13.1 Classes for each discipline (module) and the formation of the schedule are carried out on the basis of registration of students for the discipline (module). The student must register for a certain number of credits provided for in the curriculum of the specialty.

13.2 Registration of a student for the study of academic disciplines (modules) of the upcoming academic year is carried out in the Univer system of KTU on-line with methodological and advisory assistance of graduating departments after a detailed discussion of their individual learning paths with an adviser (supervisor / consultant), who gives explanations on the selection of disciplines in accordance with the approved curricula and the catalog of elective disciplines. Dates of registration are indicated on the Academic calendar.

13.3 For newly admitted to the University during the orientation week, the dates of which are indicated on the Academic calendar, a general acquaintance with the credit system of education, the registration procedure for disciplines is carried out. During the orientation week, meetings are held with representatives of the administration, deans of faculties, heads of departments, advisers, and library employees. Each student is assigned an identification number ID (login), under which he registers his individual curriculum by online registration for academic disciplines.

13.4 Registration of students to KTU is carried out before the beginning of the first semester. For this category of students, the basis for access to registration is the order for admission to the number of bachelor / master's / PhD students of the university and payment for the semester (if training is carried out on a fee basis). The remaining students are registered for the disciplines of the next academic year and the repeated passing of disciplines (Retake) during the registration period indicated on the Academic calendar.

13.5 The basis for access to registration is:

- passing all the prerequisites required to study a particular discipline;
- lack of financial debt for tuition fees.

13.6 Registration for the summer semester is carried out at the end of the spring semester, except for students in the final year of study.

13.7 Registration for the repeated study of the discipline ("Retake") is carried out within the established deadlines for general registration, but provides for advance payment for training, since the repeated study of the discipline is carried out only on a paid basis for all specialties and forms of training.

13.8 Academic flows of students are formed on the principle of a sufficient number of students enrolled in this discipline. The minimum required number of applicants for compulsory subjects in bachelor studies is:

- lectures - up to 100 people;
- practical classes - up to 30 people;
- laboratory classes - up to 19 people;
- language and creative classes - up to 15 people.

Academic flows of students in elective disciplines of specialties with a small contingent of students are formed on the principle of enrolling all students in one discipline. The total number of students in this case should be at least 16 people.

If the number of students is less than the minimum set, then the discipline does not open. Students enrolled in this discipline are warned about this and within 3 days after the end of registration are asked to make a repeated selection of discipline.

In the case of registration of students in a given academic discipline in a number exceeding the maximum established number, an additional academic flow is formed in this discipline. The exception is small groups of up to 15 people.

14. Student independent work

14.1 In the conditions of credit technology to fully master the educational program, a large amount of independent work is carried out, which is divided into two parts: independent work, which is carried out under the guidance of a teacher (SIWT, MSIWT, PSIWT), and that part which is carried out completely independently.

14.2 Independent work under the guidance of a teacher is an extracurricular type of work of students, which is carried out by them in contact with the teacher according to a separate teacher schedule approved by the First Vice-Rector. This type of work includes consultations on the most difficult issues of the curriculum, homework, course projects (works), control of semester works, reports and other types of independent work tasks.

14.3 All types of independent work are necessarily described in the syllabus and EMCD with specific tasks, evaluation criteria and schedule assignments.

14.4 The student may not be present in the audience according to the schedule of SIWT, MSIWT, PSIWT, if the assignment of independent work does not cause him difficulties. It is not allowed to replace classes of SIWT, MSIWT, PSIWT with seminars, practical or laboratory exercises.

15. Research (experimental research) work of students

15.1 Master's and PhD students, as part of the development of educational programs, carry out research (experimental research) work, including the preparation of scientific publications and the implementation of a master's thesis (project) / doctoral dissertation.

15.2 Research (experimental research) work is carried out under the guidance of scientific supervisors / consultants, who are approved on the basis of the decision of the Academic Council of the university and the order of the Rector of the University.

15.3 In order to carry out research (experimental research) work, master's and PhD students, in addition to individual curricula, draw up and approve individual work plans for the entire period of study, including an individual plan of research / experimental / research work; practice plan; topic of the dissertation with justification and structure; implementation plan of the dissertation; plan of scientific publications and scientific (professional) internships.

15.4 Supervisors / consultants of master's and PhD students participate in the development and approval of individual work plans for master's and PhD students, direct their educational and research / experimental research work and are responsible for the timely and high-quality completion of all types of work provided for by an individual work plan.

15.5 Credits for the implementation of research (experimental research) work of master's and PhD students are distributed by semester of study. At the end of each academic period, students present a presentation of the results of the work done at a meeting of the graduating department in the presence of the supervisor / scientific consultants.

15.6 Evaluation of the results of the research/experimental research work of master and doctoral students are carried out on a 100-point scale during the entire period of study for each stage (term).

15.7 As part of the research (experimental research) work and individual plans of master's and PhD students to learn innovative technologies and new types of industries, it is mandatory to participate in scientific internships in scientific organizations and (or) organizations of relevant industries or fields of activity.

Master students are recommended to plan for a scientific internship in the second year (with the exception of undergraduates in the profile direction with a study period of 1 year); doctoral students in the second or third year.

The terms of internship are for master students up to 10 days, no more than once for the entire period of study; for doctoral students up to 3 months, no more than twice for the entire period of study

16. Organization of internship

16.1 The main and mandatory internships of students at KTU are: educational, pedagogical, industrial, undergraduate and research.

16.2 All internships are conducted in accordance with the Internship Programs, which contain the basic requirements for the internship. The program is developed by the graduating department, taking into account the profile of the specialty, the nature of the enterprise, organization - places for practical training and is approved by Vice-rector for Academic Affairs of KTU.

16.3 The organization of internship at all stages should be aimed at ensuring the continuity and sequence of mastering by students professional skills in accordance with the requirements for the level of training of a graduate.

16.4 The internship of students may be carried out in departments of the University or at enterprises, institutions and organizations. The industrial, pedagogical and undergraduate internship of students is carried out, as a rule, at enterprises, institutions and organizations, which are the basis of practice in accordance with existing agreements on the provision of a base of practice.

16.5 Dates of the practice are set by the University in accordance with the curriculum and the academic calendar, taking into account the capabilities of the educational and production base of the University and organizations - the bases of internship and the level of preparedness of students.

16.6 Учебными планами специальностей/educational programs is determined by the number of credits corresponding to each type of practice. Students register for the appropriate type of practice and include it in their individual training plan. The student draws up the results of the practice in the form of a written report, which he defends in the commission at the department.

16.7 The final grade for practice is defined as the grade of the head of practice from the enterprise 40% and the grade of the head of practice from the department for the defense of the report 60%. All internship grades (from the enterprise and the university) are recorded in the student's diary and in the practice record.

16.8 The general results of the practice are summed up at the final conferences at the departments with the participation of representatives of the practice bases

The evaluation of the results of the internship by students is equated to the estimates for theoretical training, is taken into account when considering the appointment of a scholarship and when calculating the total GPA and transferring it to the next year of study and is entered in the practice statement

16.9 The educational program of the master's and PhD studies of the scientific and pedagogical direction includes two types of internships: pedagogical - in the organization of education and research - at the place of dissertation. The purpose of the pedagogical internship of master's and PhD studies is to prepare for scientific and pedagogical activities in higher education, the acquisition and consolidation of practical skills in the implementation of the educational process in higher education, including the teaching of special disciplines, the organization of educational activities of students, scientific and methodological work on the subject.

Pedagogical internship can be carried out during the period of theoretical training without interruption from the educational process. Research internship is carried out in order to familiarize with the latest methodological and technological achievements of domestic and foreign science, with modern methods of scientific research, processing and interpretation of experimental data, to collect practical and factual material for the dissertation research. The educational program of specialized master's and PhD studies includes industrial internship. Industrial practice is aimed at consolidating the theoretical knowledge gained in the learning process, the acquisition of research and professional competencies.

16.9 The internship of master's and PhD students is carried out in accordance with the approved academic calendar and an individual work plan in the amount established by the curriculum, practice program and individual work plan.

16.10 The results of teaching internship are discussed at the final conference, where students make presentations and reports. The final mark for pedagogical internship is set by the commission, which includes teachers of pedagogy, psychology and the head of internship from the graduating department. The results of research and industrial internship are presented in the form of a written report, which is presented to the commission at the graduating department.

17. Organization and conduct of the state exam in the Modern history of Kazakhstan

17.1 Students of all bachelor specialties pass the state exam in the discipline "Modern History of Kazakhstan" at the end of its study, in the same academic period.

17.2 The organization of the state exam is carried out by the department "History of Kazakhstan", which conducts classes in the discipline "Modern history of Kazakhstan" (hereinafter - the department) of DAW and the Registrar's Office.

17.3 To conduct the state exam in the discipline "Modern History of Kazakhstan", the department, on the basis of a standard curriculum for this discipline, develops a working curriculum that is uniform for all forms of training and specialties.

17.4 The state exam in the discipline "Modern History of Kazakhstan" is carried out in the form of a written exam and an oral answer, which is approved by the decision of the Academic Council of the university.

Within the period of restrictive measures associated with the pandemic, it is allowed to take the state exam in a test form with the obligatory proctoring of students and members of the SEC.

17.5 To take the state exam in the discipline "Modern History of Kazakhstan", on the recommendation of the dean of the faculty, a state exam-national commission for the academic year is formed.

17.6. The chairman and composition of SEC for the discipline "Modern History of Kazakhstan" is approved by order of the head of the university on the basis of a decision of the academic council.

17.7 The duration of the SEC meeting does not exceed 6 (six) academic hours per day.

17.8 The results of the state exam are assessed using a point and rating alphabetic system for assessing students' knowledge.

At the same time, the final mark is set taking into account the admission rating and the state exam mark. The mark of the state exam admission rating is 60% of the total mark of knowledge in the discipline.

17.9 If students get the mark "unsatisfactory" at the state examination in the "Modern History of Kazakhstan" discipline exam, they will be re-enrolled in this discipline on a paid basis in the next academic period or summer semester, re-attend all types of classes, and fulfill the requirements of current control, receive admission and retake the state exam.

17.10 The retake of a positive mark of the state exam in the discipline "Modern History of Kazakhstan" with the aim of improving it is carried out according to the same procedure specified in paragraph 17.9 of these Rules.

17.11 A student who does not agree with the result of the state exam shall appeal no later than the next day after the SEC conduct.

17.12 To conduct an appeal, an appeal commission is created for the discipline "Modern History of Kazakhstan" from among experienced teachers in this discipline by order of the head of the university.

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

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

18. Academic mobility of students

18.1 The duration of any form of academic mobility of students is one semester or one academic year.

18.2 The goals of external academic mobility of students of KTU are to improve the quality of training and subsequent employment of students, participation in the international system of higher education and international scientific research, ensuring the competitiveness of students in the international labor market, as well as strengthening the prestige of KTU in the educational market.

Applications for study under the academic mobility program can be submitted by:

- students of 2.3 undergraduate courses, other exceptions are considered with the permission of the dean of the faculty;

- students of the 1st year of the master's program (scientific and pedagogical direction) who have completed one academic semester, other exceptions are considered with the permission of the Head of the PED.

18.3 External academic mobility of students can be carried out:

- according to the programs of the Ministry of Education and Science of the Republic of Kazakhstan;
- within the framework of contracts and agreements on cooperation between KTU and foreign educational organizations;
- in accordance with agreements, contracts, grants, projects concluded by KTU within the framework of programs of international scientific and educational activities;
- on the basis of personal invitations received from foreign educational, scientific and public organizations, etc.;
- on the students' own initiative.

18.4 The basis for the implementation of international academic mobility of students is an official invitation from a foreign university signed by the host university, a tripartite agreement for training and an individual curriculum of the student, which indicates all the disciplines mastered at the host university and the disciplines of KTU, including in a distance format.

18.5 Studying abroad as part of academic mobility is carried out at the expense of:

- 1) the funds of the republican budget;
- 2) the grants from employers, social, academic and scientific partners, international and domestic funds and scholarships;
- 3) personal funds of students.
- 4) income received by KTU from the sale of paid services;

18.6 The selection of applicants for training within the framework of academic mobility at the expense of the funds specified in subparagraphs 2), 3) and 4) of paragraph 18.5 and the approval of the list of nominees is carried out on the basis of the decision of the Meeting of the Expert Council of KTU.

18.7 The main criteria for the selection of applicants are:

- 1) current academic performance (GPA);
- 2) the level of knowledge of a foreign language required for enrollment in higher educational institutions of the host country;
- 3) the presence of incentive awards (republican and international levels)

Studying under the program of academic mobility within the framework of programs funded at the state level is carried out in accordance with the Rules for the direction for studying abroad, including within the framework of academic mobility, approved by order of the Minister of Education and Science of the Republic of Kazakhstan dated November 19, 2008 No. 613.

18.8 To select applicants for training at the expense of the republican budget, a commission is created with the involvement of maslikhat deputies and independent experts from non-governmental organizations, as well as public figures, consisting of at least 15 people.

18.9 The Chairman of the Commission for the selection of applicants is the Chairman of the Board - the Rector. All members of the Commission for the selection of applicants, including the Chairman, have equal votes when making a decision. The meeting of the Commission for the selection of applicants is considered competent if at least half of the Commission members are present at it.

18.10 The selection of applicants by the Commission is carried out in accordance with the Criteria for the selection of applicants for study abroad as part of academic mobility.

18.11 Applicants for participation in the competition for studying abroad as part of academic mobility at the expense of the republican budget provide documents provided for by the standard of the state service "Acceptance of documents for participation in the competition for studying abroad as part of academic mobility".

18.12 The Commission for the selection of applicants considers the submitted documents of applicants and, by open voting, draws up the main and reserve lists of students within the framework of academic mobility.

18.13 If an applicant from the main list refuses to travel to study, his replacement is carried out according to the order of the reserve list.

18.14 The meeting of the Commission for the selection of applicants is drawn up in the form of a protocol in any form. During the meeting of the Commission for the selection of applicants, audio and video recordings are made in the online broadcast mode on the official Internet resources of universities or in social networks.

Minutes, audio and video recordings of the meetings of the Commission for the selection of applicants are stored in the archives of the university for at least one year from the moment the competition ends.

18.15 When selecting applicants for study within the framework of academic mobility at the expense of the Republican budget, with equal scores, the advantage is (in the following sequence):

- 1) applicants with a high GPA score (Grade Point Average - grade point average - average diploma score);
- 2) applicants with a high score in a foreign language;
- 3) orphans or students left without parental care;
- 4) invalids since childhood or invalids;
- 5) applicants from large families.

18.16 A student can be a participant in external academic mobility only in case of preliminary registration of an IEP, which includes disciplines planned for study by students at a foreign university, including disciplines for study at KTU using distance learning technologies.

18.17 In case of receiving unsatisfactory grades in the disciplines of a foreign university, and in case of a lack of credits determined by the IEP and / or if there is an academic debt following the results of mobility, this academic difference is eliminated by the student on a paid basis in accordance with the conditions and procedure for retaking KTU.

18.18 When forming the IEP, if it is impossible to replace the discipline (a number of disciplines) of the KTU with the disciplines planned for study at a foreign university in the traditional format, a distance learning form is determined, which is carried out by the supervised department.

18.19 Credits are 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 there is a reference to the system of study credits and / or assessment adopted by the educational institution that issued the transcript. The transcript is provided in three languages (Kazakh, Russian, English).

18.20 Transfer of disciplines studied at a foreign university under the academic mobility program is carried out according to the protocol of the commission established at the department.

18.21 For students under the state educational order, traveling to study on academic mobility, the scholarship is retained in full for the entire time they are studying at a foreign university.

18.22 Students on a paid basis during the period of study under the mobility program pay for education at KTU in accordance with the terms of the contract for the provision of educational services.

18.23 A student of KTU sent to study at a foreign university, who has successfully passed the selection, has the right to study at a foreign university under the academic mobility program at the expense of funding from the republican budget only once.

18.24 A student of KTU sent to study at a foreign university receives a visa on his own by contacting the consular offices of foreign states in the Republic of Kazakhstan;

18.25 A student of KTU sent to study at a foreign university receives medical insurance independently by contacting insurance companies in the Republic of Kazakhstan;

18.26 The departure of a student abroad without proper paperwork due to his fault is a violation of the internal regulations and the charter of KTU;

18.27 A student of KTU, within the period of study within the framework of the academic mobility program, maintains contact with the ECTS coordinator, with the CMSiAM during his stay at the partner university;

18.28 A student of KTU is trained in the disciplines subject to study at KTU using DOT in accordance with the approved IEP;

18.29 A student of KTU after mobility submits an application to the CIC&AM on returning from studies under the academic mobility program no later than 2 days upon return / after graduation from a foreign university;

18.30 A student of KTU after mobility submits to the dean's office a copy of the transcript confirming the results of training, no later than 2 days after graduation from a foreign university;

18.31 A student of KTU after mobility submits an application to the dean's office for an extension of the session and approval of an individual exam schedule;

18.32 A KTU student after this mobility has the right to apply through:

- applications for the transfer of the studied discipline (a number of disciplines) into the number of disciplines of the educational program of the current and future period;

- statements on the inclusion of the studied discipline (a number of disciplines) in the list of disciplines of the diploma supplement and / or on offset as additional credits in excess of the standard number of basic curriculum of the direction of study with the possibility of being included in the cumulative rating of the current or future period.

18.33 The departments of KTU perform the following functions

- carry out a search and analysis of foreign universities, academic programs in the areas of the department, and recommend a foreign university for training;

- recommend a list of students to participate in the competition for studying abroad as part of academic mobility with the provision of an extract from the minutes of the meeting of the department with a reasoned decision to send the student to a foreign university, including with equal results of applicants (if necessary);

- appoint a responsible person for external mobility - ECTS coordinator of academic mobility programs from among the employees of the teaching staff of the supervising department, whose duties include regular consultations and control during the period of collecting documents, studying at a foreign university and returning;

- are responsible for the provision and implementation of the distance learning process when teaching with the use of distance learning technologies (DET);

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

- are responsible for the compliance of the content of disciplines mastered by students in a foreign university with disciplines in KTU;

18.34 ECTS coordinator of academic mobility programs at the department perform the following functions:

- is responsible for the quality organization of the implementation of academic mobility programs, both in traditional and distance learning formats;

- together with the student composes the IEP;

- is responsible for the compliance of the content of disciplines mastered by students under academic mobility programs in a foreign university with the disciplines of KTU;

- together with the Registration Office organizes the certification of the student in terms of IEP, to be mastered in KTU;

- supervises the timely affixing of current grades, milestone controls, and final certification of students under the academic mobility program in the IS "Univer - 2.0" in accordance with the approved IEP of the student.

18.35 Dean of the Faculty / Head of the UPO perform the following functions:

- exercise control over the entry in the supplement to the diploma of higher professional education about the disciplines studied additionally during the study under the academic mobility program at the request of the student;

- in case of discrepancy between the academic calendar at the partner university and the terms of the academic calendar at KTU, the department has the right to set individual terms for

the internship, examination session on the basis of an order to send them to study abroad under the academic mobility program;

- monitors the timely affixing of current grades, milestone controls and final certification of students under the academic mobility program in the IS "Univer - 2.0" 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 receipt of a document confirming the results of training from the partner university) at a foreign university under the academic mobility program;

- in the event of a mismatch in the terms of study at the partner university, it has the right, on the basis of the dean's order, to assign the student individual terms for passing the session within 2 weeks from the moment of arrival from the partner university based on the student's application and submitted documents;

- assigns a scholarship in accordance with the presented learning outcomes at a foreign university;

18.36 The Center of International Cooperation and Academic Mobility performs the following functions:

- carries out general coordination of work in the direction of a student of KTU to a foreign university as a participant in external academic mobility;

- advises students of KrTU and ECTS coordinators for academic mobility of departments on the organization of external academic mobility;

- maintains contacts with the host country on the organization of external academic mobility;

- informs students, departments and faculties about the possibilities of academic mobility programs;

- forms a database of foreign universities that accept students from KTU for training as participants in external academic mobility;

18.37 The Registrar Office performs the following functions:

- fixes the disciplines and teachers of the graduating department, subject to study in the IS "Univer 2.0" for students under the program of external academic mobility according to the IEP;

- ensures the assignment of disciplines and teachers of general education departments to students under the program of external academic mobility in accordance with the IEP in the IS Univer;

- on the basis of the formed IEP of the student, indicating the disciplines studied at the partner university and at KTU using DLT in three languages, forms the working curriculum of the student in the IS "Univer 2.0";

- upon completion of training, the Registrar Office ensures the entry of grades (according to a 100-point system) into the Univer 2.0 IS database in accordance with a copy of the document confirming the learning outcomes (transcript).

19. Final certification of bachelor students

19.1 The purpose of the final certification is to evaluate the learning outcomes and key competencies achieved upon completion of the study of the educational program of higher education.

19.2 The final certification of bachelor students is carried out in the form of writing and defending a thesis (project) or preparing and passing a comprehensive exam.

At this, instead of a thesis (project), two comprehensive exams are taken for the following categories of persons:

- 1) who are on long-term treatment in a hospital for health reasons;

- 2) with special educational needs, including children with disabilities, disabled since childhood, disabled people of group I;

- 3) pregnant or raising children under the age of 2 years;
- 4) students of extramural form of education who are on completion of studies.

In this case, the student writes an application addressed to the head of the university and presents the corresponding document.

Other cases of replacing a thesis (project) with additional comprehensive examinations are not allowed.

19.3 Thesis (project) defense includes the writing of the thesis (project) and the defense procedure. In this case, the thesis (project) is aimed at identifying and evaluating the analytical and research abilities of a graduate.

19.4 Verification of theses (projects) for plagiarism is carried out by the university.

19.5 Written evaluated works of students (thesis (projects)) are checked for the presence of borrowed material and the use of text with a synonymous replacement of words and expressions without changing the meaning (paraphrase), including the use of text translated from another language (hereinafter referred to as borrowing).

The University develops, approves and ensures compliance with the Rules of checking for borrowings.

Diploma works (projects) checked in the borrowing detection system are stored in the database of the National Center for State Scientific and Technical Expertise.

19.6. Students who have fully mastered the educational program in accordance with the requirements of the State Educational Standard, work and individual curricula and work training programs are allowed to final certification.

19.7 A graduate student who does not fulfill the requirements of the educational program, work and individual curricula and work curricula, as well as who has not passed the verification of diploma works (projects) for plagiarism, remains on a repeated course without a summer semester.

19.8 The head of the university by October 10 of the current school year submits an application (in arbitrary form) on the expected graduation to the authorized body in the field of education to form an application for state-certified education documents (diplomas and applications).

19.9 To conduct the final certification of students, a certification committee (CC) for educational programs or fields of training is created.

19.10 The competence of certification commission includes:

- 1) checking the level of compliance of theoretical and practical training of graduated personnel with the established requirements of educational programs;
- 2) awarding a graduate a bachelor's degree in accordance with the relevant educational program;
- 3) development of proposals aimed at further improving the quality of staff training.

19.11 The chairman and composition of the CC is approved by order of the head of the university on the basis of a decision of the academic council of the university no later than January 10 of the current academic year and is valid for the current calendar year.

19.12 The composition of the CC consists of professors, associate professors, highly qualified specialists, corresponding to the profile of graduates.

The quantitative composition of CC at the University is at least 5 people.

19.13 The supervision over theses (projects) is carried out by teachers, practitioners with higher and (or) post-graduate education corresponding to these types of work.

19.14 The work schedule of the AC is compiled by the graduating department, approved by the Vice-Rector for Academic Affairs, agreed with the Chairman of the AC and communicated to the general public no later than two weeks before the start of the work of the AC.

19.15 The admission of students to defend / pass a comprehensive exam is issued on the basis of clauses 19.5, 19.7 and by the order of the dean of the faculty in the form of a payroll indicating the surnames, names, patronymics (if any), specialties of students no later than two weeks before the start of the final certification.

19.16 Not later than three working days before the start of the final certification, the following will be submitted to the CC:

- 1) an order on the admission of students to the final certification;
- 2) a transcript of students with the calculation of the value of the transfer grade point for the entire period of study.

19.17 Not later than five working days before the start of the defense of the thesis (project), the following will be presented and stored in the CC to the defense:

- 1) recall of the supervisor of the diploma work (project), which gives an argued conclusion “admitted to defense” or “not admitted to defense”;
- 2) a review of the thesis (project), which gives a comprehensive description of the thesis (project) submitted for defense and a reasoned conclusion indicating the assessment using a point-rating alphabetic system for assessing knowledge and the possibility of awarding a bachelor's degree or assignment qualifications in the relevant specialty;
- 3) the decision of the graduating department on the recommendation for defense (extract from the protocol of the meeting of the department);
- 4) a certificate (in any form) about passing the examination of the thesis (project) for plagiarism.

19.18 When completing a thesis (project) in a scientific direction, materials are presented at the CC that characterize the scientific and practical value of the completed thesis (project), unofficial reviews, written opinions of organizations engaged in practical activities on the profile of the thesis (project), certificates or acts of implementation of the results of scientific research, models, samples of materials, products, agricultural products, mineral collections.

19.19 The duration of the CC meeting does not exceed 6 (six) academic hours per day.

19.20 A comprehensive exam in the specialty is carried out according to the program developed by the university based on the curriculum of the disciplines.

The program of a comprehensive exam in the specialty is approved by the decision of the academic council of the university.

19.21 The student defends the thesis (project), if he has a positive review of the supervisor and one review of a specialist corresponding to the profile of the defended work (project).

If the supervisor gives a negative opinion “is not admitted to defend”, the student is not allowed to defend his thesis (project).

The student is allowed to defend his thesis (project) both with a positive and negative opinion of the reviewer.

19.22 The supervisor of the thesis (project) is approved by the order of the vice-rector for academic affairs of the university for each student, indicating the topic based on the decision of the academic council of the university.

Reviewers of theses (projects) are approved by the order of the Vice-rector for Academic Affairs with a general list on the proposal of the head of the graduating department, indicating the place of work, position and education (academic or academic degree in the specialty, basic education on a diploma of higher education).

19.23 The review of the thesis (project) is carried out by external specialists from organizations whose qualifications correspond to the profile or direction of the defended thesis (project).

19.24. Based on the results of comprehensive examinations or the defense of a thesis (project), marks are given on a point and rating system for assessing students' knowledge, taking into account the level of theoretical, scientific and practical training of the student, as well as feedback from the supervisor and reviewer.

19.25 The results of passing complex exams or defending a thesis (project) are announced on the day they are held after signing the minutes of the meeting of the CC.

19.26 All meetings of the CC are recorded in the minutes.

19.27 The minutes of meetings of the CC are conducted individually for each graduate.

19.28 The protocol is filled in by the secretary of the CC, approved as part of the commission and not eligible to vote.

19.29 Decisions on the marks of comprehensive examinations, the defense of thesis (project), as well as on awarding a degree or conferring a qualification and issuing a state diploma (without excellence, with excellence) are taken by the CC at a closed meeting by open vote by a simple majority of votes of the CC members participating in a meeting. With an equal number of votes, the deciding vote of the chairman of the commission is decisive.

19.30 The minutes of the meeting of the CC are stored in the archive of the university in accordance with the requirements of the Law of the Republic of Kazakhstan dated December 22, 1998 "On the National Archival Fund and Archives".

19.31 A student who fails to attend the final certification for a valid reason, writes a free-form statement addressed to the Chairman of the CC, submits a document confirming a valid reason, and, with his permission, takes an exam or defends his thesis (draft) on another day of the meeting CC.

19.32 A student who does not agree with the results of the final certification will file an appeal no later than the next business day after it.

19.33 In order to appeal, an appeal commission is created by order of the head of the university from among experienced teachers whose qualifications correspond to the profile of the specialty.

19.34 Documents submitted to the CC on the state of health after receiving an unsatisfactory mark are not considered.

19.35 Repeated passing of a comprehensive exam or defense of a thesis (project) in order to increase a positive mark is not allowed.

19.36 The retaking of the comprehensive exam, as well as the re-defense of the diploma work (project), to persons who received mark "unsatisfactory", is not allowed in this period of final certification.

19.37 When defending a thesis (project), if the thesis is deemed unsatisfactory, the CC establishes the possibility of re-submitting the same work (project) for defense with revision, or developing a work (project) with a new topic in the next academic period. This decision of the CC is recorded in the minutes of the meeting.

19.38 A student who received "unsatisfactory" mark on the final certification is expelled from the university by order of the first head as "not fulfilling the requirements of the educational program" and not defending a diploma work (project) or "not passing a comprehensive exam."

A person who has not passed the final certification, in the next academic period, not later than a month before the start of the final certification, writes an application addressed to the head of the university for admission to the repeated final certification.

19.39 Admission to the repeated final certification is issued by order of the head of the university.

19.40 Repeated final certification of a student is carried out only for those forms for which he received "unsatisfactory" mark in previous final certification.

19.41 The list of disciplines that are taken for comprehensive exams for people who have not passed these exams is determined by the curriculum that was valid in the year of graduation of the theoretical course.

19.42 A student who has passed the final certification and confirmed the mastering the educational program of higher education will be awarded a bachelor's degree by the decision of the certification commission or a qualification for the relevant educational program will be awarded and a diploma will be issued free of charge with the appendix within five days from the date of issuance of the graduation order.

19.43 The appendix to the diploma (transcript) indicates the latest marks for the point-rating alphabetic system of marks for all academic disciplines, completed term papers (projects), types of professional practices, final certification with an indication of their volume in academic credits and hours.

19.44 A student with a higher education curriculum who has passed exams with marks: A, A- "excellent", B-, B, B +, C + "good" and has GPA of at least 3.5, who has passed a compre-

hensive exam or who has defended his thesis (project) with marks A, A- "excellent", as well as having passed state exams for A, A-, an excellence diploma with is issued (excluding marks for additional types of training).

At this, a student who has retaken or retakes the final control (exam) within the entire period of study is not issued a diploma with honors.

19.45 At the end of the A K work, the chairman forms a report on the results of the final certification of undergraduate students, which is discussed and approved at a meeting of the academic council of the university within a month.

19.46 A student who has not fulfilled the requirements of the specialty / educational program is expelled from the university by order of the head of the university, as he has not completed training with the issuance of a transcript.

19.47 Based on the results of the final certification, an order is issued by the head of the university to graduate students who completed training in the corresponding educational program of higher education and successfully completed the final certification, with the award of a "bachelor" degree or the assignment of qualifications in the relevant specialty.

19.48 The university approves the forms and requirements for filling out documents on the formation of its own sample.

19.49 A list of graduates who have completed higher education educational programs, indicating their surnames, first name, father's name (if any), educational programs and numbers of diplomas issued, signed by the first head of the educational organization, is submitted to the authorized body in the field of education within one month after publication of the relevant order, as well as posted on the university website.

20. Final certification of master's and PhD students

20.1 The final certification of master's and PhD students is carried out in the form of writing and defending a master's thesis (project)/PhD dissertation.

20.2 The duration and timing of the final certification of students are established by the academic calendar and work curricula of specialties.

20.3 Students who have fully completed the educational process in accordance with the requirements of the educational program, worker's and individual curricula and working training programs are allowed to final certification.

20.4 A graduate student who does not fulfill the requirements of the educational program, work and individual curricula and work curricula remains for a second course without a summer semester.

20.5 The chairman and composition of the CC is approved by order of the rector on the basis of the decision of the Academic Council of the university and is valid for the current calendar year.

20.6 A person who holds a scientific degree or academic title, or a or Ph.D degree in profile, corresponding to the profile of graduated specialists and not working in this organization, is appointed as the Chairman of the CC for specialties of master's and PhD studies.

20.7 Members of the CC include:

- on master's specialties - persons with a scientific degree or academic rank or academic degree, corresponding to the profile of graduated specialists; for specialized master's degree - qualified practitioners corresponding to the profile of graduates;

- on PhD specialties - persons with a scientific degree, or the academic title and degree of Doctor of Philosophy (PhD), corresponding to the profile of graduated specialists.

20.8 The quantitative composition of CC is determined by the decision of the Scientific Council.

20.9 The CC work schedule is compiled by the PED, approved by the rector, and communicated to the general public no later than two weeks before the start of the CC operation.

20.10 Admission to the final certification of master's and PhD students is issued by order of the head of the university on the list no later than two weeks before the start of final certification and submitted to the CC.

20.11 For an appeal, an order of the rector creates an appeal commission from among experienced teachers whose qualifications correspond to the profile of the specialty.

20.12 Admission to the defense of the master's thesis (project) is issued by order of the head of the university on the basis of the submission of the head of the graduating department on the recommendation of the master's thesis (project) for defense.

20.13 The main results of the master's thesis (project) are presented in at least one publication and (or) one presentation at a scientific and practical conference.

20.14 The master's thesis (project) must be verified for plagiarism.

20.15 Reviewers of master's theses (projects) are approved by order of the rector by a general list on the proposal of the head of the graduating department with an indication of the place of work, position and education. Reviewing master's theses (project) is carried out only by external specialists with academic degrees, academic degree of Doctor of Philosophy (PhD), doctor in profile or master from third-party organizations, the qualifications of which correspond to the profile of the defended master's thesis (project).

20.16 Master's students defend a master's thesis (project) if there is a positive review from the supervisor and one specialist review corresponding to the profile of the dissertation (project) being defended.

If the supervisor gives a review opinion "is not admitted to defend", a master's student does not defend the master's thesis (project).

The student is allowed to defend a master's thesis (project) both with a positive and negative mark of the reviewer.

20.17 According to the results of the defense of the master's thesis (project), marks are put out according to a point-rating system for assessing the knowledge of students.

20.18 Based on the results of the final certification, an order is issued by the rector on the graduation of master's students who completed training in the corresponding educational program of master's degree. Master's students who have passed the final certification and confirmed the mastery of the corresponding educational program of master's degree, by the decision of the CC, will be awarded a master degree in the relevant specialty and will receive a state diploma with a diploma supplement in form approved by order of the Minister of Education and Science of the Republic of Kazakhstan within five working days after the day of completion of the final certification according to the academic calendar.

20.19 The appendix to the diploma indicates the latest marks on a point and rating alphabetic system of knowledge assessments for all academic disciplines, completed term papers (projects), research or experimental research, types of professional internships, the results of the final test with an indication of their volume in credits.

20.20 Upon completion of the work of the CC, its chairman writes a report on the final certification of master's students, which is discussed and approved at a meeting of the Academic Council within one month from the date of completion of the work of the CC.

20.21 A list of graduate students who have completed relevant educational programs, indicating their surname, first name, father's name (if any), specialties and numbers of diplomas issued, signed by the head of the educational organization, is submitted to the authorized body in the field of education within a month.

20.22 Organization and defense of PhD dissertations is carried out in the relevant Dissertation Councils for PhD studies.

21. Registration of the history of educational achievements of students

21.1 The history of educational achievements of students is reflected:

- in the test book indicating the disciplines, teachers, the results of the midterm and final control, midterm and final certification, as well as all types of internship;
- in the transcript, which contains a list of completed disciplines for the corresponding academic periods, indicating used credits.

21.2 In the transcript are recorded all the final grades of the student, including the positive results of retaking exams.

21.3 The transcript is issued to students for expulsion, academic mobility, and internship abroad; to issue an order for a discount in payment, the Presidential and personal scholarships; for transfer from a contractual basis to a state educational grant; for internships in companies; to apply for a loan at banks; for transfer within the university and to other universities; for PhD students after defending a doctoral dissertation for submission to KKSON of the Ministry of Education and Science of the Republic of Kazakhstan, and also issued to persons who have passed the difference in prerequisites or who have studied at the university under programs of academic (external, internal) mobility.

21.4 Based on the transcript in 3 languages with all completed academic disciplines, all types of professional practices and the results of the final state certification with grades and volumes in credits indicating GPA, a European diploma supplement is drawn up.

21.5 The transcript is formed and signed by a specialist and the head of the Registrar's Office in the prescribed form.

22. Students' transfer and readmission

22.1 The student is transferred or readmitted to any form of training, to any specialty and to any university, regardless of the timing of expulsion.

A university student is transferred or restored after expulsion if he has completely completed the first academic period of the program being mastered according to an individual curriculum.

22.2 Transfer of a student from one specialty to another, from one form of training to another, is carried out only on a paid basis.

22.3 When transferring or readmitting students, the dean of the faculty determines the academic deficiency and the course of their further training, taking into account the studied prerequisites, as well as a list of prerequisites required for completion in the current academic year and agrees with the heads of departments.

The academic deficiency in the disciplines of working curricula is determined by the host organization of education on the basis of the list of studied disciplines, their programs and volumes in credits reflected in the transcript, or a certificate issued to persons who have not completed their education (hereinafter the certificate).

22.4 A full-time student expelled for violating the terms of the contract for the provision of educational services, including for late payment of tuition fees, on a paid basis, is restored within four weeks from the date of expulsion.

A part-time student expelled for violating the terms of the contract for the provision of educational services, including for late payment of the cost of training, is restored no later than 5 days before the examination session.

22.5 When transferring a student, the host institution takes into account the direction of training and the profile of the educational program, as well as the educational achievements of the student.

A student is transferred from groups of higher education educational programs that require creative preparation to other groups of educational programs if a certificate of unified national testing is available with a score not lower than the established threshold score in accordance with the Model Rules for admission to study in educational institutions that implement higher educa-

tion programs and postgraduate education approved in accordance with subparagraph 11) of article 5 of the Law "On Education".

22.6 On the basis of educational programs of technical and vocational education, post-secondary education at the "entrance", if the profile of the educational program of higher education coincides with the curriculum of technical and vocational education or post-secondary education, the results of training of the previous level of formal education are automatically recognized and the term of study is decreasing.

If the profile of the educational program does not match, training is carried out according to the full program of higher education.

22.7 Students who are called up for military service in the Armed Forces of the Republic of Kazakhstan during the educational period are readmitted to the appropriate educational course. At the same time, the dean of the faculty determines the list of prerequisites required for delivery in the current academic year.

22.8 Students are transferred from course to course, from one organization of education to another, from one form of education to another, from one language department to another, from one specialty to another.

The student is transferred from a paid basis to scholarship by awarding educational grants that were released in the process of training in accordance with the Rules of awarding an educational grant to pay for higher education, approved by Decree of the Government of the Republic of Kazakhstan dated January 23, 2008 No. 58.

22.9 Applications of full-time and evening students for transfer and readmission from one university to another, from one form of education to another, are considered by the head of the educational organization during the summer and winter holidays two weeks before the start of the next academic period.

Applications of full-time and evening students to be transferred from one language department to another, from one specialty to another, are considered by the head of the university within two weeks after the next examination session.

Applications of part-students for transfer and readmission are reviewed by the head of the university within one day, but no later than a month before the start of the next examination session hosted by educational institutions.

22.10 When transferring or readmitting a student from a foreign educational organization, the following documents must be submitted:

1) a document on mastered training programs (academic transcript);

2) a document on the completion of the previous level of education, which is undergoing the nostrification procedure in the Republic of Kazakhstan in the manner established by the Rules for the recognition and nostrification of educational documents, approved by order of the Minister of Education and Science of the Republic of Kazakhstan dated January 10, 2008 No. 8;

3) the results of entrance tests for admission to foreign educational organizations;

4) a copy of the license to conduct educational activities.

22.11 In order to eliminate the academic deficiency in the disciplines of the working curriculum, the student signs up for these disciplines, attends all types of training classes during the academic period, passes all types of current control, gets admission to the final control.

If the disciplines of academic deficiency are not included in the curriculum of classes of the current academic period, a student studies them in the summer semester.

22.12 The academic deficiency in the disciplines of the working curriculum, not liquidated in the summer semester, is subsequently taken into account as academic debt.

22.13 Re-crediting of credits is carried out on the basis of a comparison of educational programs, the contents of the list of completed disciplines, their volumes, acquired knowledge, skills, competencies, and also learning outcomes.

22.14 When transferring learnt credits in academic disciplines, the difference in the forms of final control is not taken into account.

The test is equivalent to the letter system for assessing educational achievements of a student, corresponding to the digital equivalent of a four-point system in the range from minimum D (1.0; 50-54%) to maximum A (4.0; 95-100%), according to the Organization Rules of the educational process on credit educational technology, approved by the order of the Minister of Education and Science of the Republic of Kazakhstan dated April 20, 2011 No. 152.

22.15 Transfer of students from one course to another is carried out according to the results of the academic year (midterm certification), taking into account the results of the summer semester and GPA.

22.16 A prerequisite for transferring students from one course to another is to achieve a GPA (Grade Point Average) that is not lower than the transfer point set at the university.

22.17 Transfer of a student from course to course is made out by order of the head of the university.

22.18 A student on an educational grant or a state educational order (hereinafter referred to as the state order), who has reached the established transfer point and transferred to the next course, in case of having academic debt, liquidates it on a paid basis, while retaining the educational grant, or a place for state order.

The transfer of a student under an educational grant from one university to another to the course below is carried out only on a fee basis.

22.19 A student studying on an educational grant, if desired, is transferred with the preservation of the educational grant to another university.

Students enrolled in educational grants, approved for individual universities, as well as pedagogical specialties within the allocated quota, are transferred to another university only on a fee basis.

Transfer of bachelor, master's and PhD students from other universities to a national university is subject to additional payment by students of the difference in the cost of an educational grant.

22.20 Graduate students can be transferred to another university only on a fee basis.

22.21 The procedure for transferring a student on an educational grant from other universities to a university is carried out in the following order:

1) a student who wants to transfer to a university submits an application in any form for a transfer addressed to the head of the university where he is studying, and, having received written consent for the transfer, sealed, applies to the head of the host university;

2) copies of the transcript signed by the rector (vice-rector for academic affairs) and the registrar's office, and sealed with the seal, certificates of the holder of the educational grant, an application addressed to the head of the university where he studied (signed by the head) are attached to the application for transfer addressed to the head of the host institution and seal);

3) the dean of the faculty, on the basis of the submitted documents, determines the difference in disciplines in the curriculum and, in accordance with the mastered prerequisites, establishes the course of study, transfers the acquired credits in accordance with the educational program and approves the individual curriculum of the student in agreement with the heads of the respective departments and the Registrar's Office;

4) in accordance with the visas of the dean of the faculty, director of DAA, the First Vice-Rector, the head of the university issues an order to transfer the student.

22.22 The head of the university into which the student is transferred, within five working days from the date of issuing the order, sends a written request to the university where the student was previously studied to send his personal file. A copy of the order on a student's enrollment by transfer is attached to the request.

22.23 The head of the university where the student was previously studied, after receiving the request, issues an expulsion order with the wording "expelled in connection with the transfer to (name of the university)" and within five working days from the date of issuing the order of expulsion sends the student's personal file to the address of the receiving university.

At the university, where the student studied, remains a copy of the transcript, test book, student card and an inventory of the documents forwarded.

22.24 Readmission is carried out only on a paid basis:

1) the student submits an application for readmission in any form to the head of the university;

2) an academic certificate (original), an UNT or CTA certificate of at least the established score, a secondary school certificate or a college diploma (original), a medical certificate F-086U, an address certificate are attached to the application for readmission addressed to the head of the university;

3) the dean of the faculty, based on the submitted documents, determines the difference in disciplines in the curriculum and, in accordance with the acquired prerequisites, establishes a training course, transfers the credits in accordance with the educational program and approves the individual curriculum of the student in agreement with the heads of the relevant departments and Registrar Office

4) in accordance with the visas of the dean of the faculty, director of the DAA, the first vice-rector, the head of the university issues an order to restore the student;

5) the student who received the mark “unsatisfactory” on the basis of final certification is expelled from the university by the order of the head as “did not fulfill the requirements of the educational program” and did not defend the diploma work (project) or “did not pass the comprehensive exam”.

A person who has not passed the final certification, in the next academic period, not later than a month before the start of the final certification, writes an application addressed to the head of the university for admission to the repeated final certification.

23. Students' academic leave

23.1 Academic leave is the period when students at educational institutions temporarily interrupt their studies on the basis of paragraph 23.3

23.2 To apply for academic leave, a student in a student service center (SSC) submits an application addressed to the head of the university and submits the documents specified in paragraph 23.3.

23.3 Academic leave is granted to students on the basis of:

1) the conclusions of the medical advisory commission (hereinafter MAC) at the outpatient organization lasting from 6 to 12 months due to illness;

2) decisions of the Centralized Medical Advisory Commission (hereinafter - CMAC) of the organization in case of tuberculosis disease lasting no more than 36 months;

3) summons for conscription;

4) the birth, adoption of a child until he reaches the age of three years.

23.4 The head of the university within three working days on the basis of the submitted documents issues an order for the student to be granted academic leave with an indication of its start and end dates.

23.5 After academic leave finishes, the student submits an application addressed to the head of the university and submits a certificate of the MAC (CMAC) on the state of health from the health care organization that treated the patient, with a conclusion about the possibility of continuing education in this specialty, when the student is on academic leave in connection with the disease, etc.

23.6 Based on the submitted documents, the head of the university within three working days issues an order to release a student from academic leave with an indication of the specialty, course and form of study.

23.7 The dean of the faculty, on the basis of the submitted documents, determines the difference in disciplines in the working curricula, the curriculum and approves the individual curriculum of the student consulting with the Registrar's Office.

Upon returning from academic leave, the student continues his studies from the course and academic period from which he made this leave.

23.8 Students who return from academic leave with tuberculosis disease study the difference in curriculum during the semester and pass free of charge, regardless of the form of payment.

24. Expulsion of students from the university

24.1 Students of KTU can be expelled from the university in the following cases:

- for academic failure;
- for violation of the principles of academic honesty, the Code of Honor of bachelor, master's and PhD students;
- for violation of internal regulations, the Charter of the university;
- for violation of the terms of the contract for the provision of educational services on a paid basis;
- for violation of the terms of the contract, including late payment of tuition fees;
- for violation of academic discipline: for loss of communication with the university, for systematic absence for studies without valid reasons;
- as not returning from academic leave;
- as not having signed a contract for a second course of study;
- who received a "unsatisfactory" mark based on the final certification;
- due to the transfer to another higher educational institution;
- on their own free will.

24.2 Valid reasons for skipping classes may be medical reasons, confirmed by the certificate of the health center of KTU, provided within 3 days after illness to the dean's office or the Department of Postgraduate Education, participation in sports and other events of the republican level with the consent of the university administration, as well as documented force majeure.

24.3 Students, holders of educational grants, expelled from the university, are deprived of the educational grant.

25. The procedure for awarding vacant educational grants released in the process of obtaining higher and postgraduate education

25.1 Vacant educational grants, released in the process of obtaining higher or postgraduate education, are awarded on a competitive basis to students on a paid basis for groups of educational programs.

The competition is held according to the results of midterm certification on the basis of the accumulated GPA academic transfer score for the entire period of study with the issuance of a certificate of awarding a vacant educational grant.

In the case of the same indicators for of GPA academic performance score in the competition for vacant educational grants, students with only A, A- ("excellent") grades have the preemptive right, then grades from A, A- ("excellent") to B + , B, B-, C + ("good"), then mixed estimates for the entire period of study.

25.2 Awarding vacant educational grants released in the process of obtaining higher or postgraduate education is carried out during the summer and winter holidays, to available vacant places on a competitive basis, in the following order:

1) the student on a fee basis submits an application addressed to the head of the university for further training on an educational grant;

2) the university, having examined the applications received, submits it to the Scientific Council and the Supervisory Board;

3) the university, on the basis of the decision of the Supervisory and Academic Council, considering this application on a competitive basis, sends it to the authorized body in the field of

education before August 5 and January 15 of the current year to make a decision (to a copy of the student's application together with the decision of the scientist Council, Supervisory Board attached extract from the student's record book or transcript, a copy of the document proving his identity, and a certificate of the holder of an educational grant (original), expelled from the university eta)

4) on the basis of the order of the authorized body in the field of education, the NTC draws up a certificate of awarding a vacant educational grant;

5) on the basis of the issued certificate of educational grant award, the head of the university issues an order for further training in the educational grant.

26. The procedure of state scholarships payment

26.1 Payment of state scholarships to students of KTU is carried out in full accordance with regulatory documents of the Government of the Republic of Kazakhstan, the Ministry of Education and Science of the Republic of Kazakhstan and the Law of the Republic of Kazakhstan "On Education".

26.2 The state scholarship is awarded and paid to bachelor, master's, PhD students studying in educational institutions on the state educational order on a full-time basis.

26.3 The state scholarship is awarded to bachelor, master's students studying on the state educational order, as well as transferred to study on state educational order, who received the equivalent marks corresponding to "good", "excellent", based on the results of the examination session or midterm certification of students "And is paid monthly from the first day of the month following the examination session or midterm certification of students, including until the end of the month.

26.4 PhD students studying on a state educational order are awarded a state scholarship for the entire period of study and are paid in accordance with paragraph 26.3 on a monthly basis.

26.5 Bachelor, master's students enrolled in the first year on the basis of a state educational order in the first semester are awarded a state scholarship and are paid monthly during the first semester. In the following semesters, bachelor and master's students receive a state scholarship based on the results of an examination session or intermediate certification of students for the previous semester.

26.6 KTU encourages to award scholarships to university students by various public and charitable organizations, national companies to promote the creative activity of students.

27. Tuition fees

Tuition fees at KTU is based on the real costs of providing the educational process. Tuition fees are regulated in accordance with the Agreement on the provision of educational services and are in the competence of university accounting office.

Developed by:

Member of the management Board, Vice-rector for AA



A. Temerbayeva

Director of DAA



S. Udartseva

Head of the PED



L. Sultanova

Head of the RO



A. Dyussekeyeva