

**ORDER**  
**of NPJSC «Abylkas Saginov Karaganda Technical University»**

The city of Karaganda

No. 61 « 01 » 09, 2023

**On the procedure for organizing  
the educational process in 2023 – 2024 academic year**

In accordance with the 'Rules for Organizing the Educational Process in Credit Technology of Education' approved by the Minister of Education and Science of the Republic of Kazakhstan, Order No. 152 dated April 20, 2011, the 'Model Rules for the Activities of Higher and Postgraduate Education Organizations' approved by the Minister of Education and Science of the Republic of Kazakhstan, Order No. 595 dated October 30, 2018, the Charter of Karaganda Technical University, Internal Rules, Regulations on Academic Policy, Academic Calendar, all as endorsed by the decision of the Academic Council, Protocol No. 13 of June 27, 2023, and the University's educational process schedule, the following procedures are established for organizing the educational process for the 2023 – 2024 academic year:

**1. Schedules of the educational process**

Table 1

Bachelor's degree programs

Course	Educational program	Beginning of theoretical training	Number of weeks	End of theoretical training	Session period	Practice period
<b>Autumn term</b>						
1-4	All specialties	04.09.2023	15	15.12.2023	19.12.2023 - 30.12.2023	-
<b>Spring term</b>						
1-3	All specialties	15.01.2024	15	27.04.2024	29.04.2024 - 18.05.2024	20.05.2024 - 29.06.2024
2	Shortened period of training based on HE	15.01.2024	10	20.03.2024	25.03.2024 - 30.03.2024	01.04.2024 - 11.05.2024
2	Shortened period of training based on HE	Final assessment 13.05.2024 – 29.06.2024 Defense of graduation theses 27.05.2024 – 29.06.2024				
3	Shortened period of training based on secondary special education	15.01.2024	10	20.03.2024	25.03.2024 - 30.03.2024	01.04.2024 - 11.05.2024
3	Shortened period of training based on secondary special education	Final assessment 13.05.2024 – 29.06.2024 Defense of graduation theses 27.05.2024 – 29.06.2024				
4	All specialties	15.01.2024	10	20.03.2024	25.03.2024 - 30.03.2024	01.04.2024 - 11.05.2024
4	All specialties	Final assessment 13.05.2024 – 29.06.2024 Defense of graduation theses 27.05.2024 – 29.06.2024				

Table 2

## Master's degree programs

Course	Specialty	Beginning of theoretical training	Number of weeks	Completing theoretical training	Examination period	Practice period
<b>Autumn term</b>						
1 (1, 1.5; 2 years)	All specialties	04.09.2023	15	15.12.2023	19.12.2023 - 30.12.2023	-
2 (1.5 years)	All specialties	04.09.2023	15	15.12.2023	19.12.2023 - 23.12.2023	-
2 (1.5 years)	All specialties	Final assessment and defense of Master's projects 19.12.2023 – 30.12.2023				
2 (2 years)	All specialties	04.09.2023	15	15.12.2023	19.12.2023 - 30.12.2023	04.09.2023 - 15.12.2023
<b>Spring term</b>						
1 (1 years)	All specialties	15.01.2024	15	27.04.2024	29.04.2024 - 18.05.2024	15.01.2024 - 27.04.2024
1 (1 years)	All specialties	Final assessment and defense of Master's projects 20.05.2024 – 29.06.2024				
1 (1.5 years)	All specialties	15.01.2024	15	27.04.2024	03.06.2024 - 22.06.2024	19.02.2024 - 01.06.2024
1 (2 years)	All specialties	19.02.2024	15	01.06.2024	03.06.2024 - 22.06.2024	15.01.2024 - 17.02.2024
2 (2 years)	All specialties	15.01.2024	15	27.04.2024	29.04.2024 - 18.05.2024	-
2 (2 years)	All specialties	Final assessment and defense of Master's dissertations 20.05.2024 – 29.06.2024				

Table 3

## Doctoral programs

Course	Educational program	Beginning of theoretical training	Number of weeks	End of theoretical training	Session period	Practice period
<b>Autumn term</b>						
1	All specialties	04.09.2023	15	15.12.2023	19.12.2023 - 30.12.2023	04.09.2023 - 15.12.2023
2, 3	All specialties	04.09.2023	15	15.12.2023	19.12.2023 - 30.12.2023	-
<b>Spring term</b>						
1	All specialties	15.01.2024	15	27.04.2024	29.04.2024 - 29.05.2024	15.01.2024 - 27.04.2024
2, 3	All specialties	15.01.2024	15	27.04.2024	29.04.2024 - 29.05.2024	

Table 4

## Master's degree programs (Winter Intake)

Course	Educational program	Beginning of theoretical training	Number of weeks	End of theoretical training	Session period	Practice period
<b>Spring term</b>						
1 (1 year)	All specialties	08.01.2024	15	20.04.2024	03.06.2024 - 29.06.2024	22.04.2024 - 01.06.2024
1 (1.5 years)	All specialties	08.01.2024	15	20.04.2024	03.06.2024 - 29.06.2024	25.03.2024 - 01.06.2024
1 (2 years)	All specialties	08.01.2024	15	20.04.2024	03.06.2024 - 29.06.2024	25.03.2024 - 01.06.2024
2(1.5 years)	All specialties	01.02.2024	15	11.05.2024	13.05.2024 - 18.05.2024	-



2 (2 years)	All specialties	01.02.2024	15	11.05.2024	13.05.2024 - 29.06.2024	01.02.2024 - 11.05.2024
2 (1.5 years)	All specialties	Final assessment and defense of Master's dissertations 20.05.2024 – 29.06.2024				
Autumn term						
1 (1; 1.5; 2 years)	All specialties	12.08.2024	15	23.11.2024	25.11.2024 - 14.12.2024	
2 (1; 1.5; 2 years)	All specialties	12.08.2024	15	23.11.2024	25.11.2024 - 30.11.2024	
1 (1 year) 2 (2 years)	All specialties	Final assessment and defense of Master's dissertations 02.12.2024 – 28.12.2024				

Table 5

### Doctoral Program (Winter Intake)

Course	Educational program	Beginning of theoretical training	Number of weeks	End of theoretical training	Session period	Practice period
<b>Spring term</b>						
1	All specialties	08.01.2024	15	20.04.2024	03.06.2024 - 29.06.2024	25.03.2024 - 01.06.2024
2-3	All specialties	01.02.2024	15	11.05.2024	13.05.2024 - 29.06.2024	
<b>Autumn term</b>						
1	All specialties	12.08.2024	15	23.11.2024	25.11.2024 - 14.12.2024	12.08.2024 – 23.11.2024
2-3	All specialties	12.08.2024	15	23.11.2024	25.11.2024 - 14.12.2024	12.08.2024 – 23.11.2024

## 2. Conducting Current Academic Performance Assessment

2.1 Current assessment is conducted in accordance with Section 5 of the "Academic Policy Regulations".

2.2 Heads of departments should adjust the assignment of faculty responsible for entering the results of current assessments, interim assessments, and intermediate examinations for the academic year 2023-2024 in the "Univer 2.0" information system by **September 9, 2023**.

2.3 Grades for current assessments, as well as student attendance at classroom sessions, must be entered **daily** by teachers in the "Univer 2.0" information system according to the syllabus (academic schedule) for the assigned disciplines.

2.4 Distance education using Distance Learning Technologies (DLT) is provided to:

- Students with a medical consultation committee's health assessment;
- Participants in international and republican training camps, sports competitions, intellectual and creative contests, and festivals during the period of participation.

DLT-based education follows a schedule using Massive Open Online Courses (MOOCs), materials posted on the university's website, YouTube channel, video recordings, live online conferences, as well as communication with students through email and messengers. Necessary study materials such as lecture transcripts, summaries, textbooks, and study guides, along with assessment materials, are provided in the student's personal account for the entire semester.

Conducting current academic performance assessments and interim examinations for students using DLT is carried out through proctoring via direct online communication, automated testing systems, and the assessment of written individual assignments.

Current academic performance assessments and interim examinations may take various forms of educational work (tests, practical assignments, etc.), as determined by the instructor.

The difficulty level of current and interim assessment tasks should correspond to the material covered and be accessible to students.

Instructors responsible for the discipline (module) are responsible for developing test and other assessment tasks for current and interim assessments.



2.5 Students must adhere to the approved schedule of academic activities and consultation schedules. Lectures and seminars, which require mandatory attendance, are conducted in a live format. All other materials can be studied by students at their convenience. All assessment assignments, quizzes, exams, and course papers/projects must be submitted on time according to the schedules and academic activity calendars. Mandatory checks for plagiarism are carried out for all types of written work in online education, following the principles of academic integrity.

2.6 Support for the organization of the educational process is provided through curators for bachelor's degree students, responsible persons for master's and doctoral programs at the departments for master's and doctoral students.

2.7 Instructors are required to create consultation schedules for disciplines within the framework of the Program for the Development of the Student Scientific Research and Project Work, the Student Research and Design Work Program, and make them available to students.

### 3. Conducting Midterm Academic Performance Assessment

3.1 Midterm assessment is carried out in accordance with Section 6 of the "Academic Policy Regulations."

3.2 The assessment for midterm examinations is automatically generated from the grades of current assessments daily assigned by faculty to students for all disciplines and types of classes in accordance with the syllabus. The control of the correct assignment of midterm assessment grades and examination grades is entrusted to the Registrar's Office.

The deadlines for conducting midterm assessment and entering its results for bachelor's degree students are as follows

Table 6

Midterm Assessment	Assessment Period	The deadline for entering midterm assessment grades into the 'Univer 2.0' information system.
<b>Autumn term</b>		
I	04.09.2023 – 28.10.2023	23.10.2023 – 28.10.2023
II	30.10.2023 – 15.12.2023	11.12.2023 – 15.12.2023
<b>Spring term</b>		
I	15.01.2024 – 09.03.2024	04.03.2024 – 09.03.2024
II	11.03.2024 – 27.04.2024	22.04.2024 – 27.04.2024
<b>For graduation students</b>		
I	15.01.2024 – 17.02.2024	12.02.2024 – 17.02.2024
II	19.02.2024 – 20.03.2024	18.03.2024 – 20.03.2024

The deadlines for completing the midterm assessment and entering its results for master's degree students are as follows

Table 7

Midterm Assessment	Assessment Period	The deadline for entering midterm assessment grades into the 'Univer 2.0' information system.
<b>Autumn term</b>		
I	04.09.2023 – 28.10.2023	23.10.2023 – 28.10.2023
II	30.10.2023 – 15.12.2023	11.12.2023 – 15.12.2023
<b>Spring term</b>		
<b>For first-year master's degree students with a 2-year program duration are as follows:</b>		
I	15.01.2024 – 13.04.2024	08.04.2024 – 13.04.2024
II	15.04.2024 – 01.06.2024	27.05.2024 – 01.06.2024
<b>For other master's degree students</b>		
I	15.01.2024 – 09.03.2024	04.03.2024 – 09.03.2024
II	11.03.2024 – 27.04.2024	22.04.2024 – 27.04.2024



Table 8

The deadlines for conducting the midterm assessment and entering its results for doctoral students are as follows

Midterm Assessment	Assessment Period	The deadline for entering midterm assessment grades into the 'Univer 2.0' information system.
<b>Autumn term</b>		
I	04.09.2023r. – 28.10.2023	23.10.2023r. – 28.10.2023
II	30.10.2023r. – 15.12.2023	11.12.2023r. – 15.12.2023
<b>Spring term</b>		
I	15.01.2024r. – 09.03.2024	04.03.2024r. – 09.03.2024
II	11.03.2024r. – 27.04.2024	22.04.2024r. – 27.04.2024

Table 9

The deadlines for completing the midterm assessment and entering its results for master's degree students (winter intake) are as follows

Midterm Assessment	Assessment Period	The deadline for entering midterm assessment grades into the 'Univer 2.0' information system.
<b>Spring term</b>		
I (1 year)	08.01.2024 – 02.03.2024	26.02.2024 – 02.03.2024
I (2 year)	08.01.2024 – 23.03.2024	18.03.2024 – 23.03.2024
II (1 year)	04.03.2024 – 20.04.2024	15.04.2024 – 20.04.2024
II (2 year)	23.03.2024 – 11.05.2024	06.05.2024 – 11.05.2024
<b>Autumn term</b>		
I	12.08.2024 – 05.10.2024	30.09.2024 – 05.10.2024
II	07.10.2023 – 23.11.2024	18.11.2024 – 23.11.2024

Table 10

The deadlines for completing the midterm assessment and entering its results for doctoral students (winter intake) are as follows

Midterm Assessment	Assessment Period	The deadline for entering midterm assessment grades into the 'Univer 2.0' information system.
<b>Spring term</b>		
I (1 year)	08.01.2024 – 02.03.2024	26.02.2024 – 02.03.2024
I (2-3 year)	01.02.2024 – 25.03.2024	18.03.2024 – 25.03.2024
II (1 year)	04.03.2024 – 20.04.2024	15.04.2024 – 20.04.2024
II (2-3 year)	26.03.2024 – 11.05.2024	06.05.2024 – 11.05.2024
<b>Autumn term</b>		
I	12.08.2024 – 05.10.2024	30.09.2024 – 05.10.2024
II	07.10.2024 – 23.11.2024	18.11.2024 – 23.11.2024

3.3 In accordance with the "Academic Policy Regulations of Abilkas Saginov Karaganda Technical University" approved by the decision of the Academic Council (Section 6.7), the Dean of the Faculty/Head of the Educational Program Office may, in exceptional cases (due to illness, family circumstances, or other objective reasons), based on an order, allow a student to take midterm assessment assignments on an individual schedule. The procedure for extending the deadline is as follows:

**Student:** In case of not submitting current and midterm assessment assignments on time due to objective reasons, the student must, after completing the treatment or addressing the circumstances, submit a written request to the Dean of the Faculty/Head of the Educational Program Office for an extension. The request should be accompanied by original documents confirming the reason for the absence from classes and the inability to submit reports in accordance with the schedule specified in the syllabus.

**Dean of the Faculty/Head of the Educational Program Office:** Makes a decision on the possibility of extending the deadline for submitting midterm assessment assignments on an individual schedule or refusal, informing the student of the reason for the refusal. In case of a positive decision, the



Dean of the Faculty/Head of the Educational Program Office issues an order specifying the disciplines and the type of assessment for which the student is allowed to submit assignments on an individual schedule. The order is forwarded to the Registrar's Office and the department responsible for the discipline.

**The Registrar's Office**, depending on the type of assessment (Midterm Assessment 1 - PK1, Midterm Assessment 2 - PK2), handles extensions as follows:

- if an extension for the first midterm assessment (PK1) is granted before the start of the second midterm assessment (PK2), the possibility to enter a score for the second midterm assessment (PK2) is extended to a maximum of 200 points. The instructor, when assigning scores, takes into account the total of both midterm assessments.

- if it is necessary to extend the deadlines for the second midterm assessment (PK2), the option to enter a score for the second midterm assessment (PK2) is provided along with an "Incomplete" for the exam (the student is marked as absent in the exam schedule).

- if a student, for valid reasons, seeks a higher score on the second midterm assessment (PK2), they are given individual deadlines for submitting PK2 and taking the exam after receiving a positive decision from the Dean/Head of the Educational Program Office. On the day of the exam, according to the schedule, the student is marked as absent in the exam schedule. In the case of a positive score on the exam, an "Incomplete" is not assigned.

#### **4. Student Progression to the Next Academic Year**

4.1 Student progression to the next academic year is carried out in accordance with Section 9 of the "Academic Policy Regulations."

4.2 A mandatory condition for student progression from one year to the next is the successful completion of the academic year with the full fulfillment of credits.

4.3 Students, master's, and doctoral students are required to check their grades in their personal accounts using the "Univer 2.0" information system after the summer examination session.

4.4 The organization of education for the study of additional disciplines, the elimination of academic debts, and academic discrepancies is carried out in accordance with Section 10 of the "Academic Policy Regulations."

In accordance with the academic calendar approved by the decision of the Academic Council of KarTU, Protocol No. 13 dated June 27, 2023, the summer semester is held for bachelor's, master's, and doctoral programs of the summer intake from July 8, 2024, to August 17, 2024; for the winter intake of master's and doctoral programs from December 23, 2024, to January 31, 2025.

4.5 Enrollment of students for the study of additional disciplines in the summer semester for bachelor's programs is from May 20, 2024, to June 8, 2024; for master's and doctoral programs of the summer intake from June 24, 2024, to July 6, 2024; for the winter intake of master's and doctoral programs from December 16, 2024, to December 21, 2024.

4.6 Instructors are required to submit all grade reports for additional education no later than the last day of the summer semester.

#### **5. Academic Schedule**

5.1 Based on individual study plans, the schedule of academic activities is prepared and approved by the Member of the Board - Vice-Rector for Academic Affairs **no later than five days before the start of the academic period.**

5.2 The schedule of classroom sessions is prepared based on contact hours. Classes start at 9:00 AM.

5.3 Independent work of the student under the guidance of the instructor (SRUP) is conducted according to a schedule in the form of classroom sessions and sessions conducted by instructors based on an individually agreed schedule with specific times.

5.4 The duration and timing of classes for full-time students, as well as for special conditions (during quarantine, etc.), are specified in the "Academic Policy Regulations" (Section 4, Point 4.13).

5.5 Classes are organized in streams, groups, and subgroups. The number of students in a group is



determined by the "Academic Policy Regulations" (Section 4).

5.6 The rights and responsibilities of the faculty and students in the educational process are defined by:

- The Charter of KarTU;
- Internal Rules and Regulations;
- Academic Policy Regulations;
- Code of Honor for Students, Master's, and Doctoral Students;
- Code of Business Ethics.

*Documents of the Quality Management System:*

Documented Procedures (DP)

- DP KarTU VI-02-2022 Management of Educational and Organizational Processes in Higher and Postgraduate Education.

*Internal Normative Documents (IND)*

- IND KarTU I-02-2022 Policy for Risk Management and Internal Control.

*Regulations on the Type of Activity (RTA)*

- RTA KarTU III-05-2022 On Business Trips of Employees.
- RTA KarTU VI-06-2022 Regulation on the Ethical Commission.
- RTA KarTU V-01-2022 On the Dual Education System.

*Rules (PR)*

- PR KarTU V-08-2022 General Requirements for the Design of Text Educational Documents and Basic Inscriptions.

- PR KarTU III-04-2022 Organization of the External Academic Mobility Program for Students.

- PR KarTU XI-01-2022 On the Organization of the Internal Academic Mobility Program for Students in Traditional and Distance Learning Formats.

- PR KarTU V-11-2022 Rules: Determination of Organizations as Practice Bases.

- PR KarTU V-10-2022 Rules: Organization and Conduct of Professional Practices.

*Methodological Instructions (MI)*

- MI KarTU X-01-2022 Quality Monitoring of Educational Services Using Student Questionnaires.

- MI KarTU VIII-05-2022 Diploma Design. General Requirements for Organization and Implementation.

- MI KarTU VIII-06-2022 Procedure for Organizing and Conducting Course Design.

- MI KarTU VIII-07-2022 Procedure for Organizing and Conducting Laboratory, Practical, and Seminar Classes.

- RTA KarTU VII-01-2022 System of Educational Process Regulations.

5.7 The Student has the right to:

- Appeal the results of current and intermediate assessment if they disagree with them, in accordance with the sections of the Academic Policy;

- Extend the deadlines for current and intermediate assessment for valid reasons as per the sections of the Academic Policy;

- Freely express their thoughts and ideas.

The Student is obliged to:

- Qualitatively and timely complete all types of academic work;

- Adhere to the internal rules and regulations of KarTU, the Code of Honor for Students, Master's, and Doctoral Students, as well as the Principles of Academic Integrity;

- Monitor the correctness of grades for interim assessments and intermediate assessments in the studied disciplines using their personal account in the "Univer 2.0" information system.

The Student is responsible for:

- Timely submission of assignments for all types of sessions as per the deadlines specified in the syllabus;

- The content and accuracy of information provided to the instructor;

- Violation of the internal rules and regulations of KarTU, the Code of Honor for Students, Master's, and Doctoral Students, as well as the Principles of Academic Integrity.

5.8 The faculty has the right to:

- Not accept and not evaluate written and other types of work submitted by students after the deadlines set by the instructor for invalid reasons;

- Independently choose the forms, methods, and means of teaching for conducting classes.

The Teacher is obliged to:

- Conduct the teaching of students, master's students, and doctoral students in accordance with the requirements of state educational standards;

- Be an effective facilitator of the pedagogical process;

- Use modern and effective forms, methods, and means of teaching;

- Carry out the timely reception and assessment of all types of work using the assessment criteria reflected in the syllabuses, and provide feedback to students;

- Ensure the timely input of grades into the "UNIVER 2.0" information system;

- Comply with the internal rules and regulations of KarTU, the Code of Business Ethics, and other regulatory documents;

- Adhere to the Principles of Academic Integrity.

The Teacher is responsible for:

- Timely issuance and assessment of assignments for all types of sessions;

- The correctness and accuracy of the data entered into the "UNIVER 2.0" information system;

- The content and quality of the conducted sessions;

- Violation of the internal rules and regulations of KarTU, the Code of Business Ethics, as well as the Principles of Academic Integrity.

5.9 For violations of academic discipline, the Principles of Academic Integrity, the rules of the internal order of the University and the dormitory, as well as for non-compliance with the student's duties specified in the Academic Policy (section 4), the Code of Honor for Students, Master's, and Doctoral Students, and other regulatory documents of KarTU, the following disciplinary measures may be applied to students:

- Remark;

- Reprimand;

- Expulsion from the University.

5.10 In case of taking disciplinary measures: remarks, reprimands, expulsion from the University, presented medical certificates and other documents after the issuance of the above-mentioned measures are not a basis for their cancellation.

5.11 I reserve control over the execution of this order.

**The Board Member -  
Vice-rector for Academic Affairs**

**A. Temerbayeva**