

Abylkas Saginov Karaganda Technical University NJSC

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ACADEMIC POLICY

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1 Main abbreviations used

ECTS – European Credit Transfer and Accumulation System

GPA – Grade Point Average

CK – Certification Commission

SEC – State Examination Commission

SCES – State Compulsory Educational Standard

DAA – Department for Academic Affairs

DIT – Department of Information Technology

DIC – Department of International Cooperation

FC – Qualification examination

IET – Individual educational trajectory

IEP – Individual education plan

CED – Catalog of elective disciplines

RK MSHE – Ministry of Science and Higher Education of the Republic of Kazakhstan

SR&D/MR&D/DR&D – Research work of students/master students/doctoral students

RO – Registrar Office

EP – Educational program

WC – Working curriculum

SCES – Sector of contractual educational services

SIW – Student independent work

SIWT – Student independent work under the guidance of a teacher

SEP – Standard educational plan

SEPr – Standard educational program

EMCD – Educational-methodological complex of a discipline

CSS – Center of Student Servicing

2 Glossary (in alphabetic order)

Academic achievements of students – the level of knowledge, skills, abilities and competencies demonstrated by the student in the discipline (module) or component of the educational program, confirmed by the corresponding assessment on a point-rating scale.

Academic Backlog – the presence in the history of the student's academic achievements according to the curriculum of unstudied disciplines or disciplines with an unsatisfactory grade on the final assessment.

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

Academic freedom – a set of powers of 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 training 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 – a set of values, principles, rules and norms of behavior in the implementation of educational activities. Academic Calendar – a calendar of educational and control events, practical training during the academic year, indicating days off (vacations and holidays).

Academic hour – a unit of measurement of the volume of classes or other types of academic work, used in drawing up the academic calendar (schedule of the educational process), the schedule of classes, in planning and recording the covered educational material, as well as in planning the academic workload and recording the work of the teacher. An academic hour is equal to 1 contact hour (50 minutes).

Academic mobility – the movement of students or research teachers for training or conducting research for a certain academic period: a term or academic year to another higher education institution (within the country or abroad) with the mandatory transfer of mastered educational curricula in the form of credits in their higher education institution or to continue their studies in another higher education institution.

Academic recognition – recognition by an educational institution of a document on successful partial or full completion of training in an educational program, on passing the relevant exams, on the award of a professional qualification, academic degree, etc., issued by another national or foreign educational institution, which allows the holder of the document to complete or continue education at the next level in the educational institution that recognized the document. Appeal is a procedure carried out to identify and eliminate cases of biased assessment of a student's knowledge.

Academic Term – a period of theoretical training.

Add/Drop period - the period during which a student can change his IEP by dropping one course and enrolling in another.

Advisor – a teacher who acts as an academic mentor for a student in the relevant educational program, assisting in choosing a learning path (forming an individual curriculum) and mastering the educational program during the period of study.

Bachelor's degree – a level of higher education aimed at training personnel with the award of a bachelor's degree in the relevant educational program with the mandatory mastering of at least 240 academic credits.

Bases of practice – enterprises, organizations, institutions, education institutions, research institutes and centers or the University's own structural divisions where students undergo professional practice.

Catalogue of elective disciplines - a systematized annotated list of all disciplines containing their brief description indicating the purpose of study, brief content (main sections) and expected learning outcomes (knowledge, skills and abilities and competencies acquired by the student).

Certification Commission – a commission formed by the order of Rector, consisting of leading representatives of the teaching staff in the specialty profile, which carries out the Qualification Examination of students.

Competencies - the ability to practically use the knowledge, skills and abilities acquired during the learning process in professional activities.

Core component – a list of academic disciplines and the corresponding minimum volumes of academic credits established by the State Educational Standard and studied by students on a mandatory basis according to the educational program.

Credit mobility - movement of students for a limited period of study or internship abroad as part of continuing education at their home university to accumulate academic credits (after the mobility phase, students return to their educational institution to complete their studies).

Credit technology of education - education based on the student's choice and independent planning of the sequence of studying disciplines and (or) modules with the accumulation of academic credits.

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

Curator - a teacher appointed to resolve the issues of education, organization of leisure, social and living conditions of students; it is possible for one person to perform the functions of a curator and an advisor.

Current control - a systematic check of students' knowledge in accordance with the curriculum, conducted by the teacher in the classroom and extracurricular classes during the academic period. Theoretical training is a part of the educational program that includes the study of cycles of general, basic and specialized disciplines.

Department of Academic Affairs – a structural unit that organizes and coordinates educational and educational-methodical work at the University;

Descriptors – a description of the level and volume of knowledge, skills, abilities and competencies acquired by students upon completion of the educational program of the corresponding level (stage) of higher and postgraduate education based on the learning outcomes, formed competencies and academic credits.

Diploma (graduation) project – a student's final work that is a study of a specific problem or topic related to the student's area of specialization with a proposal for an independent solution to applied problems corresponding to the profile of the educational program, completed using project approaches and (or) in the form of preparing business projects, models, as well as creative projects and other projects.

Diploma thesis – a student's research final work, which is a systematic analysis and study of a specific problem or topic related to the student's area of specialization. The diploma thesis requires a literature review, collection and analysis of data, and formulation of conclusions and recommendations.

Doctor in the profile – a degree awarded to individuals who have completed a doctoral program in the relevant field of professional activity and defended a dissertation in the Republic of Kazakhstan or abroad, recognized in the manner established by the legislation of the Republic of Kazakhstan

Doctor of Philosophy (PhD) – a degree awarded to individuals who have completed a doctoral program in a scientific and pedagogical field and defended a dissertation in the Republic of Kazakhstan or abroad, recognized in the manner established by the legislation of the Republic of Kazakhstan.

Doctoral dissertation – a scientific work of a doctoral candidate, 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 are presented, the implementation of which makes a significant contribution to the development of the country's economy.

Doctoral program – a postgraduate education, the educational programs of which are aimed at training personnel for scientific, pedagogical and (or) professional activities, with the award of a Doctor of Philosophy (PhD) degree (doctor in the profile) with the mandatory mastering of at least 180 academic credits.

Doctoral student – a person studying for a doctorate.

Educational and methodological work – the University activity to provide the educational process with psychological, pedagogical, didactic, methodological and educational and material objects to achieve its educational, upbringing and developmental goals. Educational and methodological complex (EMC) of the EP (discipline) is a package of basic educational and methodological documentation that facilitates successful mastery of the EP (discipline).

Educational practice – a type of professional practice conducted in the first year, during which a relationship is established between the educational and practical content of the educational process. The purpose of the practice of students is to acquire primary professional competencies, including consolidation and deepening of theoretical knowledge obtained in the learning process, acquisition of initial research skills, skills in conducting business correspondence, acquisition of practical skills and work skills in accordance with the content of the educational program.

Educational program – an approved set of modules or course units required to award a specific degree.

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

Elective disciplines – academic disciplines included in the university component and the elective component within the established academic credits and introduced by educational organizations, reflecting the individual preparation of the student, taking into account the specifics of socio-economic development and the needs of a particular region, established scientific schools.

Electronic journal of attendance and academic performance – an on-line journal in the information system that is filled in by teachers during the academic period.

Enrollment in the discipline – a procedure for registering students for academic disciplines.

European Credit Transfer and Accumulation System (ECTS) – a method of converting credits received by a student/master's student abroad into credits that are counted towards their degree upon returning to their educational institution, as well as accumulating credits within educational programs.

European Diploma Supplement – 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 the studies completed and successfully completed by the holder of an educational qualification.

Examinations – the period of final control of the degree of mastery of the educational program by students.

Forms (modes) of training – full-time, full-time with the use of DLT and/or evening.

Grade Point Average (GPA) - the average weighted assessment of a student's academic achievements, determined for one academic year in the selected program as the ratio of the sum of the products of credits and the digital equivalent of the points of the midterm assessment in disciplines to the total number of credits in the disciplines of the midterm assessment

Graduating department – a department that trains and graduates specialists in educational programs corresponding to its profile.

Graduation work – a diploma thesis/project, master's, doctoral dissertations, master's project.

Incoming academic mobility – mobility related to the receiving party. This is the movement of foreign students (teachers-researchers) from the other universities within the country or abroad

for training or research for a certain academic period: a term or an academic year at Abylkas Saginov Karaganda Technical University NJSC.

Independent work of a student under the guidance of a teacher (SIWT) – the work of a student under the guidance of a teacher carried out according to a separate schedule determined by the higher educational institution; Depending on the category of students, it is divided into: independent work of a student under the guidance of a teacher (hereinafter referred to as SIWT), independent work of a master student under the guidance of a teacher (hereinafter referred to as MIWT), and independent work of a doctoral student under the guidance of a teacher (hereinafter referred to as DIWT).

Individual educational trajectory – an independent selecting, planning and mastering of educational content by a student in accordance with an individual curriculum as part of mastering an educational program of higher or postgraduate education.

Individual work plan of a master's/doctoral student – a document reflecting the educational (theoretical training) and research (scientific research/experimental research work), which includes: the topic, area of research, deadlines and reporting form; internships (base, deadlines and reporting form); topic and plan for completing a master's thesis (master's project) and doctoral dissertation with justification and structure; plan for scientific internships; plan for scientific publications, participation in scientific and practical conferences.

Individual working plan (curriculum) – a curriculum formed for each academic year by a student independently with the help of an advisor based on the educational program and the catalog of elective disciplines and (or) modules.

Industrial practice – a type of professional practice aimed at consolidating theoretical knowledge in basic and core cycles of disciplines through practical, real performance by the student of specialist duties, acquisition of practical skills and mastering of advanced experience of professional and organizational work in the profile of the future specialty. During industrial practice, students are directly prepared for professional activity in all areas in real production conditions.

Master student – an individual studying in a master's program. Master's thesis is a final work of a master student of a scientific and pedagogical master's program, which is an independent scientific study containing theoretical and/or practical developments of a current problem in the field of the selected educational program, based on modern theoretical, methodological and technological achievements of science and technology.

Master's Degree – a degree awarded to individuals who have completed master's educational programs.

Master's Degree Program – a professional educational program of postgraduate education aimed at training scientific, scientific-pedagogical and managerial personnel with the award of a master's degree in the relevant educational program with the mandatory mastering of at least 60-120 academic credits.

Master's project – a final work of a master student of a specialized master's program, which is an independent study containing theoretical and/or experimental results that allow solving an applied problem of a current problem of the selected educational program.

Microqualification – a set of knowledge, skills and competencies obtained upon completion of a short period of study that allows performing individual work functions.

Midterm assessment is monitoring of students' academic achievements upon completion of a section (module) of one academic discipline according to the academic calendar.

Midterm assessment of students – a procedure carried out during the examination session in order to assess the quality of students' mastery of the content of part or all of the academic discipline after completing its study.

Module – an autonomous structural element of an educational program, complete in terms of learning outcomes, with clearly formulated knowledge, abilities, skills, competencies acquired by students and adequate assessment criteria.

Monitoring of students' academic achievements - checking the level of students' knowledge using various forms of monitoring (current, midterm and final) and certification determined independently by the higher education institution.

Multimedia – a set of hardware and software tools that allow the user to work in a dialog mode with heterogeneous data (graphics, text, sound, video).

Nano-credit – a unified unit of measurement of a small volume of educational material, which has an independent and complete character.

Pedagogical practice – a type of professional practice aimed at consolidating the theoretical knowledge acquired by students during their studies at a higher educational institution, acquiring pedagogical skills and mastering advanced experience of professional and organizational work in the profile of a future pedagogical specialty in an educational institution.

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

Pre-graduation practice - a type of professional practice conducted before the start of diploma design in order for the student to collect the necessary material for completing the bachelor's thesis.

Prerequisites - disciplines and (or) modules and other types of academic work containing knowledge, abilities, skills and competencies necessary for mastering the studied discipline and (or) modules.

Qualification Examination – a procedure carried out to determine the degree of their mastery of 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 corresponding level of education.

Registrar Office – an academic service engaged in the registration of the entire history of the student's academic achievements and ensuring the organization of all types of knowledge control and the calculation of his/her academic rating.

Research practice – a type of professional practice for students in the master's and doctoral programs that is carried out with the aim of familiarizing them 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 in applying them in dissertation research. Final assessment (Final Examination) is monitoring the academic achievements of students to assess the quality of their mastery of the program of the academic discipline, carried out during the period of midterm assessment in the form of an exam, if the discipline is studied over several academic periods, then the final assessment can be carried out on the part of the discipline studied in this academic period.

Research work of a student (SR&D/MR&D) – a mandatory, integral part of the training of qualified specialists at a university as an inseparable component of a single process: educational and scientific-innovative.

Retake of a discipline - repeated completion of a discipline in case of receiving a final grade of "unsatisfactory" ("F").

Scientific and Methodological Council – a collegial body for the management of educational, scientific and methodological work.

Stackable degree – a set of skills and competencies from various fields or areas of professional activity obtained through formal and informal education.

Standard curriculum (SCP) – an educational document of a discipline of a mandatory component of the educational program that determines the content, volume, and recommended literature.

State Examination Commission – a commission formed by the order of Rector of the University to administer the state examination in the discipline “History of Kazakhstan”, consisting of Chairman and members of the commission from among highly qualified teachers.

Student academic rating – a quantitative indicator of the level of mastery of the student's curriculum of disciplines and (or) modules and other types of educational activities, compiled based on the results of midterm assessment.

Student independent work (SIW) – work on a specific list of topics allocated 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 SIW), independent work of a master student (hereinafter MIW) and independent work of a doctoral student (hereinafter DIW); the entire volume of SIW is confirmed by tasks that require daily independent work from the student.

Students – persons studying in bachelor's, master's, doctoral programs – students, master's students, doctoral students.

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

Supervisor/consultant – an academic mentor of a student, under whose guidance the student completes his/her final work (diploma work (project/master's or doctoral dissertation)).

Syllabus - a working curriculum of a discipline, including a description of the discipline being studied, the goals and objectives of the discipline, its brief content, topics and duration of their study, independent work tasks, a schedule for completing and submitting assignments on the discipline, teacher's requirements, criteria for assessing students' knowledge and a list of literature.

Transcript (Academic Transcript) – a document containing a list of mastered disciplines for the corresponding period of study indicating credits and grades in letter and digital expression.

Tutor – a teacher acting as an academic consultant for a student in mastering a specific discipline and/or module.

University component – a list of academic disciplines and the corresponding minimum volumes of academic credits determined by the higher education institution independently for mastering the educational program.

Working curriculum (WC) – an educational document developed by the university independently on the basis of the educational program and individual curricula of the student.

3 General provisions

3.1 The academic year for the bachelor's degree program begins in September; for master's and doctoral programs, it begins in September and January of the current year.

3.2 The volume of students' academic workload is measured in credits earned during the academic year in each academic discipline. Over the entire period of study at the University, a student must earn the required number of credits, usually in four academic years for the bachelor's degree program (with the exception of 5 years for the Architecture educational program), three years for full-time shortened education, two years for accelerated education based on higher education, one to two academic years for the master's degree program, and three academic years for the doctoral program.

The curricula for bachelor's degree programs are built on a modular basis and contain three blocks of modules: a cycle of general education disciplines (core and university components); a cycle of basic disciplines (university component and elective component), and a cycle of major disciplines (university component and elective component).

The curricula for master's and doctoral educational programs are built on a modular basis and contain two blocks of modules: a cycle of basic disciplines (university component and elective component), a cycle of major disciplines (university component and elective component).

3.3 The academic year consists of academic periods (terms, trimesters), which include midterm knowledge assessment, final knowledge assessment (examinations), final certification (for the final year), practical training and holidays. The duration of a term of theoretical training is 15 weeks, with the exception of the summer term (at least 6 weeks), trimester (10 weeks).

3.4 The summer term is organized (except for the final year) for the duration of at least 6 weeks to meet the need for additional training, to eliminate debts, including for all the types of practices, or differences in curricula, to study academic disciplines and to acquire credits by students in the other education organizations with their mandatory transfer to the university, to master a related or additional educational program, including within the framework of double-degree education.

As a rule, the summer term includes disciplines for which students have not mastered the curriculum, as well as the other disciplines, including for students of the other educational programs and from the other universities. In the summer semester training is carried out only on a fee-paying basis.

To acquire the required number of credits during the summer term, a student can register for no more than 5 disciplines by submitting an application to the dean's office, no later than two weeks before starting the summer term.

3.5 The duration and dates of each academic year are indicated in the Academic Calendar.

4 Organization of the educational process

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

4.2 Curricula are developed in two forms:

- 1) individual curricula (hereinafter referred to as IEP);
- 2) working curricula (hereinafter referred to as WC).

4.3 A catalogue of elective disciplines is developed for each educational program, which provides students with an alternative choice of elective academic disciplines to form an individual educational trajectory.

4.4 In the process of enrolling in academic disciplines, students form their IEPs. In doing so, they:

- 1) become familiar with the rules of organizing the educational process using the credit technology of education;

2) comply with the established deadlines for registering for academic disciplines and making amendments to the IEP;

3) enroll in disciplines taking into account the mastered prerequisites.

4.5 The IEP defines the individual educational trajectory of each student separately. The IEP includes disciplines and types of educational activities (practical training, research/experimental research work, forms of final certification) of the core component (CC), the university component (UC) and the elective component (EC).

4.6 A student of educational programs with a shortened period of study based on technical and vocational, or post-secondary, or higher education:

1) form his/her individual curriculum depending on the achieved learning outcomes, mastered prerequisites at the previous level of education, which are necessarily re-credited and included in his/her transcript;

2) has individual terms of study and the volume of the educational program that 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 (syllabi).

4.8 The academic achievements (knowledge, abilities, skills and competencies) of students are assessed in points on a 100-point scale, corresponding to the internationally accepted letter system with a digital equivalent (positive grades, in descending order, from "A" to "D", and "unsatisfactory" - "FX", "F") and grades according to the traditional system (Table 1).

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

Letter system mark	Digital equivalent	Points (% content)	Traditional system mark
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	
C	2.0	65-69	Satisfactory
C-	1.67	60-64	
D+	1.33	55-59	
D	1.0	50-54	
FX	0.5	25-49	Unsatisfactory
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 The awarding of academic credits to a student for academic disciplines (modules) and the other types of academic work, as well as upon completion of the study of the EP as a whole, is carried out with a positive assessment of what has been achieved during the training.

4.11 The fundamental principle of the educational process is academic honesty, the main provisions of which are reflected in the Code of Honor of students, master students and doctoral students of Abylkas Saginov Karaganda Technical University NJSC.

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

Table 2 - Time of classes for students

Study pair number	Class number	Time of classes
In the off-line mode		
I	1 class	9 ⁰⁰ - 9 ⁵⁰
	2 class	9 ⁵⁵ - 10 ⁴⁵
break		10 minutes
II	3 class	10 ⁵⁵ - 11 ⁴⁵
	4 class	11 ⁵⁰ - 12 ⁴⁰
break		30 minutes
III	5 class	13 ¹⁰ - 14 ⁰⁰
	6 class	14 ⁰⁵ - 14 ⁵⁵
break		10 minutes
IV	7 class	15 ⁰⁵ - 15 ⁵⁵
	8 class	16 ⁰⁰ - 16 ⁵⁰
break		10 minutes
V	9 class	17 ⁰⁰ - 17 ⁵⁰
	10 class	17 ⁵⁵ - 18 ⁴⁵
In the off-line mode in the evening		
no	1 class	19 ⁰⁰ - 19 ⁵⁰
	2 class	19 ⁵⁵ - 20 ⁴⁵
	3 class	20 ⁵⁵ - 21 ⁴⁵
In the on-line mode/mixed mode		
I		9 ⁰⁰ - 10 ⁴⁰
break		20 minutes
II		11 ⁰⁰ - 12 ⁴⁰
break		20 minutes
III		13 ⁰⁰ - 14 ⁴⁰
		20 minutes
IV		15 ⁰⁰ - 16 ⁴⁰
break		20 minutes
V		17 ⁰⁰ - 18 ⁴⁰

Within the period of restrictive measures, including quarantine, the introduction of a state of emergency, the occurrence of emergency situations of social, natural and man-made nature, global or regional, as well as local scale, organization of the educational process can be carried out online or in a mixed format using distance learning technologies.

The schedule is made only for classroom classes. Within the first week of the term, heads of departments make and approve schedules of independent work of students under the guidance of a teacher. Independent work of a student (SIW) on the assignment of a teacher in all the disciplines of the curriculum is carried out individually. Independent work of students under the guidance of teachers (SIWT) is carried out outside of classroom classes.

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

4.14 All the amendments to the class schedule, the MIW and DIW schedules must be agreed upon with the Department of Academic Affairs (DAA) and approved by Vice-Rector for Academic Affairs.

4.15 Control over class attendance is assigned to teachers conducting classes, heads of departments, deans of faculties, and employees of the DAA. Deans of faculties develop and implement measures to ensure academic discipline and class attendance.

4.16 Students on a state educational grant are awarded a scholarship based on the results of the midterm assessment, provided that they receive final grades and defend their course projects (works) with grades of "A", "A-", "B+", "B", "B-", "C+". All the excellent and good grades must be received during the session period or during the extension of the session, early passing of exams

based on the orders of the deans of the faculties. When retaking an exam from an FX grade to a positive one during the examinations, the last grade is taken into account.

4.17 Violation of the schedule of the educational process (class schedule, exams, practice periods) for any reason other than illness of students and other emergency circumstances confirmed by documents is prohibited.

4.18 Students on a fee-paying basis are required to pay for tuition in accordance with the terms of the agreement, otherwise they will not be allowed taking examinations.

4.19 Upon admission and if the profile of the educational program of the master's/doctoral program matches the higher education program/master's program, the learning outcomes of the previous level are recognized automatically; if the profile of the educational program of the master's/doctoral program does not match the educational program of the higher education/master's program, the master's/doctoral student is assigned prerequisites for mastering. The prerequisites are mastered during the first semester on a fee-paying basis.

As prerequisites, the master/doctoral student has the opportunity to present the learning outcomes of non-formal education of the corresponding level, the recognition of which is carried out by the OHPE.

Upon admission of a master's degree student in the profile to doctoral studies PhD, he/she is additionally assigned as prerequisites the educational program of postgraduate education of the pedagogical profile of the scientific and pedagogical master's program.

5 Current control of performance

5.1 When studying a discipline, various types of current monitoring of students' knowledge can be provided:

- 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 that involves working with posed questions, solving problems, analyzing situations, completing practical assignments and laboratory work on individual topics (sections) of the course;
- combined survey that provides for the simultaneous use of oral and written forms of knowledge assessment on one or several topics;
- defense and presentation of homework: knowledge control on individual or group homework in order to check the correctness of their completion, the ability to generalize the material covered and present it publicly, trace the logical connection between the topics of the course;
- discussion, training, round tables: group discussion of problematic issues;
- tests: a set of tasks of a certain form (open, closed, combined), that allow objective and qualitative evaluating the academic achievements of students.

5.2 During the current monitoring of academic performance, the academic achievements of students are assessed in points for each completed task in accordance with the syllabus (answer in current classes, submission of homework, independent work) and the final result is calculated by calculating the sum of all points received during the academic period.

5.3 The assessments of the current monitoring, as well as the attendance of students in the classroom, must be posted weekly by teachers in the information system in accordance with the syllabus for the assigned disciplines and types of classes.

6 Midterm control of performance

6.1 Midterm control (certification) is conducted in accordance with the Academic Calendar approved by the Academic Council of the University.

6.2 Deadlines for generating midterm control grades by the teacher conducting lectures are as follows: 1 midterm control on the 8th week of the term, 2 midterm control on the 15th week of the

term. The midterm control grade is generated automatically as the average of the current assessment grades. The Registrar Office is responsible for monitoring compliance with the technology for assigning midterm control grades and examination grades.

6.3 Students **must check their grades** using their personal account during the next academic week. The Dean is obliged to organize the consideration of midterm assessment results at the Faculty Council with the involvement of curators and teachers of disciplines.

6.4 The teacher is obliged to save the midterm control grades in the electronic journal, inform students about them and inform them about the possibility of an appeal.

6.5 The dean of the faculty in certain cases (due to illness, family circumstances, other objective reasons) on the basis of an order may allow the student to submit midterm assessment assignments according to an individual schedule.

6.6 Valid reasons for missing classes can be:

- medical indications confirmed by a certificate submitted within 3 days from the date of issue of the certificate to the dean's office;
- participation in sports and the other events at the republican level with the consent of the Vice-Rector for Academic Affairs;
- force majeure circumstances confirmed by documents.

7 Midterm (interim) certification

7.1 The exam schedule is approved by Vice-Rector for Academic Affairs 2 weeks before the start of examinations.

7.2 Students must pass all the exams and tests (if any), defend course projects/papers in strict accordance with the individual curriculum.

7.3 The form of examinations for all the disciplines is approved by the Scientific and Methodological Council based on the submissions of the departments, no later than a month before the start of examinations.

7.4 To conduct computer testing, the faculty of the departments must upload a set of test tasks to the information system a month before the start of examinations.

7.5 The number of test tasks for a discipline must be at least 30 per credit. The number of test tasks given to a student during the exam is determined by the time of their completion.

7.6 To conduct exams in written form, versions of tasks are formed, approved at department meetings no later than a month before the start of examinations and posted in the information system. Examination tasks are given to the teachers administering the examination immediately before the examination.

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

7.8 Amendments and introduction of additional forms of examination during examination period are not allowed.

7.9 The number of written exam questions is determined by the maximum time for holding it: no more than 3 academic hours.

7.10 The number of cards must be 10% more than the maximum number of people taking the exam at the same time in a given discipline and cover all topics of the discipline.

7.11 Blank sheets of paper for writing answers to exam questions are stamped, their number must be 30% more than the total number of examinees multiplied by the number of questions on the card.

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

7.13 Admission to midterm assessment is generated automatically in the information system.

7.14 **Admission to midterm assessment** is as follows:

- 1) no outstanding tuition fees, no academic outstanding prerequisites;

2) automatic admission to the exam in the discipline based on the assessment of the admission rating determined by the results of the current and midterm control of academic performance;

3) a positive assessment of the defense of the course project/work (at least 50 points), where the course project (work) is the admission rating for the corresponding discipline;

4) the average score for two midterm assessments is at least 50 points, where the defense of the course project (work) is an intermediate form of examination.

Students with academic debts, including practices, as well as academic differences or debts that arose as a result of reinstatement, transfer from another university, transfer from one educational program to another educational program of the University, return from academic leave, are admitted to the midterm assessment.

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

7.16 The teacher informs the examinees of admission to the exam, the procedure, warns about the need to observe discipline, questions them about their health, and warns about the inadmissibility of using any means to obtain correct answers to questions.

7.17 To take the exam, the student selects an examination card. After the examinee transfers the questions from the card to the answer sheet, the student indicates the code specified by the teacher on all the answer sheets. The code is recorded in the preliminary form. This form is handed over to the head of the department before the end of the exam.

7.18 The student gives a detailed answer to all the tasks. No notes are made on the answer sheets that would allow the student's name to be identified, for which the examinee and the teacher are responsible.

7.19 Upon completion of the exam, students submit their answer sheets to the teacher, who signs them in the presence of the student on each sheet, indicating the total number of completed sheets on the first sheet.

7.20 The checked examination papers are submitted to the head of the department, who deciphers these papers.

7.21 The final grade is determined as the arithmetic mean of the questions on the card. The final grade is entered on the first sheet and confirmed by the signature of the checking teacher.

7.22 Upon completion the deciphering, the teacher who conducted the exam enters the grades into the information system.

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

7.24 The examinee, with the permission of the teacher, has the right to use reference and information literature, syllabus and technical means necessary for performing calculations during the exam.

7.25 If the examiner discovers violations of the principles of academic honesty reflected in the Code of Honor for students, master's degree students and doctoral students, the teacher is obliged to remove students from the exam in this discipline. Upon removal of a student from the exam, the teacher draws up a memo addressed to the dean, obtains the signature of the student on familiarization or, in case of refusal, witnesses and attaches it to the examination report with the materials seized from the student (if any), proving the illegal actions of the student. This student is given an unsatisfactory grade in the report. Academic debt that arose as a result of removal can only be eliminated on a paid basis in the summer term.

7.26 If the grade "FX" - "unsatisfactory" is received, it is permitted to retake the final control (exam) in accordance with the academic calendar of the University without repeating the program of the academic discipline (module) no more than once.

7.27 In case of receiving the grade "unsatisfactory", corresponding to the grade "F", the student re-enrolls in this academic discipline (module), attends all the types of classes, completes all the types of academic work, according to the program, and retakes the final control during the summer term on a paid basis.

7.28 To retake the exam from the grade "unsatisfactory" to a positive one or to improve it, the student in the summer term, on a paid basis, again attends all the types of classes stipulated by the working curriculum for this discipline, receives admission and takes the final control.

Retaking a positive grade on the final control to improve it during the same period of midterm certification is not permitted.

7.29 Retaking a positive grade in the state exam in the discipline "History of Kazakhstan" for the purpose of improving it during the same period of midterm assessment, as well as during the summer term, is not permitted.

7.30 To repeat or to additionally study a discipline, the student goes through the registration procedure for the academic discipline in the dean's office, concludes an agreement, pays for tuition and registers the application in the Registrar Office.

7.31 In the absence of a valid reason, failure to appear for an exam is equivalent to an "unsatisfactory" grade.

7.32 If the student fails to appear for the exam, the examination report card will be marked "failed to appear", which is an academic debt and is repaid during the summer term on a paid basis.

7.33 In certain cases (due to illness, family circumstances, some other objective reasons), the dean can on the basis of an order permit students to take individual examinations (early completion or extension of the examination period). To do this:

- students must submit an application to the dean with a request for permission to take individual examinations one week before the expected date of early completion of the examination period or one week before the start of examinations if it is extended;

- in the event of unforeseen circumstances occurring during the examination period and requiring its extension, students are required to immediately report the incident to the dean's office and to submit an application for an extension of the examination period with submission of supporting documents;

- the application, which specifies the disciplines and forms of reporting, must be accompanied by documents justifying the need for individual examination session scheduling;

- for early examination sessions, the application is sent by the Dean to the department for a decision on the possibility of individual exam taking by the student, considering their current academic performance;

- based on the positive decision of the department, the Dean issues an order for early examination session taking, which is forwarded to the Office of the Registrar for accounting the session results.

7.34 the student is obliged to pass all exams within the deadlines specified by the Dean's order. Copies of the orders are sent to the Office of the Registrar.

7.35 The examiner enters exam grades into the electronic gradebook immediately after the exam, generates the final grade report, prints it no later than 24 hours after the exam starts, and submits it to the corresponding faculty's dean's office.

During restrictive measures, including quarantine, states of emergency, or social, natural, and technological emergencies of global, regional, or local scale, intermediate assessment may be conducted online or in a blended format using distance learning technologies. In this case, the exam grade is automatically generated upon the completion of the exam by the student.

Students are required to review final grades for the discipline using their personal account within 24 hours after results are entered; otherwise, complaints about input errors will not be accepted.

7.36 If a student complains about health issues during the exam, the instructor must immediately send them to the University medical unit, where the poor health condition must be documented in writing on the exam day. If confirmed, the exam results are annulled, and the status "did not attend" is assigned.

7.37 Complaints about poor health after the exam, which allegedly affected the result, are not accepted by the dean's office, and exam results remain unchanged.

7.38 After the session, students must verify final grades in the transcript generated in their personal account. In case of discrepancies in academic performance grades, the student has the right to file a request with the dean's office for corrections in the assessment before the next semester begins.

7.39 Corrections of errors in the input of current control and exam data discovered after the release of the final grade report are made based on an official memo from the head of the department and an explanation from the person who made the error. The Office of the Registrar, after review by the Vice-Rector for Academic Affairs, makes the corrections.

7.40 Calculation of final grades:

7.40.1 The final grade for a discipline with an exam is calculated by the formula:

$$I=0.4\times(A1+A2)/2+0.6\times E, \quad (1)$$

where

I – final grade for the discipline;

A₁, A₂ – grades of the first and second midterm assessments;

E – exam grade;

0.6, 0.4 – weighting coefficients for the midterm assessments and the exam, respectively.

7.40.2 The final grade for a discipline that includes a course project/work is the total score, which is the sum of the first and second midterm assessment grades and the grade for the defense of the course project/work.

8 Procedure for Appeal of Midterm Control, Intermediate, and Final Assessment

8.1 Students who disagree with the results of midterm control, intermediate, and final assessments (midterm control, term work/project, exam) have the right to appeal by submitting a motivated application to the Dean no later than 14:00 on the next working day after the grade is posted in the information system.

8.2 The appeal is conducted by a subject commission of the department, approved by the Dean's order according to disciplines and languages of instruction, on the day following the submission of the application, focusing on the substance of the appealed issue. An appeal may be considered valid in cases such as:

- tasks (tests, tickets, etc.) contain incorrect wording;
- the question is not part of the discipline's curriculum;
- test tasks do not contain the correct answer;
- a technical failure occurred during computer testing, documented by an act signed by the instructor, which caused a loss of more than 10% of the allotted time for completing the task, confirmed by an employee of the IT Department.
- other reasons affecting exam results (emergency situations, etc.).

8.3 The appeal commission is not allowed to ask additional questions to the student and cannot make corrections to the written work.

8.4 The appeal commission has the right to satisfy the appeal and decide to add points to the grade or to reject the appeal and leave the grade unchanged. Lowering the previously assigned grade is not permitted.

8.5 The appeal commission must provide a reasoned explanation of the commission's decision recorded in the minutes to the student who filed the appeal.

8.6 The appeal results are documented in the minutes of the appeal commission, which is submitted to the Office of the Registrar.

9 Transfer and Reinstatement of Students

9.1 Transfer of students from one year to the next is carried out based on the results of the academic year (intermediate assessments), taking into account the results of the summer term and mandatory completion of all academic credits for the current academic year according to the

curriculum of the educational program.

The transfer of a student from one year to another is formalized by an order from the university head.

9.2 The Grade Point Average (**GPA**) is calculated by the formula:

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

where I is the final numeric grade in the ii-th discipline;

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

n is the number of disciplines.

All academic debts are counted as zero ($I = 0$) in the numerator, while the denominator necessarily includes all credits indicated in the student's individual curriculum.

9.3 When a comprehensive exam covers several disciplines, each discipline is considered separately.

9.4 All final grades of the student, including positive results of repeated exams, are recorded in the transcript.

9.5 Students, including those in their graduating year, who have not completed the academic credits set by the curriculum for the current academic year, including the summer term, are required to repeat the course on a paid basis. In this case, the repeated course is conducted according to the previously approved or newly developed individual curriculum.

9.6 Students holding state educational grants who are required to repeat a course lose their grant and continue their education on a paid basis under a contract specifying the number of credits and disciplines of the repeated course.

9.7 A student can be transferred or reinstated into any educational program and any university regardless of the time of dismissal.

A student is transferred or reinstated after dismissal only if they have fully completed the first academic period of the studied program according to the individual curriculum.

Transfer and reinstatement from one educational program to another, or from one university to another, is carried out during summer and winter breaks.

However, in cases of emergency situations, including states of emergency, social, natural and technogenic emergencies, wartime, as well as armed or military conflicts in the country of study, transfer and reinstatement of citizens of the Republic of Kazakhstan and foreigners from foreign higher education institutions are carried out during the academic year.

9.8 Transfer of a student from one educational program to another is only conducted on a paid basis.

9.9 When transferring or reinstating students, the dean determines the academic differences and the course of further study considering completed prerequisites, as well as the list of prerequisites required for passing in the current academic year, and coordinates this with the heads of departments.

Academic differences in disciplines of curricula are determined by the receiving educational organization based on the list of studied disciplines, their programs, and credit volumes reflected in the transcript.

9.10 The receiving university considers the field of study and profile of the educational program, academic achievements, as well as any cases of academic dishonesty by the student when transferring.

When transferring or reinstating students, a special commission is established by the university to recognize previously completed learning outcomes.

Transfer or reinstatement of students is carried out to higher education institutions that have a valid license and/or an appendix to the license for educational activities, as well as international specialized accreditation from national and/or foreign accreditation agencies included in the

registries and/or associations of accreditation agencies of the member states of the Organisation for Economic Co-operation and Development (OECD) in the field of education.

Transfer of a student from a group of higher education programs requiring creative training to other groups of educational programs is allowed only if the student has a Unified National Testing (UNT) certificate with a score not lower than the established threshold score, in accordance with the Model Rules for Admission to Educational Institutions Implementing Higher and Postgraduate Education Programs, approved by the Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018, No. 600 (registered in the State Registry of Normative Legal Acts under No. 17650) (hereinafter – Model Rules).

9.11 Based on technical and vocational education programs or post-secondary education programs, if the profile of the higher education program matches the profile of the technical and vocational or post-secondary education program, the learning outcomes of the previous level of formal education are automatically recognized, and the duration of study is reduced.

If the learning outcomes meet the prerequisites, certain courses from the previous level of formal education, as well as relevant non-formal education outcomes, are credited.

In the case of a mismatch between the program profiles, the student is required to complete the full higher education program.

9.12 Transfer of a student from a fee-paying basis to education funded by the state educational order is carried out in accordance with the procedure established by subparagraph 5) of Article 4 of the Law “On Education.”

9.13 Applications for transfer and reinstatement from another university to NPJSC Abylkas Saginov Karaganda Technical University, or from one educational program to another, are reviewed by the head of the educational institution during the summer and winter breaks, no later than 5 days before the start of the next academic term.

9.14 When transferring or reinstating a student from a foreign educational institution, the following documents must be submitted:

1) a document confirming the completion of academic programs (academic transcript or record of study);

2) a document certifying completion of the previous level of education, which must undergo the nostrification (recognition) procedure in the Republic of Kazakhstan in accordance with the Rules for the Recognition of Educational Documents, as well as the list of foreign higher and (or) postgraduate educational institutions whose educational documents are recognized in the Republic of Kazakhstan, approved by the Order of the Acting Minister of Education and Science of the Republic of Kazakhstan dated July 19, 2021, No. 352;

3) results of entrance examinations taken upon admission to the foreign educational institution;

4) a copy of the license for educational activities.

9.15 Transfer of students from other universities to NPJSC Abylkas Saginov Karaganda Technical University is not permitted to the 7th term (full-time program), the 5th term (accelerated full-time program based on technical and vocational education), or the 3rd term (based on a second higher education) in bachelor's degree programs, as well as to the 4th or 3rd/2nd term in master's degree programs, if there is an academic difference.

9.16 The transfer of earned credits is carried out based on a comparison of educational programs, the content of the list of completed courses, their volume in credits, the acquired knowledge, skills, abilities, and competencies, as well as learning outcomes.

9.17 When transferring earned credits in academic disciplines, differences in the forms of final assessment are not taken into account.

The credit is equated to the student's letter grading system, corresponding to the numerical equivalent on a four-point scale ranging from a minimum of D (1.0; 50–54%) to a maximum of A (4.0; 95–100%), in accordance with the Rules for the Organization of the Educational Process Based on Credit Technology, approved by the Order of the Minister of Education and Science of the Republic of Kazakhstan dated April 20, 2011, No. 152.

9.18 A student studying on the basis of a state educational grant may, at their own request, be transferred to another higher education institution while retaining the educational grant.

Students admitted under educational grants allocated to specific universities, as well as those admitted to pedagogical specialties within the established quota, may be transferred to another university only on a paid basis.

The transfer of students, master's and doctoral students from other universities to a national university is allowed only on the condition that the student pays the difference in the cost of the educational grant.

9.19 The procedure for transferring a student studying under a state educational grant from other universities to the University is carried out as follows:

1) A student wishing to transfer to the University submits a free-form application to the Student Service Center (SSC) addressed to the head of the university where they are currently studying. After receiving a written consent for the transfer, certified with a seal, the student then applies to the head of the receiving university;

2) The application for transfer addressed to the head of the receiving university must be accompanied by the following documents: a copy of the transcript signed by the Rector (or Vice-Rector for Academic Affairs) and the Office of the Registrar, and sealed; a copy of the certificate confirming the award of the educational grant; the original application addressed to the head of the previous university (with the signature of the head and university seal);

3) Based on the submitted documents, the dean of the faculty determines the academic difference between the curricula, identifies the course level in accordance with the completed prerequisites, transfers the earned credits in accordance with the educational program, and approves the student's individual study plan in coordination with the heads of the respective departments and the Office of the Registrar;

4) Based on the approvals (visas) of the faculty dean, Director of the Department of Academic Affairs (DAA), and Vice-Rector for Academic Affairs, the head of the university issues an official order for the student's transfer.

9.20 The head of the university to which the student is transferred shall, within five working days from the date of issuance of the transfer order, send a written request to the university where the student was previously enrolled for the transfer of the student's personal file. A copy of the enrollment order by transfer is attached to the request.

9.21 The head of the university where the student previously studied, upon receiving the request, issues an order for expulsion with the wording "expelled due to transfer to (name of university)" and within five working days from the date of issuance of the expulsion order, sends the student's personal file to the receiving university.

The previous university retains a copy of the transcript, the record book (if available), the student ID, and an inventory of the documents sent.

9.22 Reinstatement of students is only carried out on a paid basis:

1) The student submits a reinstatement application in free form to the Student Service Center (SSC) addressed to the head of the university;

2) The reinstatement application must be accompanied by the original transcript/academic record, the Unified National Testing (UNT) or Comprehensive Testing Assessment (CTA) certificate with a score no lower than the established threshold, a secondary education certificate or college diploma (original), and a medical certificate form F-075U;

3) 3. Based on the submitted documents, the faculty dean determines the academic difference between curricula, establishes the course level in accordance with completed prerequisites, transfers the earned credits according to the educational program, and approves the student's individual study plan in coordination with the heads of the respective departments and the Office of the Registrar;

4) 4. Based on the approvals (visas) of the faculty dean, Director of the Department of Academic Affairs (DAA), and Vice-Rector for Academic Affairs, the head of the university issues an official order for the student's reinstatement.

9.23 A doctoral student who has completed the full theoretical course of the doctoral educational program and performed scientific research work (SRW), but has not defended the doctoral dissertation, is given the opportunity to be reinstated for the purpose of dissertation defense.

Reinstatement within two years after graduation is provided free of charge, while in subsequent years it is carried out on a paid basis for a minimum of 4 academic credits.

Reinstatement for the purpose of defense is granted for a period not exceeding 6 months from the date of submission of a personal application and the issuance of the order "On Admission to Defense." The reinstatement application is signed by the Board Member – Vice-Rector for Research and Innovation, Chair of the Dissertation Council, Dean, Scientific Supervisor, and Chief Accountant.

Reinstatement of doctoral students for defense is carried out if they meet the requirements of the current Regulations on the Awarding of Degrees and are ready to undergo the procedure of submitting the dissertation for consideration by the department and the dissertation council in accordance with the regulations of the dissertation council.

The evaluation of the eligibility of doctoral students wishing to be reinstated for defense, including a positive conclusion from the extended meeting of the university department or the collegial body of the structural unit of the scientific organization where the research was conducted, is performed by the Chair of the Dissertation Council, the Head of the graduating department, and/or the head of scientific or other organizations.

After 3 years following graduation, doctoral students may defend their dissertation only after repeated approval of the scientific justification of the dissertation on a paid basis.

9.24 Academic differences not resolved within the established deadlines are subsequently considered as academic debts.

10 Organization of Education for Studying Additional Courses, Eliminating Academic Debts and Academic Differences

10.1 Students who have academic differences or academic debts, including all types of practical training, for the current study period, as well as those wishing to study additional courses or improve previously obtained positive grades in disciplines, have the right to undergo paid training during the summer term (except for graduating students).

The student's application for studying a course to eliminate academic debt or difference for the current study period is submitted to the dean's office.

The dean reviews the application and directs the student to arrange a contract for paid educational services.

Payment is made according to the number of credits of the course, and the payment receipt is submitted for registration.

10.2 When undergoing additional training in the summer term, the student is required to attend all types of classes and complete the assignments for current and midterm assessments provided by the course program.

If the student fails to achieve the passing rating (less than 50%), they are not allowed to take the intermediate assessment, and the funds spent on the training are non-refundable.

10.3 In case the student refuses additional training in the summer term before its start, the cost of educational services is recalculated based on the submitted application.

10.4 The results of exams in curriculum courses completed during the summer term are included in the GPA.

11 Credit Transfer for Courses Taken at Other Educational Institutions under Different Educational Programs

11.1 Learning outcomes and positive grades obtained by students at previous levels of education and in other formal and non-formal educational institutions are recognized with credit transfer upon submission of a credit transfer application. A corresponding commission is established by the university to evaluate credit transfer requests. Commissions are formed at each faculty and include representatives of the departments of the relevant disciplines, with the dean of the faculty serving as the commission chair.

11.2 Upon transfer or reinstatement, the achieved learning outcomes and positive grades of the student are recognized with credit transfer from one educational program to another, or from one educational institution to another.

11.3 All academic credits and achieved learning outcomes obtained by students in formal and non-formal education are accumulated throughout their lifetime.

11.4 The final document confirming the student's education under a mobility program is a transcript or its equivalent in the host country.

11.5 The transcript contains information about the study program: names of courses (modules), grades, and the number of academic credits earned.

11.6 Learning outcomes fully completed by students within the framework of academic mobility and confirmed by a transcript are mandatorily credited by the university.

11.7 Credits earned by students, master's, and doctoral candidates studying at foreign universities under international exchange educational programs or partnership programs as part of academic mobility may be recognized for courses corresponding to the approved curriculum of the university's educational program.

12 Criteria for Assessing Students' Knowledge

12.1 Knowledge, skills, abilities, and competencies of students across all types of assessments are determined by a point-rating letter grading system.

12.2 The grade "Excellent" corresponds to grades: A, which has a numerical equivalent of 4.0 and a percentage range of 95-100%, and A-, which has a numerical equivalent of 3.67 and a percentage range of 90-94%.

This grade is given when the student has fully mastered the course material without any errors or inaccuracies, has completed control and laboratory work on time and correctly, submitted reports for them, demonstrated original thinking, passed colloquia and completed homework on time without errors, engaged in research work, independently used additional scientific literature while studying the discipline, and was able to independently systematize the course material.

12.3 The grade "Good" corresponds to grades: B+, which has a numerical equivalent of 3.33 and a percentage range of 85-89%, B, with a numerical equivalent of 3.0 and 80-84%, B-, with a numerical equivalent of 2.67 and 75-79%, and C+, with a numerical equivalent of 2.33 and 70-74%.

This grade is given when the student has mastered at least 75% of the course material without gross mistakes in answers, completed control and laboratory work on time and without significant comments, correctly completed and submitted colloquia and homework on time without significant remarks, used additional literature as directed by the instructor, engaged in research work, allowed minor inaccuracies or errors that were corrected by the student, and was able to systematize the course material with the instructor's help.

12.4 The grade "Satisfactory" corresponds to grades: C, which has a numerical equivalent of 2.0 and a percentage range of 65-69%, C-, with a numerical equivalent of 1.67 and 60-64%, D+, with a numerical equivalent of 1.33 and 55-59%, and D, with a numerical equivalent of 1.0 and 50-54%.

This grade is given when the student has mastered at least 50% of the course material, needed the instructor's help for control and laboratory work and homework, made inaccuracies and minor errors during colloquium, showed little activity in research work, limited themselves to the course literature assigned by the instructor, and had difficulties systematizing the material.

12.5 The grade "Unsatisfactory" corresponds to grades: FX, which has a numerical equivalent of 0.5 and a percentage range of 25-49%, and F, with a numerical equivalent of 0 and a percentage

range of 0-24%.

Grades FX and F are given when the student has not mastered more than half of the course material, made fundamental mistakes in answers, did not complete tasks required for current, intermediate, and final assessments, did not work through all the main literature provided by the program, did not attend classes or participate in activities required by the curriculum, and failed current and intermediate assessments.

12.6 A student who receives an unsatisfactory grade in an elective course has the right to retake the same course in the prescribed manner or to replace it with another elective course from the same block. The course replacement must be agreed upon with the advisor and the Registrar's Office.

12.7 Attendees of courses may be both enrolled students of the University and individuals not enrolled as students but who have paid for the course.

13 Selection of Educational Trajectory by Students

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

Individual study planning for master's and doctoral students is conducted with the participation of their scientific supervisors (consultants).

13.2 Information about elective courses is included in the catalog of elective disciplines, which is communicated to students by the graduating departments and advisors.

13.3 The selection of courses (modules) must be made with mandatory consideration of the sequence of studying the disciplines.

13.4 A student has the right to modify their Individual Study Plan (ISP) within the framework of the working curriculum of the educational program before the start of theoretical classes during the registration period specified in the Academic Calendar or during the orientation week.

14 Registration for Attending Classes

14.1 Classes for each discipline (module) and schedule formation are carried out based on student registration for the discipline (module). A student must register for the number of credits specified in the curriculum of the educational program.

14.2 Student registration for courses (modules) for the upcoming academic year is conducted in the information system with methodological and consultative assistance from the graduating departments after detailed discussion of their individual learning trajectory with an advisor (scientific supervisor/consultant), who provides clarifications on course selection according to the approved curricula and the catalog of elective disciplines.

14.3 For newly admitted students, during the orientation week (freshman week), a general introduction to the credit system of education and the registration procedure for courses is conducted. During orientation week, meetings are held with representatives of the administration, deans of faculties, heads of departments, advisors, and library staff.

14.4 Registration of newly admitted students to the University is carried out before the start of the first term. For this category of students, the basis for access to registration is the enrollment order to the University.

14.5 Academic groups of students are formed based on a sufficient number of students registered for a particular discipline. The required number of students registered for compulsory courses is:

- Lectures – up to 90 students;
- Practical classes – up to 30 students;
- Laboratory classes – up to 18 students;
- Academic groups for elective courses of educational programs with a small student contingent are formed on the principle of registering all students for one discipline.

15 Organization and Completion of Internships

15.1 Students, during their studies in higher education or postgraduate educational programs, undergo professional internships as stipulated by the curricula in accordance with the state mandatory education standards.

15.2 Professional internships are conducted in accordance with the approved academic calendar, in the volume established by the curriculum, internship program, and individual work study plan.

15.3 The main and compulsory types of internships for students at the university are:

- Bachelor's degree: educational, industrial, pre-diploma;
- Postgraduate education: pedagogical, research, industrial.

15.4 Internship programs are developed by the graduating department taking into account the profile of the educational program, the nature of the enterprise or organization, and the internship location.

15.5 Students have the right to independently search for a professional internship base and initiate the conclusion of an internship agreement, provided that the proposed internship base corresponds to the profile of the educational program and the expected learning outcomes regarding the development of practical skills and competencies.

15.6 Internship supervisors are responsible for the timely and quality organization of professional internships, monitor the timely completion of internship diaries by students-interns, provide consultations on all issues related to the internship, and assess the internship results by entering grades into the records in the information system.

15.7 To improve the conduct of professional internships, surveys are completed by students on "Satisfaction with the results of industrial and other types of internships" and by internship base supervisors on "Satisfaction of the internship supervisor with the university students."

15.8 The results of the internship report defense are assessed using a point-rating letter grading system. All internship grades (from both the enterprise and the university) are recorded in the student's diary and in the internship grade sheet.

16 Organization and Administration of the State Examination in "History of Kazakhstan"

16.1 To conduct the state examination in the discipline "History of Kazakhstan," the department develops a working curriculum based on the standard syllabus, which is unified for all forms of study and educational programs.

16.2 The state examination in "History of Kazakhstan" is conducted in the form of a written exam and an oral response.

During periods of restrictive measures related to the pandemic, the state examination may be administered in a test format, provided that a proctoring procedure is applied for both students and members of the State Examination Commission (SEC).

16.3 To administer the state examination in "History of Kazakhstan," the State Examination Commission (SEC) is formed for the academic year based on the recommendation of the dean of the faculty.

16.4 The chairperson and members of the SEC for the discipline "History of Kazakhstan" are approved by a decision of the Academic Council.

16.5 The duration of an SEC session shall not exceed 6 (six) academic hours per day.

16.6 Retaking the state examination in "History of Kazakhstan" to improve a passing grade during the same interim assessment period or in the summer term is not permitted.

16.7 The results of the state examination in "History of Kazakhstan" are included in the final results of the examination session in which the exam is scheduled.

16.8 Upon completion of the state examination, the chairperson of the SEC prepares a report on the work of the SEC.

16.9 The state examination program for the discipline "History of Kazakhstan" is developed and reviewed by the department, approved by the Faculty Quality Assurance Committee,

recommended by the Scientific and Methodological Council, and finalized by the decision of the Academic Council.

17 Final Assessment of Students

17.2 The final assessment (FA) of bachelor's degree students is conducted in the form of writing and defending a diploma thesis/project or a joint project within educational fields.

17.3 In lieu of a diploma thesis/project, students are allowed to take two comprehensive exams only in the following cases:

1. those undergoing long-term treatment in a hospital due to health conditions;
2. students with special educational needs, including children with disabilities, persons with disabilities since childhood, and persons with disabilities of Group I;
3. pregnant students or those raising children under the age of 2;
4. international students.

Other cases for replacing the diploma thesis/project with comprehensive exams are not permitted.

In such cases, the student must submit an application addressed to the Vice-Rector for Academic Affairs along with the relevant supporting documentation.

17.4 The list of core and specialized disciplines for the comprehensive exam is approved by the decision of the Faculty Quality Assurance Committee based on the recommendation of the graduating department.

17.5 The comprehensive exam for the educational program is conducted based on a program developed by the university, which is derived from the curricula of the disciplines.

The program of the comprehensive exam reflects integrated knowledge and key competencies, as well as labor market requirements, in accordance with the educational program of higher education and is approved by the decision of the Faculty Council.

17.6 The final assessment (FA) of master's degree students is carried out in the form of writing and defending a master's thesis or project.

The main results of the master's thesis must be presented in at least one publication and/or one presentation at a scientific-practical conference.

17.7 Students are admitted to final assessment if they:

- have no outstanding tuition debt;
- have fully completed the educational program in accordance with the requirements of the State Compulsory Educational Standard (SCES), the academic and individual study plans, and the syllabus.

17.8 A graduating student who has not fulfilled the requirements of the educational program, the academic and individual study plans, and the syllabi, is retained for a repeated year of study on a paid basis, without the option of a summer term.

17.9 Admission to final assessment is formalized by the dean's directive prior to the start of the final assessment.

17.10 For the purpose of conducting the final assessment, an Assessment Commission (AC) is formed by educational programs or areas of study.

17.11 The schedule of the AC's work is prepared by the graduating department, approved by the Vice-Rector for Academic Affairs, coordinated with the dean and chairperson of the AC, and communicated to all stakeholders no later than one week before the start of the AC's work.

The AC operates in accordance with the academic calendar.

The duration of each AC session must not exceed 6 (six) academic hours per day.

17.12 The responsibilities of the Assessment Commission include:

1. assessing the level of compliance of the graduates' theoretical and practical training with the established requirements of educational programs;
2. awarding the graduate an academic degree in the corresponding educational program;
3. providing recommendations for further improvement of the quality of training..

17.13 The chairperson and members of the AC are approved by the order of the Vice-Rector for Academic Affairs, based on the decision of the university's Academic Council, no later than January 10 of the current academic year, and they serve for the duration of the current calendar year.

17.14 The AC is composed of professors, associate professors, and highly qualified specialists who match the profile of the graduating students. The number of AC members at the university must be no fewer than 5 persons.

17.15 Supervision of diploma theses/projects is carried out by faculty members with the relevant academic profile and/or specialists with at least 10 years of work experience in the relevant field.

The academic advisor for the diploma thesis/project is approved by an order of the Vice-Rector for Academic Affairs and assigned to each student along with the thesis topic, based on a decision of the university's Academic Council.

17.16 Students' final theses/projects are subject to plagiarism checks, including detection of borrowed content and use of paraphrased text involving synonym substitution without changing meaning, including content translated from another language (hereinafter referred to as "plagiarism").

Plagiarism checks are carried out by the academic departments. The university develops and approves the plagiarism check procedure, and the department ensures compliance with the established process.

17.17 No later than five working days before the defense of the final thesis/project, the head of the department ensures that the following documents are submitted by the student to the Assessment Commission (AC):

1. A supervisor's review of the final thesis/project, providing a substantiated conclusion of either "eligible for defense" or "not eligible for defense";
2. An external reviewer's report, which provides a comprehensive evaluation of the submitted thesis/project, including a reasoned conclusion with a grade according to the university's letter-based grading system and a recommendation on whether the degree should be awarded under the corresponding educational program;
3. A certificate confirming that the final thesis/project has passed the plagiarism check;
4. The original bound copy of the final thesis/project.

If any of the required documents are missing, the student is not allowed to proceed with the defense.

17.18 A student who fails to meet the minimum required level in the plagiarism check is not permitted to defend the thesis/project. This decision is formalized by the dean's directive based on the recommendation of the head of the department.

17.19 A student may defend the final thesis/project only if there is a positive review from the academic supervisor and at least one external review by a specialist in the relevant field.

If the academic supervisor issues a negative conclusion ("not eligible for defense"), the student is not allowed to defend the thesis/project.

A student may proceed to defend their work even if the external review is negative, as long as the supervisor's review is positive.

17.20 Reviewers of final theses/projects are approved by an order of the Vice-Rector for Academic Affairs based on a recommendation from the head of the graduating department. The order must include the reviewer's place of work, current position, academic degree (if any), and relevant educational background (as stated in their higher education diploma).

17.21 Final theses/projects are reviewed by external specialists from organizations whose qualifications correspond to the profile or area of the thesis/project being defended.

17.22 The results of the defense of the final thesis/project (or the comprehensive exams) are announced on the same day after the minutes of the Assessment Commission meeting are signed.

Each session of the AC is documented with a separate minutes. Individual minutes are maintained for each graduating student.

17.23 The minutes is completed by the secretary of the AC, who is officially appointed as part of the commission and does not have voting rights.

17.24 Decisions regarding the grades for thesis/project defense (or comprehensive exams), as well as the awarding of academic degrees and issuance of diplomas (with or without honors), are made by the AC in a closed session. Decisions are made by open vote, with a simple majority of commission members present. In the case of a tie, the vote of the Chair of the Commission is decisive.

17.25 The minutes of the Assessment Commission sessions are archived and stored in accordance with the requirements of the Law of the Republic of Kazakhstan dated December 22, 1998 "On the National Archival Fund and Archives".

17.26 A student who misses the final assessment for a valid reason must submit a written application in free form addressed to the Chair of the Assessment Commission (AC), provide a document confirming the valid reason, and, with permission, defend the final thesis (or take comprehensive exams) on another day of the AC meeting.

17.27 A student who disagrees with the results of the final assessment may file an appeal addressed to the Chair of the Appeals Commission no later than the next working day after the assessment.

17.28 By order of the Vice-Rector for Academic Affairs, an Appeals Commission is established for the academic year, composed of experienced faculty members whose qualifications correspond to the profile of the specialty, no later than one month before the start of the final assessment.

17.29 The Appeals Commission reviews the student's appeal application within 24 hours and issues a decision on whether to reconsider the final assessment results.

17.30 Documents submitted to the AC concerning health status after receiving an unsatisfactory grade are not considered.

17.31 Retaking the final assessment to improve a positive grade is not allowed.

17.32 Retaking the final assessment during the current assessment period is not allowed for those who received an unsatisfactory grade.

17.33 If the final thesis/project is deemed unsatisfactory, the AC determines the possibility of resubmitting the same work after revision or preparing a new work on a different topic in the next academic period. This decision is recorded in the minutes of the AC meeting.

17.34 A student who receives an unsatisfactory grade on the final assessment is expelled by order of the university head as "having failed to meet the requirements of the educational program: did not defend the diploma thesis/project/master's dissertation/master's project" or "did not meet the requirements of the educational program: failed the comprehensive exam" with issuance of a transcript.

17.35 A repeated final assessment is conducted only for those components in which the student previously received an unsatisfactory grade.

17.36 The list of subjects for comprehensive exams for those who failed them is determined by the curriculum valid in the year the student completed the theoretical course.

17.37 A student who passes the final assessment and confirms mastery of the higher or postgraduate educational program is awarded a degree by decision of the Assessment Commission according to the relevant educational program.

17.38 The diploma supplement (transcript) lists the final grades using the letter-based grading system for all types of academic work, indicating the volume in academic credits and hours.

17.39 A student in a higher education program who has final grades of A, A- ("excellent"), B-, B, B+, C+ ("good") in all academic disciplines and other academic activities with a GPA of at least 3.5, and who has passed the State Exam in "History of Kazakhstan," the comprehensive exam,

or defended the diploma thesis/project with grades of A, A- ("excellent"), is awarded a diploma with honors (excluding grades from additional educational activities).

However, students who have had to retake exams or final controls during their entire period of study are not awarded a diploma with honors.

17.40 Upon completion of the AC's work, the Chair prepares a report on the results of the final assessment, which is discussed and approved at a faculty council meeting within one month.

17.41 Based on the results of the final assessment, the university head issues an order on the graduation of students who have completed their educational program and successfully passed the final assessment, awarding them the degree corresponding to their educational program.

17.42 The university approves the forms and requirements for filling out its own education documents.

18 Provision of Academic Leave to Students

18.1 Academic leave is granted to students based on:

1. a conclusion from the Medical Advisory Commission (hereinafter – MAC) at an outpatient-polyclinic organization for a period of 6 to 12 months due to illness;
2. a decision of the Centralized Medical Advisory Commission (hereinafter – CMAC) of the anti-tuberculosis organization in case of tuberculosis illness for a period not exceeding 36 months;
3. a military service draft summons;
4. the birth, adoption, or guardianship of a child until the child reaches the age of three years.

18.2 To arrange academic leave, the student submits an application to the Student Service Center (SSC) addressed to the head of the university and provides documents specified in clause 18.1.

18.3 Within three working days, the head of the university issues an order granting the student academic leave, indicating the start and end dates of the leave, based on the submitted documents.

18.4 Upon returning from academic leave, the student submits an application addressed to the head of the university and presents confirming documents in accordance with clause 18.1.

18.5 Based on the submitted documents, the head of the university issues an order within three working days approving the student's return from academic leave, indicating the educational program, course, and form of study.

18.6 The faculty dean, based on the submitted documents, determines the difference in disciplines according to the working curricula, the course of study, and approves the student's individual study plan in coordination with the Registrar's Office.

Upon returning from academic leave, the student continues studies from the course and academic period from which the leave was granted.

18.7 Students returning from academic leave due to tuberculosis study the differences in curricula during the semester and pass exams free of charge, regardless of the form of tuition payment.

18.8 Students returning after military service in the Armed Forces of the Republic of Kazakhstan study the differences in curricula during the semester and pass exams free of charge, regardless of the form of tuition payment.

19 Dismissal of Students from the University

19.1 Students of NPJSC "Abylkas Saginov Karaganda Technical University " may be dismissed from the university in the following cases:

- due to academic failure;
- for violation of the principles of academic integrity, the Code of Honor of students, master's and doctoral students;
- for violation of internal regulations, the university Charter;

- for breach of the educational services agreement, including non-payment of tuition fees;
- for violation of academic discipline: loss of contact with the university, systematic absenteeism from classes without valid reasons;
- for failure to return from academic leave;
- for failure to conclude an agreement for repeating the course;
- for receiving an unsatisfactory grade ("fail") in the final assessment as "not fulfilling the educational program requirements: failure to defend the diploma work (project) or master's thesis (project)" or "not fulfilling the educational program requirements: failure to pass the comprehensive exam";
- due to transfer to another higher education institution;
- at the student's own request.

19.2 Students holding educational grants who are dismissed from the university lose their educational grants.

19.3 A student dismissed from the university is issued a transcript signed by the university administration and sealed. The transcript reflects all academic disciplines and/or modules studied by the student, with final grades indicated, including FX and F grades.