

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
CC – 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
DL – Distance Learning
FA – Final Assessment
IET – Individual Educational Trajectory
IEP – Individual Education Plan
CED – Catalogue 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's Students / Doctoral Students
RO – Registrar Office
EP – Educational Program
WC – Working Curriculum
SCES - 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 and Methodological Complex of a Discipline
CSS – Center of Student Servicing

2 Glossary (in alphabetic order)

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 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 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 integrity – 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 Term – a period of theoretical training.

Student academic rating (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.

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 one contact hour (50 minutes).

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 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 examinations, 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 – a procedure carried out to identify and eliminate cases of biased assessment of a student's knowledge.

Certification Commission – a commission established by the Rector's order and consisting of leading representatives of the academic staff in the relevant field, which conducts the final assessment of students.

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

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

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

Graduating department – a department responsible for the training and graduation of specialists in educational programs corresponding to its profile.

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

Incoming academic mobility – mobility related to the receiving party. It refers to the movement of foreign students (teachers-researchers) from other universities within the country or abroad for study or research for a certain academic period (a term or an academic year) at Abylkas Saginov Karaganda Technical University NJSC.

State Examination Commission – a commission established by the Rector's order to administer the state examination in the discipline History of Kazakhstan, consisting of the Chairperson and members selected from highly qualified academic staff.

Department for Academic Affairs – a structural subdivision responsible for organizing and coordinating academic and educational-methodological activities 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 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 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. A diploma thesis requires a literature review, collection and analysis of data, and formulation of conclusions and recommendations.

Doctoral student – a person studying in a doctoral program.

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

Doctoral dissertation – a scientific work of a doctoral student, representing an independent study in which theoretical principles have been developed, the totality of which may be qualified as a new scientific achievement, or a scientific problem has been solved, or scientifically substantiated technical, economic or technological solutions have been presented, the implementation of which makes a significant contribution to the country's economic development.

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 accordance with 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 accordance with the legislation of the Republic of Kazakhstan.

European Credit Transfer and Accumulation System (ECTS) – a method of transferring credits earned by a student/master's student abroad into credits recognized by their home educational institution upon return, as well as accumulating credits within educational programs.

European Diploma Supplement – a pan-European standardized supplement to the official higher education diploma, developed according to the standards of the European Commission, the Council of Europe and UNESCO, which describes the nature, level, context, content and status of the studies successfully completed by the holder of the educational qualification.

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

Individual educational trajectory – the independent selection, planning and mastering of educational content by a student in accordance with an individual curriculum within the framework of mastering a higher or postgraduate educational program.

Individual education plan (IEP) – a curriculum developed independently by a student for each academic year with the assistance of an advisor on the basis of the educational program and the catalogue of elective disciplines and (or) modules.

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

Research practice – a type of professional practice for master's and doctoral students conducted for the purpose of familiarizing them with the latest theoretical, methodological and technological achievements of domestic and foreign science, modern research methods, methods of processing and interpreting experimental data, and consolidating practical skills in applying them in dissertation research.

Final Examination – monitoring of students' academic achievements to assess the quality of mastering the academic discipline, conducted during the period of midterm certification in the form of an examination. If the discipline is studied over several academic periods, the final examination may be conducted for the part of the discipline studied during the current academic period.

Final assessment of students – a procedure conducted to determine the extent to which students have mastered academic disciplines and (or) modules, as well as other types of educational activities provided for by the educational program in accordance with the State Compulsory Educational Standard of the corresponding level of education.

Catalogue of elective disciplines – a systematized annotated list of all disciplines containing a brief description of each discipline, including the purpose of study, brief content (main sections), and expected learning outcomes (knowledge, skills and competencies acquired by students).

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

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

Monitoring of students' academic achievements – verification of students' knowledge using various forms of assessment (current, midterm and final) and certification determined independently by the higher education institution.

Credit mobility – the movement of students for a limited period of study or internship abroad within the framework of continuing education at their home university for the purpose of accumulating academic credits, after which 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.

Curator – a teacher appointed to deal with issues of education, extracurricular activities and students' social and living conditions; one person may simultaneously perform the functions of both curator and advisor.

Summer term – an academic period outside the academic year organized to meet students' needs for additional study, elimination of academic debt or curriculum differences, studying disciplines in agreement with other universities, and other academic purposes.

Master's degree programme – a postgraduate educational programme aimed at training scientific, scientific-pedagogical and managerial personnel with the award of a master's degree in the relevant educational program, requiring the completion of at least 60-120 academic credits.

Master's degree – a degree awarded to persons who have completed a master's degree programme.

Master's student – a person studying in a master's degree programme.

Master's thesis – a graduate research work of a master's student in a scientific and pedagogical master's programme, representing an independent scientific study containing theoretical and (or) practical developments of a relevant problem in the field of the selected educational program, based on modern theoretical, methodological and technological achievements of science and technology.

Master's project – a graduate work of a master's student in a specialized master's programme, representing an independent study containing theoretical and (or) experimental results that enable solving an applied problem relevant to the selected educational program.

Microqualification – a set of knowledge, skills and competencies acquired upon completion of a short period of study, enabling a person to perform specific labor functions.

Module – an autonomous, complete structural element of an educational program in terms of learning outcomes, with clearly defined knowledge, skills, abilities and competencies to be acquired by students, as well as appropriate assessment criteria.

Multimedia – a set of hardware and software tools enabling users to interactively work with various types of data, including graphics, text, audio and video.

Nano-credit – a unified unit of measurement of a small volume of educational material, having an independent and complete nature.

Stackable degree – a set of skills and competencies from different fields or areas of professional activity acquired through formal and non-formal education.

Research work of students (SR&D/MR&D/DR&D) – a mandatory and integral part of training qualified specialists at the University as an inseparable component of the unified educational, research and innovation process.

Scientific and Methodological Council – a collegial governing body responsible for academic and methodological activities.

Scientific supervisor/consultant – an academic mentor under whose supervision a student carries out a graduation work (diploma thesis/project, master's thesis or doctoral dissertation).

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

Students – persons enrolled in bachelor's, master's and doctoral educational programs, including undergraduate students, master's students and doctoral students.

Core component – a list of academic disciplines and the corresponding minimum number of academic credits established by the State Compulsory Educational Standard and mandatory for students under the educational program.

Registrar Office - an academic service responsible for maintaining the complete record of students' academic achievements, organizing all types of knowledge assessment and calculating students' academic rating.

Pedagogical practice – a type of professional practice aimed at consolidating the theoretical knowledge acquired by students during their studies at a higher education institution, developing teaching skills and mastering advanced professional and organizational experience in accordance with the profile of the future teaching profession.

Grade Point Average (GPA) - a weighted average assessment of a student's academic achievements, determined for one academic year under the selected educational program as the ratio of the sum of the products of credits and the numerical equivalent of grades obtained during the interim assessment in disciplines to the total number of credits in those disciplines.

Recognition of credits – a procedure for recognizing the equivalence of the content of a discipline studied at another educational institution or under another curriculum to a discipline of the current working curriculum for the specialty, with the discipline and the grade obtained being entered into the student's transcript.

Add/Drop Period - the period during which a student may amend the Individual Education Plan (IEP) by withdrawing from one course and enrolling in another.

Retake - repeated study of a discipline in the event of receiving the final grade "unsatisfactory" ("F").

Post-requisites – disciplines and (or) modules, as well as other types of academic work, for which the knowledge, skills, abilities and competencies acquired upon completion of the study of a given discipline and (or) module are required.

Pre-graduation practice – a type of professional practice conducted before the commencement of diploma project preparation for the purpose of collecting the materials necessary for completing the bachelor's graduation work.

Prerequisites – disciplines and (or) modules, as well as other types of academic work containing the knowledge, skills, abilities and competencies required for mastering the discipline and (or) module being studied.

Industrial practice – a type of professional practice aimed at consolidating theoretical knowledge in the basic and major cycles of disciplines through the practical performance of a specialist's duties, acquiring practical skills and mastering advanced professional and organizational experience in accordance with the profile of the future specialty. During industrial practice, students are directly prepared for professional activities in real production conditions.

Interim assessment – a procedure conducted during the examination session to assess the quality of students' mastery of part or the entire scope of an academic discipline after completing its study.

Working curriculum (WC) – an academic document developed independently by the University on the basis of the educational program and students' individual education plans.

Midterm control – assessment of students' academic achievements upon completion of a section (module) of an academic discipline in accordance with the Academic Calendar.

Student independent work under the guidance of a teacher (SIWT)– work performed by a student under the supervision of a teacher according to a separate schedule established by the higher education institution. Depending on the category of learners, it includes: Student Independent Work under the Guidance of a Teacher (SIWT), Master's Student Independent Work under the Guidance of a Teacher (MSIWT), and Doctoral Student Independent Work under the Guidance of a Teacher (DSIWT).

Student independent work (SIW) – work carried out according to a list of topics designated for independent study and supported by educational and methodological literature and recommendations. Depending on the category of learners, it includes Student Independent Work (SIW), Master's Student Independent Work (MSIW), and Doctoral Student Independent Work (DSIW). The entire volume of independent work is confirmed by assignments requiring students to engage in daily independent study.

Syllabus – a working curriculum of a discipline that includes a description of the discipline, its goals and objectives, a brief content overview, topics and duration of study, independent work assignments, the schedule for completing and submitting assignments, teacher requirements, assessment criteria, and a list of recommended literature.

Current control – systematic assessment of students' knowledge in accordance with the curriculum, carried out by the teacher during classroom and extracurricular activities throughout the academic period.

Theoretical training – a part of the educational program that includes the study of general education, basic and major disciplines.

Standard educational program (SEPr) – an academic document for a discipline of the core component of an educational program that defines its content, scope and recommended literature.

Academic transcript – a document containing the list of disciplines completed during the relevant period of study, indicating the number of credits and grades in both letter and numerical formats.

Tutor – a teacher acting as an academic consultant to a student in mastering a specific discipline and (or) module.

Educational practice – a type of professional practice conducted during the first year of study, establishing the relationship between the academic and practical components of the educational process. The purpose of educational practice is to develop students' initial professional competencies, including the consolidation and deepening of theoretical knowledge acquired during training, the acquisition of initial research skills, business correspondence skills, and practical skills in accordance with the content of the educational program.

Educational and methodological work – the University's activities aimed at providing the educational process with psychological-pedagogical, didactic-methodological and educational resources to achieve its educational, developmental and upbringing objectives.

Educational and methodological complex (EMC) of an educational program (discipline) – a package of the main educational and methodological documentation that facilitates the successful implementation of an educational program (discipline).

Students' academic achievements – the level of knowledge, skills, abilities and competencies demonstrated by a student in a discipline (module) or component of an educational program, confirmed by the corresponding grade according to the point-rating assessment system.

Forms of training – full-time, full-time using distance learning technologies and (or) evening training.

Advisor – a teacher performing the functions of an academic advisor for students in the relevant educational program, assisting them in selecting an educational trajectory (developing an Individual Education Plan) and mastering the educational program during the period of study.

Examination session – a period of final assessment of the degree to which students have mastered the educational program.

Elective disciplines – academic disciplines included in the university component and the elective component within the established academic credits, introduced by educational institutions to reflect students' individual preparation, taking into account the specific socio-economic development and the needs of a particular region, as well as established scientific schools.

Electronic attendance and performance journal – an online journal in the information system completed by teachers throughout the academic period.

3 General provisions

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

3.2 The academic workload of students is measured in credits earned during the academic year for each academic discipline. Throughout the entire period of study at the University, a student shall earn the required number of credits, which, as a rule, are completed within four academic years in bachelor's degree programs (except for the Architecture educational program – five years), three years for shortened full-time programs, two years for accelerated programs based on higher education, one to two academic years for master's degree programs, and three academic years for doctoral degree programs.

Curricula for bachelor's degree programs are developed on a modular basis and include three module cycles: the cycle of general education disciplines (core component and university component); the cycle of basic disciplines (university component and elective component); and the cycle of major disciplines (university component and elective component).

Curricula for master's and doctoral degree programs are developed on a modular basis and include two module cycles: the cycle of basic disciplines (university component and elective component) and the cycle of major disciplines (university component and elective component).

3.3 The academic year consists of academic periods (terms or trimesters), which include interim assessment, final examinations (examination session), final assessment (for graduating students), practical training, and vacation periods. The duration of a term of theoretical training is 15 weeks, except for the summer term (at least 6 weeks) and the trimester (10 weeks).

3.4 The summer term is organized (except for graduating students) for a period of at least 6 weeks to meet the needs for additional training, elimination of academic debt, including all types of practical training, elimination of curriculum differences, studying academic disciplines and earning credits at other educational institutions with their mandatory recognition by the University, as well as mastering a related or additional educational program, including within the framework of a dual-degree education.

As a rule, the summer term includes disciplines in which students have not completed the curriculum, as well as other disciplines, including those intended for students of other educational programs and other universities. Training during the summer term is provided only on a fee-paying basis.

3.5 The duration and schedule of each academic year shall be specified in the Academic Calendar.

4 Organization of the educational process

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

4.2 Curricula are developed in two forms:

- 1) Individual Education Plans (IEP);
- 2) Working Curriculum (WC).

4.3 A Catalogue of Elective Disciplines (CED) is developed for each educational program, providing students with the opportunity to choose elective disciplines for forming an individual educational trajectory.

4.4 During enrollment in academic disciplines, students develop their Individual Education Plans (IEP). In doing so, they:

- 1) become familiar with the rules for organizing the educational process based on credit technology;
- 2) comply with the established deadlines for enrollment in academic disciplines and making amendments to the IEP;
- 3) enroll in disciplines taking into account the completed prerequisites;

4) complete registration and storage of their IEPs electronically in the information system. (Clause 4.4 as amended by the decision of the Academic Council No. 16 dated June 30, 2026).

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

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

1) develops an Individual Education Plan according to the achieved learning outcomes and completed prerequisites at the previous level of education, which are subject to mandatory recognition and inclusion in the student's academic transcript;

2) has an individual period of study and the scope of the educational program determined on the basis of the current educational program.

4.7 The content of academic disciplines is determined by standard educational programs and (or) syllabi.

4.8 Students' academic achievements (knowledge, skills, abilities and competencies) are assessed on a 100-point scale, corresponding to the internationally accepted letter grading system with a numerical equivalent (positive grades ranging from A to D, and unsatisfactory grades FX and F), as well as to the traditional grading system (Table 1).

Table 1 – Letter grading system for assessing students' academic achievements with conversion to the traditional grading scale

Letter grade	Numerical equivalent	Score (%)	Traditional grade
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 The organization of the educational process within an academic year is carried out on the basis of the Academic Calendar, approved by the decision of the Academic Council.

4.10 Academic credits for disciplines (modules) and other types of academic work, as well as for the completion of the educational program as a whole, are awarded to students upon obtaining positive learning outcomes achieved during the period of study.

4.11 The fundamental principle of the educational process is academic integrity, the main provisions of which are reflected in the Code of Honor of Students, Master's Students and Doctoral Students of Abylkas Saginov Karaganda Technical University NJSC.

4.12 In order to optimize the organization of the educational process and improve the efficiency of using academic time, the academic schedule is based on alternating odd and even weeks, and classes are organized in pairs in accordance with Table 2.

Table 2 – Class schedule

Class period	Class	Time
Offline mode		
I	Class 1	09:00-09:50.
	Class 2	09:55-10:45

break		10 minutes
II	Class 3	10:55-11:45
	Class 4	11:50-12:40
break		30 minutes
III a	Class 5	13:10-14:00
	Class 6	14:05-14:55
break		10 minutes
IV	Class 7	15:05-15:55
	Class 8	16:00-16:50
break		10 minutes
V	Class 9	17:00-17:50
	Class 10	17:55-18:45
Offline evening mode		
-	Class 1	19:00-19:50
	Class 2	19:55-20:45
	Class 3	20:55-21:45
Online / blended learning mode		
I		09:00-10:40
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

During periods of restrictive measures, including quarantine, a state of emergency, emergencies of social, natural or man-made origin, whether global, regional or local, the educational process may be organized in online or blended learning mode using distance learning technologies.

The timetable is prepared only for classroom activities. During the first week of the term, Heads of Departments prepare and approve schedules for Student Independent Work under the Guidance of a Teacher (SIWT). Student Independent Work (SIW) for all disciplines of the curriculum is carried out individually. SIWT is conducted outside classroom hours.

4.13 Student Independent Work (SIW) includes work with educational and methodological complexes and supplementary materials available in printed or electronic form on the educational portal and in the electronic library.

4.14 All changes to the class schedule and SIWT schedules shall be coordinated with the Department for Academic Affairs (DAA) and approved by the Vice-Rector for Academic Affairs.

4.15 Attendance monitoring is the responsibility of teachers conducting classes, Heads of Departments, Deans of Faculties, and the staff of the Department for Academic Affairs (DAA). The Deans of Faculties develop and implement measures to ensure academic discipline and class attendance.

4.16 Students studying under the state educational grant are awarded a scholarship based on the results of the interim assessment, provided they receive final grades and successfully defend course projects (papers) with grades A, A-, B+, B, B-, or C+. All excellent and good grades must be obtained during the examination session, the extended examination session, or the early examination period on the basis of the Dean's order. If an examination is retaken after receiving an FX grade, the latest grade is taken into account.

4.17 Violation of the academic deadlines established by the Academic Calendar (class schedules, examination schedules, internship periods) for any reason is prohibited, except in cases of students' illness or other extraordinary circumstances confirmed by documentary evidence.

4.18 Students studying on a fee-paying basis shall pay tuition fees in accordance with the terms of the agreement; otherwise, they shall not be admitted to the examination session.

4.19 Upon admission, if the profile of the master's or doctoral educational program corresponds to the bachelor's or master's educational program, the learning outcomes of the previous level of education are recognized automatically. If the profiles do not correspond, the master's or doctoral student shall be assigned prerequisite disciplines. The prerequisite disciplines shall be completed during the first term on a fee-paying basis.

As prerequisites, master's and doctoral students may also submit learning outcomes acquired through non-formal education at the relevant level, provided that such learning outcomes are recognized by the higher education institution.

When a holder of a specialized master's degree is admitted to a PhD doctoral program, an educational program of a scientific and pedagogical master's degree is additionally assigned as a prerequisite.

5 Current control of performance

5.1 While studying a discipline, various types of current control of students' knowledge may be applied:

- oral questioning - conducted after studying one or more topics (sections) of the discipline in the form of answering questions and discussing situations;
- written assessment - involving work with assigned questions, problem-solving, case analysis, practical assignments and laboratory work on individual topics (sections) of the course;
- combined assessment - involving the simultaneous use of oral and written forms of knowledge assessment on one or more topics;
- defense and presentation of homework assignments - assessment of individual or group homework assignments to verify the correctness of their completion, the ability to summarize the studied material, present it publicly and demonstrate logical connections between course topics;
- discussions, training sessions and round tables - group discussions of problematic issues;
- tests - a set of tasks of a specific format (open-ended, closed-ended or combined) allowing an objective and comprehensive assessment of students' academic achievements; and other forms of assessment.

5.2 During current control, students' academic achievements are assessed in points for each completed assignment in accordance with the syllabus (participation during classes, homework, independent work), and the final result is determined by calculating the total number of points earned during the academic period.

5.3 Current control grades, as well as students' classroom attendance, shall be entered weekly by teachers into 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 The deadlines for assigning midterm control grades by the teacher delivering lecture classes are as follows: the first midterm control - during the 8th week of the academic term; the second midterm control - during the 15th week of the academic term. The midterm control grade is generated automatically as the average of the current control grades. The Registrar Office is responsible for monitoring compliance with the procedure for assigning midterm control grades and examination grades.

6.3 Students shall verify their grades through their personal account during the following academic week. The Dean shall organize the review of the midterm control results at the Faculty Council with the participation of curators and teachers of the relevant disciplines.

6.4 The teacher shall save the midterm control grades in the electronic journal, inform students of the results and notify them of their right to appeal.

6.5 In individual cases (illness, family circumstances or other valid reasons), the Dean of the

Faculty may, by order, allow a student to complete midterm control assignments according to an individual schedule.

6.6 Valid reasons for absence from classes include:

- medical reasons confirmed by a medical certificate submitted to the Dean's Office within three days from the date of issue;
- participation in national-level sports and other events with the approval of the Vice-Rector for Academic Affairs;
- force majeure circumstances confirmed by documentary evidence.

7 Midterm (interim) certification

7.1 The examination schedule shall be approved by the Vice-Rector for Academic Affairs two weeks before the beginning of the examination session.

7.2 Students shall take all examinations and pass/fail assessments (where applicable) and defend course projects/course papers in strict accordance with their Individual Education Plan (IEP).

7.3 The form of examinations for all disciplines shall be approved by the Scientific and Methodological Council based on the proposals submitted by the Departments no later than one month before the beginning of the examination session.

7.4 For computer-based testing, the Department teaching staff shall upload a set of test items to the information system one month before the beginning of the examination session.

7.5 The number of test items for a discipline shall be at least 30 per one academic credit. The number of test items presented to a student during the examination shall be determined according to the allotted examination time.

7.6 For written examinations, examination papers shall be prepared, approved at Department meetings no later than one month before the beginning of the examination session, and uploaded to the information system. Examination papers shall be provided to the teacher immediately before the examination.

7.7 Heads of Departments shall be responsible for organizing and conducting the examination session and resolving all issues arising during its administration.

7.8 Modification or introduction of additional forms of examinations during the examination session shall not be permitted.

7.9 The number of tasks in a written examination shall be determined based on the maximum examination duration, which shall not exceed 3 academic hours.

7.10 The number of examination tickets shall exceed the maximum number of students taking the examination simultaneously in the relevant discipline by 10% and shall cover all topics of the discipline.

7.11 Blank answer sheets for examination responses shall bear the official University stamp. Their number shall exceed the total number of examinees multiplied by the number of tasks in each examination ticket by 30%.

7.12 The presence of persons not involved in the examination procedure shall not be permitted without the authorization of the Vice-Rector for Academic Affairs.

7.13 Admission to the interim assessment shall be generated automatically in the information system.

7.14 Admission to the interim assessment shall be granted provided that the following requirements are met:

- 1) absence of tuition fee arrears and academic debt in prerequisite disciplines;
- 2) automatic admission to the examination in a discipline based on the admission rating determined by the results of current and midterm control of academic performance,
- 3) a positive grade for the defense of the course project/course paper (not less than 50 points) where the course project (course paper) constitutes the admission rating for the relevant discipline;
- 4) an average score of not less than 50 points for the two midterm controls where the defense

of the course project (course paper) serves as the interim form of examination.

Students who have academic debt, including debt in practical training, as well as academic differences or academic debt resulting from reinstatement, transfer from another higher education institution, transfer from one educational program to another within the University, or return from academic leave, shall be admitted to the **interim assessment**.

7.15 Students shall enter the examination room upon presentation of their student ID card and/or an identity document.

7.16 Before the examination, the teacher shall inform students about their admission to the examination, explain the examination procedure, remind them of the requirement to observe discipline, ask about their state of health, and warn them that the use of any means of obtaining correct answers during the examination is prohibited.

7.17 During the examination, the student shall select an examination ticket. After copying the questions from the examination ticket onto the answer sheet, the student shall indicate the code assigned by the teacher on every answer sheet. The assigned code shall be recorded in the preliminary examination record, which shall be submitted to the Head of the Department before the end of the examination.

7.18 The student shall provide comprehensive answers to all examination tasks. No entries identifying the student's name shall be made on the answer sheets. Compliance with this requirement shall be the responsibility of both the student and the teacher.

7.19 Upon completion of the examination, students shall submit their answer sheets to the teacher, who shall sign each sheet in the student's presence and indicate on the first sheet the total number of completed pages.

7.20 The checked examination papers shall be submitted to the Head of the Department, who shall carry out their decoding.

7.21 The final grade shall be determined as the arithmetic mean of the scores for the questions included in the examination ticket. The final grade shall be entered on the first sheet and certified by the signature of the teacher who assessed the examination paper.

7.22 Upon completion of the decoding procedure, the teacher who conducted the examination shall enter the grades into the information system.

7.23 Answer sheets, written examination papers and other examination materials shall be kept at the Department for one academic term after the examination session for the purpose of analyzing the academic performance of students and the teaching activities of the Department staff.

7.24 With the permission of the teacher, the examinee may use reference materials, the syllabus and technical devices necessary for performing calculations during the examination.

7.25 If the examiner detects violations of the principles of academic integrity set forth in the Code of Honor of Students, Master's Students and Doctoral Students, the teacher shall remove the student from the examination in the relevant discipline. Upon removing the student from the examination, the teacher shall prepare an official memorandum addressed to the Dean, obtain the student's signature acknowledging receipt of the memorandum or, in the event of refusal, the signatures of witnesses, and attach it to the examination record together with the materials confiscated from the student (if any) confirming the student's misconduct. The student shall be assigned an unsatisfactory grade in the examination record. The academic debt resulting from removal from the examination may be eliminated only on a fee-paying basis during the summer term.

7.26 If a student receives an FX ("unsatisfactory") grade, they shall be permitted to retake the final assessment (examination) in accordance with the University's Academic Calendar, without repeating the educational program of the discipline (module), no more than once.

7.27 If a student receives an F ("unsatisfactory") grade, they shall re-enroll in the relevant educational discipline (module), attend all types of classes, complete all types of academic work in accordance with the curriculum, and retake the final assessment during the summer term on a fee-paying basis.

7.28 To retake an examination after receiving an unsatisfactory grade in order to obtain a positive grade or improve the grade, the student shall, during the summer term and on a fee-paying basis, again attend all types of classes provided for by the Working Curriculum for the relevant discipline, obtain admission and take the final assessment.

Retaking a positive grade in the final assessment for the purpose of improving it during the same interim assessment period shall not be permitted.

7.29 Retaking a positive grade in the state examination in the discipline History of Kazakhstan for the purpose of improving it during the same interim assessment period, as well as during the summer term, shall not be permitted.

7.30 For repeated or additional study of a discipline, the student shall complete the course registration procedure at the Dean's Office, conclude a tuition agreement, pay the tuition fee, and register the application with the Registrar Office.

7.31 Failure to appear for an examination without a valid reason shall be regarded as an unsatisfactory grade.

7.32 If a student fails to appear for an examination, the examination record shall be marked "Absent for a valid reason" or "Absent without a valid reason", which shall constitute grounds for either an extension of the examination session or academic debt to be eliminated during the summer term on a fee-paying basis. *(Clause 7.32 as amended by the decision of the Academic Council No. 16 dated June 30, 2026).*

7.33 In individual cases (due to illness, family circumstances or other valid reasons), the Dean may, by order, permit students to take the examination session according to an individual schedule (early examination or extension of the examination session). For this purpose:

- students shall submit an application addressed to the Dean requesting permission to take the examination session according to an individual schedule one week before the proposed dates of the early examination session or one week before the beginning of the examination session in the case of its extension;
- in the event of unforeseen circumstances arising during the examination session that require its extension, students shall immediately inform the Dean's Office and submit an application for the extension of the examination session together with supporting documents;
- the application, indicating the disciplines and forms of assessment, shall be accompanied by documents substantiating the need for an individual examination schedule;
- for an early examination session, the Dean shall forward the application to the Department for a decision on the possibility of allowing the student to take examinations individually, taking into account the student's current academic performance;
- based on the positive decision of the Department, the Dean shall issue an order permitting the early examination session, which shall be forwarded to the Registrar Office (RO) for recording the examination results.

7.34 The student shall take all examinations within the deadlines established by the Dean's order. Copies of the orders shall be forwarded to the Registrar Office.

7.35 The teacher shall enter the examination grades into the electronic examination record immediately after the examination, prepare the final examination record, print it no later than one day after the examination, and submit it to the Dean's Office of the relevant Faculty.

During periods of restrictive measures, including quarantine, a state of emergency, emergencies of a social, natural or technological nature, whether global, regional or local, the interim assessment may be conducted online or in a blended format using distance learning technologies. In this case, the examination grade shall be generated automatically upon completion of the examination by the student.

Students shall review their final grades for the discipline through their personal account within one day after the examination results have been entered. Otherwise, claims regarding errors in entering the grades shall not be accepted.

7.36 If a student complains of feeling unwell during the examination, the teacher shall

immediately refer the student to the University's medical center, where the student's poor state of health on the day of the examination shall be confirmed in writing. If the student's poor state of health is confirmed, the examination results shall be annulled and the student shall be marked as "Absent".

7.37 Complaints of poor health submitted by a student after the examination, which allegedly affected the examination result, shall not be considered by the Dean's Office, and the examination results shall not be changed.

7.38 Upon completion of the examination session, students shall verify their final grades in the Academic Transcript generated in their personal account. In the event of discrepancies in academic performance grades, the student shall have the right to submit an application to the Dean's Office requesting the appropriate corrections to the assessment before the beginning of the next academic term.

7.39 Correction of errors made when entering current control or examination data, identified after the final examination record has been issued, shall be carried out on the basis of an official memorandum from the Head of the Department and an explanatory note from the person who made the error. After the documents have been reviewed by the Vice-Rector for Academic Affairs, the Registrar Office (RO) shall make the necessary corrections.

7.40 Calculation of final grades:

7.40.1 The final grade for a discipline with an examination shall be calculated using the following formula:

$$I = \frac{A_1 + A_2}{2} \times 0.6 + E \times 0.4 \quad (1)$$

where: I - final grade for the discipline;

A_1, A_2 – grades of the first and second midterm controls;

E – examination grade;

0.6; 0.4 – weighting coefficients of the midterm controls and the examination.

7.40.2 The final grade for a discipline in which a course project/course paper is required shall be the total score consisting of the grades of the first and second midterm controls (MC1 and MC2) and the grade for the defense of the course project/course paper.

8 Procedure for appeal of midterm control, interim and final assessment

8.1 Students who disagree with the results of the assessment of the midterm control, interim or final assessment (midterm control, course paper/course project, examination) shall have the right to appeal by submitting a reasoned application addressed to the Dean no later than 2:00 p.m. on the next working day after the grade has been entered into the information system.

8.2 The appeal shall be considered by the Department Subject Appeal Commission, approved by the Dean's order for the relevant disciplines and languages of instruction, on the day following the submission of the application, if:

- the examination tasks (tests, examination tickets, etc.) contain incorrect wording;
- the question is not included in the curriculum of the discipline;
- the test tasks do not contain the correct answer;
- a technical failure occurred during computer-based testing, confirmed by an official report signed by the teacher, resulting in the loss of more than 10% of the time allocated for completing the examination, and verified by a staff member of the Department of Information Technology.
- other circumstances that affected the examination results (emergencies, etc.).

8.3 The Appeal Commission shall not have the right to ask the student additional questions or make any corrections to the written examination paper.

8.4 The Appeal Commission shall have the right either to uphold the appeal and decide to award additional points or to reject the appeal and leave the grade unchanged. A previously awarded grade shall not be reduced.

8.5 The Appeal Commission shall provide the student who submitted the appeal with a reasoned explanation of the decision recorded in the minutes following consideration of the appeal.

8.6 The results of the appeal shall be documented in the minutes of the Appeal Commission and submitted to the Registrar Office.

9 Transfer and reinstatement of students

9.1 Students shall be transferred from one academic year to the next based on the results of the academic year (interim assessments), taking into account the results of the summer term and subject to the mandatory completion of all academic credits of the current academic year in accordance with the Working Curriculum of the educational program.

The transfer of a student from one academic year to the next shall be formalized by the order of the Head of the University.

9.2 The Grade Point Average (GPA) shall be calculated using the following formula:

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

where: I - final grade in numerical equivalent for the i-th discipline;

K - number of credits for the i-th discipline;

n - number of disciplines.

When calculating the GPA, all academic debts shall be counted as zero (I = 0) in the numerator, while all credits specified in the student's Individual Education Plan (IEP) shall be included in the denominator.

9.3 If a comprehensive examination covers several disciplines, each discipline shall be taken into account separately.

9.4 The Transcript shall include all final grades obtained by the student, including positive grades received after retaking examinations.

9.5 Students, including graduating students, who have failed to complete the academic credits established by the Working Curriculum for the current academic year, taking into account the summer term, shall remain for a repeated year of study on a fee-paying basis. In this case, the repeated year of study shall be carried out in accordance with the previously approved or newly developed Individual Education Plan (IEP).

9.6 Students holding state educational grants who are retained for a repeated year of study shall lose the grant and continue their studies on a fee-paying basis under a tuition agreement specifying the number of credits and the disciplines to be studied during the repeated year.

9.7 A student may be transferred or reinstated to any Educational Program (EP) and to any higher education institution regardless of the date of expulsion.

A student may be transferred or reinstated after expulsion provided that they have fully completed the first academic term of the educational program in accordance with the Individual Education Plan (IEP).

Transfer and reinstatement from one Educational Program (EP) to another, as well as from one higher education institution to another, shall be carried out during the summer and winter vacation periods.

In the event of a state of emergency, emergencies of a social, natural or technological nature, martial law, or armed or military conflicts in the country of study, citizens of the Republic of Kazakhstan and kandas may be transferred or reinstated from foreign higher education institutions during the academic year.

9.8 Transfer of a student from one Group of Educational Programs (GEP) to another shall be carried out only on a fee-paying basis.

9.9 When transferring or reinstating a student, the Dean shall determine the academic difference and the student's subsequent year of study, taking into account the completed prerequisites, and shall determine the list of prerequisite disciplines to be completed during the current academic year in consultation with the Heads of Departments.

The academic difference in the disciplines of the Working Curriculum shall be determined by the receiving higher education institution on the basis of the list of completed disciplines, their curricula and the number of academic credits indicated in the Transcript.

9.10 When transferring a student, the receiving higher education institution shall take into account the field of study and the profile of the educational program, the student's academic achievements, as well as any violations of academic integrity committed by the student.

For the recognition of learning outcomes during transfer or reinstatement, the University shall establish an appropriate commission.

Transfer or reinstatement of students shall be carried out to higher education institutions holding a license and (or) an appendix to the license for educational activities, as well as international specialized accreditation granted by national and (or) foreign accreditation bodies included in the registers and (or) associations of accreditation bodies of the member states of the Organisation for Economic Co-operation and Development (OECD) in the field of education.

Transfer of a student from groups of higher education educational programs requiring creative training to other groups of educational programs shall be permitted upon submission of a Unified National Testing (UNT) certificate with a score not lower than the established threshold in accordance with the Standard Rules for Admission to Educational Organizations Implementing Higher and Postgraduate Education Programs, approved by Order No. 600 of the Minister of Education and Science of the Republic of Kazakhstan dated 31 October 2018 (registered in the Register of State Registration of Regulatory Legal Acts under No. 17650) (hereinafter referred to as the Standard Rules).

9.11 Where the profile of a higher education educational program corresponds to the profile of a technical and vocational or post-secondary education program, the learning outcomes acquired at the previous level of formal education shall be recognized automatically, and the duration of study shall be reduced.

Where the learning outcomes correspond, individual disciplines of the previous level of formal education, as well as learning outcomes acquired through non-formal education at the relevant level, shall be recognized as prerequisites.

Where the profiles of the educational programs do not correspond, the student shall complete the full higher education program.

9.12 Transfer of a student from fee-paying education to education under the state educational grant shall be carried out in accordance with the procedure approved pursuant to subparagraph 5) of Article 4 of the Law of the Republic of Kazakhstan "On Education".

9.13 Applications for transfer and reinstatement from another higher education institution to Abylkas Saginov Karaganda Technical University NJSC, as well as applications for transfer from one educational program to another, shall be considered by the Head of the University during the summer and winter vacation periods, no later than five days before the beginning of the next academic term.

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

- 1) a document confirming the completed educational programs (academic transcript or Transcript);

- 2) a document confirming completion of the previous level of education, subject to the recognition procedure in the Republic of Kazakhstan in accordance with the Rules for the Recognition of Education Documents and the List of Foreign Higher and (or) Postgraduate Education Institutions Whose Education Documents Are Recognized in the Republic of

Kazakhstan, approved by Order No. 352 of the Acting Minister of Education and Science of the Republic of Kazakhstan dated 19 July 2021;

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

4) a copy of the license authorizing the institution to carry out educational activities.

9.15 Transfer of students from other higher education institutions to Abylkas Saginov Karaganda Technical University NJSC shall not be permitted to the 7th academic term (full-time study), the 5th academic term (shortened full-time study based on technical and vocational education), the 3rd academic term (based on a second higher education) in bachelor's degree programs, and the 4th academic term (scientific and pedagogical master's program) or the 3rd/2nd academic term (professional master's program), where there is an academic difference.

9.16 Recognition of completed academic credits shall be carried out by comparing the educational programs, the content of the completed disciplines, their scope, the acquired knowledge, skills, competencies, and learning outcomes.

9.17 When recognizing completed academic credits for academic disciplines, differences in the forms of final assessment shall not be taken into account.

A Pass grade shall be equated to the letter grading system of students' academic achievements corresponding to the four-point grading scale ranging from the minimum grade D (1.0; 50–54%) to the maximum grade A (4.0; 95–100%), in accordance with the Rules for the Organization of the Educational Process under Credit Technology of Education, approved by Order No. 152 of the Minister of Education and Science of the Republic of Kazakhstan dated 20 April 2011.

9.18 A student studying under a state educational grant may, at their own request, transfer to another higher education institution while retaining the educational grant.

Students admitted under educational grants allocated to specific higher education institutions, as well as those admitted to teacher education programs within the allocated quota, may transfer to another higher education institution only on a fee-paying basis.

Transfer of bachelor's, master's and doctoral students from other higher education institutions to a national university shall be carried out provided that the students pay the difference in the value of the educational grant.

9.19 The procedure for transferring a student holding an educational grant from another higher education institution to the University shall be as follows:

1) A student wishing to transfer to the University shall submit an application in free form to the Student Service Center (SSC) addressed to the Head of the higher education institution where they are currently studying. After obtaining written consent to the transfer, certified by the official seal, the student shall apply to the Head of the receiving University;

2) The application addressed to the Head of the receiving University shall be accompanied by copies of the Transcript, signed by the Rector (Vice-Rector for Academic Affairs) and the Registrar Office, certified by the official seal, a copy of the educational grant certificate, and a copy of the application addressed to the Head of the previous higher education institution bearing the signature of its Head and the official seal;

3) Based on the submitted documents, the Dean shall determine the difference in disciplines between the curricula, determine the student's year of study taking into account the completed prerequisites, recognize the completed academic credits in accordance with the educational program, and approve the student's Individual Education Plan (IEP) in consultation with the Heads of the relevant Departments and the Registrar Office;

4) Based on the approvals of the Dean, the Director of the Department for Academic Affairs (DAA) and the Vice-Rector for Academic Affairs, the Head of the University shall issue an order on the student's transfer.

9.20 The Head of the higher education institution to which the student is being transferred shall, within five working days from the date of issuing the transfer order, send a written request to

the higher education institution where the student previously studied requesting the student's personal file. A copy of the transfer admission order shall be attached to the request.

9.21 Upon receipt of the request, the Head of the higher education institution where the student previously studied shall issue an order of expulsion stating "Expelled due to transfer to (name of the higher education institution)" and, within five working days from the date of issuing the expulsion order, shall forward the student's personal file to the receiving higher education institution.

The higher education institution from which the student is transferred shall retain a copy of the Transcript, the student's record book (if available), the student ID card, and an inventory of the forwarded documents.

9.22 Reinstatement of students shall be carried out only on a fee-paying basis:

1) The student shall submit an application for reinstatement in free form to the Student Service Center (SSC) addressed to the Head of the University;

2) The application for reinstatement shall be accompanied by the following documents: the original Transcript/Academic Certificate; a UNT or CTA certificate with a score not lower than the established minimum; the original certificate of secondary education or college diploma; medical certificate Form 075/U;

3) Based on the submitted documents, the Dean shall determine the difference in disciplines between the curricula, determine the student's year of study taking into account the completed prerequisites, recognize the completed academic credits in accordance with the educational program, and approve the student's Individual Education Plan (IEP) in consultation with the Heads of the relevant Departments and the Registrar Office;

4) Based on the approvals of the Dean, the Director of the Department for Academic Affairs (DAA) and the Vice-Rector for Academic Affairs, the Head of the University shall issue an order on the student's reinstatement.

9.23 A doctoral student who has completed the full course of theoretical study under the doctoral educational program, fulfilled the requirements for doctoral research work (DRW/ERW), but has not defended the doctoral dissertation, may be reinstated for the purpose of defending the dissertation.

Reinstatement within two years after graduation shall be granted free of charge. Reinstatement after this period shall be carried out on a fee-paying basis for a workload of not less than 4 academic credits.

Reinstatement for the purpose of dissertation defense shall be granted for a period not exceeding six months from the date of submission of the personal application and issuance of the relevant order. The application for reinstatement shall be endorsed by the Member of the Management Board – Vice-Rector for Science and Innovation, the Chair of the Dissertation Council, the Dean, the Scientific Consultant, and the Chief Accountant.

Reinstatement for dissertation defense shall be granted provided that the doctoral student complies with the current Rules for Awarding Degrees and is ready to undergo the procedure for submitting the dissertation for consideration by the Department and the Dissertation Council in accordance with the Regulations on the Dissertation Council.

Assessment of the eligibility of doctoral students applying for reinstatement for dissertation defense, including a positive conclusion of the extended meeting of the Department or the collegial body of the structural unit of the research organization where the dissertation research was conducted, shall be carried out by the Chair of the Dissertation Council, the Head of the graduating Department and (or) the Head of the relevant research or other organization.

If more than three years have elapsed since graduation, the doctoral student may defend the dissertation only after re-approval of the dissertation research proposal on a fee-paying basis. *(Clause 9.23 as amended by the decision of the Academic Council No. 16 dated June 30, 2026).*

9.24 Any academic difference that has not been eliminated within the established time limits shall subsequently be regarded as academic debt.

10 Organization of training for studying additional disciplines, elimination of academic debt and academic differences

10.1 Students who have academic differences or academic debts, including debts related to all types of practical training for the current period of study, as well as those wishing to study additional disciplines or improve previously obtained positive grades in academic disciplines, shall have the right to study during the summer term on a fee-paying basis (except for graduating students).

An application for studying a discipline for the purpose of eliminating academic debt or academic differences for the current period of study shall be prepared by the Dean's Office.

The Dean shall review the application and refer the student for the conclusion of a contract for the provision of fee-paying educational services.

Payment shall be made according to the number of credits of the discipline, and the payment receipt shall be submitted for registration.

10.2 During additional study in the summer term, the student shall attend all types of classes and complete all current and midterm control assignments provided for by the discipline syllabus.

If the student fails to obtain the admission rating (less than 50%), they shall not be admitted to the interim assessment, and the tuition fees paid shall not be refunded.

10.3 If a student withdraws from additional study during the summer term before it begins, the cost of educational services shall be recalculated on the basis of the student's application.

10.4 The results of examinations in curriculum disciplines completed during the summer term shall be included in the GPA.

11 Recognition of disciplines studied at other educational institutions under other educational programs

11.1 Learning outcomes achieved and positive grades obtained by a student at previous levels of education and in other formal and non-formal educational organizations shall be recognized with the transfer of academic credits on the basis of an application for credit recognition. For the recognition of learning outcomes, the University shall establish an appropriate commission. Such commissions shall be established at each Faculty and shall include representatives of the relevant Departments. The commission shall be chaired by the Dean of the Faculty.

Disciplines that fully correspond in title and content shall be transferred automatically to the Transcript. A copy of the supplement to the diploma of the previous level of education shall be forwarded by the Dean's Office to the Registrar Office for entering the grades into the information system. *(Clause 11.1 as amended by the decision of the Academic Council No. 16 dated June 30, 2026.)*

11.2 Upon transfer or reinstatement, the student's achieved learning outcomes and positive grades shall be recognized with the transfer of academic credits from one Educational Program (EP) to another and from one educational institution to another.

11.3 All academic credits and learning outcomes acquired by students through formal and non-formal education shall be accumulated throughout their lifetime.

11.4 The final document confirming the student's completion of a mobility program shall be the Transcript or its equivalent issued in the host country.

11.5 The Transcript shall contain information on the study program, including the titles of disciplines (modules), grades obtained, and the number of academic credits earned.

11.6 Learning outcomes fully completed by students within the framework of academic mobility and confirmed by the Transcript shall be recognized by the University on a mandatory basis.

11.7 Academic credits earned by bachelor's, master's and doctoral students who studied at foreign higher education institutions under international exchange or partner programs within the framework of academic mobility may be recognized for disciplines corresponding to the approved curriculum of the University's educational program.

11.8 Additional disciplines completed within the framework of academic mobility shall be entered into the information system by the Registrar Office on the basis of an official memorandum

submitted by the Head of the Department. *(Clause 11.8 introduced by the decision of the Academic Council No. 16 dated June 30, 2026).*

12 Criteria for assessing students' knowledge

12.1 Students' knowledge, skills, abilities and competencies in all types of assessment shall be evaluated using the letter grading system based on a point-rating scale.

12.2 The grade "Excellent" corresponds to: A - numerical equivalent 4.0, percentage 95-100% and A- – numerical equivalent 3.67, percentage 90–94%.

This grade shall be awarded if the student has demonstrated full mastery of the course material, made no errors or inaccuracies, completed tests and laboratory assignments correctly and on time, submitted the corresponding reports on time, demonstrated original thinking, completed colloquia and homework assignments correctly and without errors, participated in research activities, independently used additional scientific literature when studying the discipline, and demonstrated the ability to independently systematize the course material.

12.3 The grade "Good" corresponds to: B+ - numerical equivalent 3.33, percentage 85-89%; B – numerical equivalent 3.0, percentage 80–84%; B- numerical equivalent 2.67, percentage 75-79%; C+ - numerical equivalent 2.33, percentage 70-74%.

This grade shall be awarded if the student has mastered not less than 75% of the course material, made no significant errors in their answers, completed tests and laboratory assignments on time and without substantial remarks, completed colloquia and homework assignments correctly and on time without substantial remarks, used additional literature recommended by the teacher, participated in research activities, made only minor inaccuracies or errors that were corrected independently, and was able to systematize the course material with the assistance of the teacher.

12.4 The grade "Satisfactory" corresponds to: C - numerical equivalent 2.0, percentage 65-69%; C- - numerical equivalent 1.67, percentage 60–64%; D+ - numerical equivalent 1.33, percentage 55–59%; D - numerical equivalent 1.0, percentage 50-54%.

This grade shall be awarded if the student has mastered not less than 50% of the course material, required the assistance of the teacher in completing tests, laboratory assignments and homework, made inaccuracies and minor errors during colloquia, showed little initiative in research activities, used only the literature recommended by the teacher, and experienced difficulties in systematizing the course material.

12.5 The grade "Unsatisfactory" corresponds to: FX – numerical equivalent 0.5, percentage 25–49%; F – numerical equivalent 0, percentage 0–24%. The grades FX and F shall be awarded if the student has failed to master more than half of the course material, made fundamental errors in their answers, failed to complete the assignments required for the current, midterm and final assessments, failed to study the required basic literature, did not attend classes or participate in the learning activities provided for by the curriculum, and failed the current and interim assessments.

12.6 A student who has received an unsatisfactory grade in an elective discipline shall have the right to repeat the same discipline in accordance with the established procedure or replace it with another elective discipline from the same block. The replacement of the discipline shall be agreed upon with the Advisor and the Registrar Office.

12.7 Learners of academic disciplines may include both students of the University and persons who are not enrolled as students of the University but have paid for studying the relevant discipline.

13 Selection of the educational trajectory by students

13.1 Individual study planning shall be carried out for the academic year under the guidance of Advisors. The list of Advisors shall be approved by the Dean and submitted to the Registrar Office.

Individual study planning for master's and doctoral students shall be carried out with the participation of their scientific supervisors (consultants).

13.2 Information on elective disciplines shall be contained in the Catalog of Elective Disciplines, which shall be made available to students by the graduating Departments and Advisors.

13.3 The selection of disciplines (modules) shall be made with mandatory consideration of the sequence in which the disciplines are studied.

13.4 A student shall have the right to amend the Individual Education Plan (IEP) within the framework of the Working Curriculum of the educational program before the beginning of theoretical training during the registration period specified in the Academic Calendar or during the orientation week.

13.5 Based on the students' selection of disciplines, the Dean's Office shall issue an order on the formation of academic groups for elective disciplines. *(Clause 13.5 introduced by the decision of the Academic Council No. 16 dated June 30, 2026).*

14 Registration for attending classes

14.1 Classes for each discipline (module) and the preparation of the class schedule shall be organized on the basis of students' registration for the relevant discipline (module). A student shall register for the number of academic credits provided for by the curriculum of the educational program.

14.2 Registration of students for the study of disciplines (modules) for the forthcoming academic year shall be carried out in the information system with methodological and advisory support provided by the graduating Departments after a detailed discussion of the student's individual educational trajectory with the Advisor (scientific supervisor/consultant), who shall provide guidance on the selection of disciplines in accordance with the approved curricula and the Catalog of Elective Disciplines.

14.3 During the orientation week (freshman week), newly admitted students shall be introduced to the credit technology of education and the procedure for registration for academic disciplines. During the orientation week, meetings shall be held with representatives of the University administration, Deans, Heads of Departments, Advisors, and library staff.

14.4 Registration of students newly admitted to the University shall be carried out before the beginning of the first academic term. For this category of students, the basis for access to registration shall be the order on admission to the University.

14.5 Academic streams shall be formed based on a sufficient number of students registered for the relevant discipline. The required number of students registered for core disciplines shall be as follows:

- lectures – up to 90 students;
- practical classes – up to 30 students;
- laboratory classes – up to 20 students;
- Academic streams for elective disciplines of educational programs with a small student population shall be formed by registering all students for one discipline.

15 Organization and conduct of practice

15.1 During the completion of higher or postgraduate education programs, students shall complete professional practice provided for by the curricula in accordance with the State Mandatory Standard of Higher and Postgraduate Education.

15.2 Professional practice shall be conducted in accordance with the approved Academic Calendar within the scope established by the curriculum, the practice program, and the Individual Education Plan (IEP).

15.3 The main and compulsory types of practice at the University are:

- Bachelor's degree programs: educational practice, industrial practice, pre-graduation practice;
- postgraduate education programs: pedagogical practice, research practice, industrial practice.

15.4 Practice programs shall be developed by the graduating Department, taking into account the profile of the educational program, the nature of the enterprise, organization, and the place of practice.

15.5 Students shall have the right to independently select a professional practice placement and initiate the conclusion of an agreement for undertaking practice, provided that the proposed practice placement corresponds to the profile of the educational program and the expected learning outcomes in terms of developing practical skills and competencies.

15.6 Practice supervisors shall be responsible for the timely and proper organization of students' professional practice, monitor the timely completion of students' practice diaries, provide guidance to students on all matters related to the completion of practice, and assess the practice results by entering the grades into the records in the information system.

15.7 To improve the organization of professional practice, students shall complete the questionnaire "Satisfaction with the Results of Industrial and Other Types of Practice", while practice supervisors shall complete the questionnaire "Practice Supervisor's Satisfaction with University Students Completing Industrial Practice."

15.8 The results of the defense of the practice report shall be assessed using the letter grading system based on a point-rating scale. All practice grades (awarded by both the enterprise and the University) shall be recorded in the student's practice diary and in the practice record.

16 Organization and conduct of the state examination in History of Kazakhstan

16.1 For the state examination in the discipline History of Kazakhstan, the Department shall develop a Working Curriculum based on the standard curriculum for the discipline, which shall be common to all forms of training and educational programs.

16.2 The state examination in the discipline History of Kazakhstan shall be conducted in the form of a written examination and an oral examination.

During periods of restrictive measures related to a pandemic, the state examination may be conducted in the form of computer-based testing, provided that students and members of the State Examination Commission (SEC) undergo the proctoring procedure.

16.3 For conducting the state examination in the discipline History of Kazakhstan, the State Examination Commission (SEC) shall be established for the academic year upon the recommendation of the Dean of the Faculty.

16.4 The Chairperson and the composition of the State Examination Commission (SEC) for the discipline History of Kazakhstan shall be approved by a decision of the Academic Council.

16.5 The duration of a meeting of the State Examination Commission (SEC) shall not exceed 6 (six) academic hours per day.

16.6 Retaking a positive grade obtained in the state examination in the discipline History of Kazakhstan for the purpose of improving it during the same interim assessment period, as well as during the summer term, shall not be permitted.

16.7 The results of the state examination in the discipline History of Kazakhstan shall be taken into account when summarizing the results of the examination session in which the examination is scheduled.

16.8 Upon completion of the state examination, the Chairperson of the State Examination Commission (SEC) shall prepare a report on the work of the Commission.

16.9 The program of the state examination in the discipline History of Kazakhstan shall be developed and reviewed by the Department, approved by the Faculty Quality Assurance Committee, recommended by the Scientific and Methodological Council, and approved by a decision of the Academic Council.

17 Final assessment of students

17.1 Final assessment of bachelor's degree students shall be conducted in the form of writing and defending a thesis/project or a joint project within the fields of education, or taking a comprehensive examination in core and major disciplines.

(Clause 17.1 as amended by the decision of the Academic Council No. 16 dated June 30, 2026).

17.2 Bachelor's degree students who have achieved a GPA of 3.0 or higher based on the results of previous years of study, or who have demonstrated research achievements related to the research topic (participation in conferences, scientific competitions, publications, or other indicators of research activity), shall be admitted to writing a thesis/project. All other students shall take the comprehensive examination. Students enrolled in shortened educational programs, regardless of their GPA, shall take the comprehensive examination.

(Clause 17.2 introduced by the decision of the Academic Council No. 16 dated June 30, 2026).

17.3 Instead of preparing and defending a thesis/project, students belonging to the following categories may take two comprehensive examinations:

- 1) students undergoing long-term inpatient medical treatment;
- 2) students with special educational needs, including children with disabilities, persons disabled since childhood, and persons with Group I disabilities;
- 3) pregnant students or students raising children under the age of two years;
- 4) international students.

Replacement of the thesis/project with comprehensive examinations in other cases shall not be permitted.

In such cases, the student shall submit an application addressed to the Vice-Rector for Academic Affairs together with the relevant supporting documents.

17.4 The form of the comprehensive examination and the list of core and major disciplines included in the examination shall be approved by the Faculty Council upon the recommendation of the graduating Department.

(Clause 17.4 as amended by the decision of the Academic Council No. 16 dated June 30, 2026).

17.5 The comprehensive examination for the educational program shall be conducted in accordance with a program developed by the University on the basis of the curricula of the relevant disciplines.

The comprehensive examination program shall reflect integrated knowledge, key competencies, and labour market requirements in accordance with the higher education educational program and shall be approved by a decision of the Faculty Council.

17.6 Final assessment of master's degree students shall be conducted in the form of preparation and defense of a master's thesis or master's project.

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

17.7 Students shall be admitted to the final assessment provided that they:

- have no outstanding tuition fee debt;
- have fully completed the educational program in accordance with the requirements of the State Mandatory Standard of Higher and Postgraduate Education, the Working Curriculum, the Individual Education Plan (IEP), and the syllabi.

17.8 A graduating student who has failed to fulfill the requirements of the Working Curriculum, the Individual Education Plan (IEP) and the syllabi shall remain for a repeated year of study on a fee-paying basis without attending the summer term.

17.9 Admission of students to the final assessment shall be formalized by an order of the Dean of the Faculty before the commencement of the final assessment.

17.10 An Attestation Commission (AC) shall be established by educational programs or fields of study to conduct the final assessment of students.

17.11 The schedule of the Attestation Commission (AC) shall be prepared by the graduating Department, approved by the Vice-Rector for Academic Affairs, agreed upon with the Dean and the Chairperson of the Attestation Commission, and communicated to students no later than one week before the commencement of the Commission's work. The Attestation Commission shall operate in accordance with the Academic Calendar.

The duration of a meeting of the Attestation Commission shall not exceed 6 (six) academic hours per day.

17.12 The responsibilities of the Attestation Commission shall include:

- 1) verifying the compliance of graduates' theoretical and practical training with the requirements established by the educational programs;
- 2) awarding the graduate the degree corresponding to the relevant educational program;
- 3) developing recommendations aimed at further improving the quality of specialist training.

17.13 The Chairperson and the composition of the Attestation Commission shall be approved by the order of the Vice-Rector for Academic Affairs on the basis of the decision of the Academic Council no later than 10 January of the current academic year and shall remain valid throughout the current calendar year.

17.14 The Attestation Commission shall consist of professors, associate professors and highly qualified specialists whose qualifications correspond to the profile of the graduates. The Attestation Commission shall consist of at least five members.

17.15 Supervision of theses/projects shall be carried out by teachers of the relevant profile and/or specialists employed in the relevant professional field with at least 10 years of work experience.

The scientific supervisor of the thesis/project shall be approved by the order of the Vice-Rector for Academic Affairs and assigned to each student together with the thesis/project topic on the basis of the decision of the Scientific and Methodological Council.

17.16 Final theses shall be checked for the presence of borrowed material and the use of text with synonymous replacement of words and expressions without changing the meaning (paraphrasing), including the use of text translated from another language (hereinafter referred to as "borrowing").

Final theses shall be checked for plagiarism by the Departments. The University shall develop and approve the procedure for plagiarism checking, and the Departments shall ensure compliance with the established procedure, including verification of the use of artificial intelligence technologies without appropriate references. The percentage of originality and the acceptable use of artificial intelligence shall be established by a decision of the Scientific and Methodological Council.

(Clause 17.16 as amended by the decision of the Academic Council No. 16 dated June 30, 2026).

17.17 No later than five working days before the defense of the final thesis/project, the Head of the Department shall ensure that the student submits the following documents to the Attestation Commission (AC):

- 1) a review by the scientific supervisor of the final thesis/project containing a reasoned conclusion stating "eligible for defense" or "not eligible for defense";
- 2) a review of the final thesis/project containing a comprehensive evaluation of the submitted work and a reasoned conclusion indicating the grade according to the letter grading system based on a point-rating scale and the possibility of awarding the degree under the relevant Educational Program (EP);
- 3) a certificate confirming that the final thesis/project has undergone a plagiarism check;
- 4) the original bound copy of the final thesis/project.

If an incomplete set of documents is submitted, the student shall not be admitted to the defense.

17.18 A student who fails to meet the established originality requirement in the plagiarism check shall not be admitted to the defense by order of the Dean based on the recommendation of the Head of the Department.

17.19 A student shall defend the final thesis/project provided that there is a positive review from the scientific supervisor and one review from a specialist whose qualifications correspond to the profile of the defended work.

If the scientific supervisor provides a negative conclusion stating "not eligible for defense", the student shall not be admitted to the defense of the final thesis/project.

A student shall be admitted to the defense of the final thesis/project regardless of whether the reviewer's conclusion is positive or negative.

17.20 Reviewers of final theses/projects shall be approved by an order of the Vice-Rector for Academic Affairs upon the recommendation of the Head of the graduating Department, indicating their place of work, position, education (academic degree or academic title in the relevant specialty, and basic education as indicated in the higher education diploma).

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

17.22 The results of the final assessment shall be announced on the day of its completion after the minutes of the Attestation Commission meeting have been signed. Each meeting of the Attestation Commission shall be documented in minutes. Separate minutes shall be prepared for each graduate.

17.23 The minutes shall be completed by the Secretary of the Attestation Commission, who is appointed as a member of the Commission without voting rights.

17.24 Decisions on the grades awarded for the defense of the final thesis/project (or the comprehensive examination), as well as on the awarding of the degree and the issuance of the diploma (with or without honors), shall be made by the Attestation Commission in a closed meeting by open voting with a simple majority of the votes of the Commission members participating in the meeting. In the event of a tie, the vote of the Chairman of the Commission shall be decisive.

17.25 The minutes of the meetings of the Attestation Commission shall be archived and stored in accordance with the requirements of the Law of the Republic of Kazakhstan "On the National Archival Fund and Archives" dated 22 December 1998.

17.26 A student who fails to appear for the final assessment for a valid reason shall submit a written application in free form addressed to the Chairperson of the Attestation Commission, together with a document confirming the valid reason. Upon permission, the student shall be allowed to defend the final thesis/project or take the comprehensive examination on another day of the Attestation Commission meeting.

17.27 A student who disagrees with the results of the final assessment shall have the right to file an appeal addressed to the Chairperson 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 shall be established for the academic year no later than one month before the commencement of the final assessment. The Commission shall consist of experienced teachers whose qualifications correspond to the profile of the educational program.

17.29 The Appeals Commission shall consider the student's appeal within 24 hours and decide whether to revise the results of the final assessment.

17.30 Documents submitted to the Attestation Commission concerning a student's health after receiving an unsatisfactory grade shall not be considered.

17.31 Retaking the final assessment for the purpose of improving a positive grade shall not be permitted.

17.32 Students who receive an unsatisfactory grade shall not be permitted to retake the final assessment during the same final assessment period.

17.33 If the final thesis/project is assessed as unsatisfactory, the Attestation Commission shall determine whether the student may resubmit the same work after revision or prepare a new work on a different topic during the next academic period. This decision shall be recorded in the minutes of the Attestation Commission meeting.

17.34 A student who receives an unsatisfactory grade in the final assessment shall be expelled by order of the Head of the University with the wording "failed to fulfill the requirements of the educational program: failed to defend the diploma thesis/project/master's thesis/master's project" or "failed to fulfill the requirements of the educational program: failed the comprehensive examination", and shall be issued a Transcript.

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

17.36 The list of disciplines included in the comprehensive examination for students who have received an unsatisfactory grade shall be determined in accordance with the curriculum that was in effect in the year the student completed the theoretical course of study.

17.37 A student who has successfully passed the final assessment and confirmed the completion of the higher or postgraduate education program shall, by decision of the Attestation Commission, be awarded the degree corresponding to the relevant Educational Program (EP).

17.38 The Diploma Supplement (Transcript) shall indicate the final grades based on the letter grading system based on a point-rating scale for all academic disciplines, modules and other types of academic work, specifying the number of academic credits and academic hours.

17.39 A student enrolled in a higher education program who has obtained grades of A, A– ("excellent"), B+, B, B–, C+ ("good") in all academic disciplines and other types of academic work, has a GPA of at least 3.5, and has passed the state examination in the discipline History of Kazakhstan, the comprehensive examination, or defended the final thesis/project with grades of A or A– ("excellent"), shall be awarded a diploma with honors (excluding grades received for additional types of academic activities).

However, a student who has retaken examinations or other forms of final assessment during the entire period of study shall not be awarded a diploma with honors.

17.40 Upon completion of the work of the Attestation Commission, its Chairperson shall prepare a report on the results of the final assessment, which shall be discussed and approved at a meeting of the Faculty Council within one month.

17.41 Based on the results of the final assessment, the Head of the University shall issue an order on the graduation of students who have completed the relevant educational program and successfully passed the final assessment, awarding them the degree corresponding to the relevant Educational Program (EP).

17.42 The University shall approve the forms of its own education documents and the requirements for completing them.

18 Granting academic leave to students

18.1 Academic leave shall be granted to students on the basis of:

- 1) a certificate issued by the Medical Advisory Commission (MAC) of an outpatient healthcare organization for a period of 6 to 12 months due to illness;
- 2) a decision of the Central Medical Advisory Commission (CMAC) of an anti-tuberculosis organization in the case of tuberculosis for a period not exceeding 36 months;
- 3) a notice of conscription for military service;
- 4) the birth, adoption or placement of a child under guardianship until the child reaches the age of three years.

18.2 To obtain academic leave, the student shall submit an application addressed to the Head of the University through the Student Service Center (SSC) and attach the documents specified in Clause 18.1.

18.3 Based on the submitted documents, the Head of the University shall, within three working days, issue an order granting academic leave to the student, indicating the commencement and expiration dates of the leave.

18.4 Upon returning from academic leave, the student shall submit an application addressed to the Head of the University and provide the supporting documents specified in Clause 18.1.

18.5 Based on the submitted documents, the Head of the University shall, within three working days, issue an order on the student's return from academic leave, indicating the Educational Program (EP), year of study, and form of training.

18.6 Based on the submitted documents, the Dean shall determine the academic difference in accordance with the Working Curriculum, determine the student's year of study, and approve the student's Individual Education Plan (IEP) in coordination with the Registrar Office.

Upon returning from academic leave, the student shall resume studies from the year of study and the academic term from which the leave was granted.

18.7 Students returning from academic leave granted due to tuberculosis shall complete the academic differences during the academic term and take examinations free of charge, regardless of the form of tuition payment.

18.8 Students returning after completing military service in the Armed Forces of the Republic of Kazakhstan shall complete the academic differences during the academic term and take examinations free of charge, regardless of the form of tuition payment.

18.9 If the date of a student's return from academic leave or commencement of academic leave does not coincide with the beginning or the end of an academic term, the student shall continue their studies according to an individual schedule. Under this schedule, the student shall complete all required academic assignments and obtain the necessary scores for the current and midterm control of performance in order to be admitted to the interim assessment. The student may also be enrolled in the summer term to study disciplines in which an academic difference has arisen (except for students in the graduating year). The individual schedule shall be prepared and approved by the order of the Dean of the Faculty in coordination with the Registrar Office. *(Clause 18.9 introduced by the decision of the Academic Council No. 16 dated June 30, 2026)*

18.10 If a student fails to return within 5 days after the expiry of the academic leave (by failing to submit an application and the supporting documents specified in Clause 18.1), the student shall be expelled as having failed to return from academic leave. *(Clause 18.10 introduced by the decision of the Academic Council No. 16 dated June 30, 2026).*

19 Expulsion of students from the University

19.1 Students of Abylkas Saginov Karaganda Technical University NJSC may be expelled from the University in the following cases:

- due to academic failure;
- for violation of the principles of academic integrity or the Code of Honor of Students, Master's Students and Doctoral Students;
- for violation of the Internal Regulations or the University Charter;
- for violation of the terms of the Educational Services Agreement, including failure to pay tuition fees;
- for violation of academic discipline, including loss of contact with the University or systematic absence from classes without valid reasons;
- for failure to return from academic leave;
- for failure to conclude an agreement for a repeated year of study;
- for receiving an unsatisfactory grade in the final assessment with the wording "failed to fulfill the requirements of the educational program: failed to defend the diploma thesis (project) or master's thesis (project)" or "failed to fulfill the requirements of the educational program: failed the comprehensive examination";
- due to transfer to another higher education institution;
- at the student's own request.

19.2 Students studying under a state educational grant who are expelled from the University shall lose their educational grant.

19.3 A student expelled from the University shall be issued a Transcript, signed by the University administration and certified with the official seal. The Transcript shall include all academic disciplines and (or) modules studied by the student, indicating all final grades received, including FX and F grades.

20 Specific features of organizing the educational process using distance learning technologies

20.1 Distance learning shall be available to:

- students who have a conclusion issued by the Medical Advisory Commission (MAC) confirming their health condition;
- participants of international and national training camps, sports competitions, intellectual and creative contests, and festivals for the period of their participation;
- students participating in academic mobility programs and in double-degree and (or) joint educational programs.

20.2 Distance learning may also be applied to non-formal education, continuing education, exchange programs, retraining and professional development programs, including those delivered in foreign languages.

20.3 Transfer to distance learning shall be carried out upon the student's application submitted in free form and addressed to the Head of the University. The application shall be endorsed by the Vice-Rector for Academic Affairs, the Director for Academic Affairs, the Dean of the Faculty, and the Head of the Department.

Participants in international and national training camps, sports competitions, intellectual and creative contests, and festivals shall indicate the period of participation in their application.

The relevant Dean's Office shall prepare the order on transfer to distance learning on the basis of the student's application, the grounds for the transfer, and the student's Individual Education Plan (IEP).

20.5 After being transferred to distance learning, the student shall be provided with access to the necessary educational and methodological materials intended for independent study.

20.6 The Faculty shall ensure that the student follows an individual schedule for mastering the educational program while maintaining the workload of academic disciplines and types of academic work in accordance with the current educational program.

20.7 After consultation with the teachers, the student shall:

- study the academic courses independently;
- attend distance learning classes in online and (or) offline modes;
- complete all forms of assessment (current and interim assessment) in accordance with the Academic Calendar of the University.

20.8 Professional practice, research and experimental work, and research internships at practice bases, research organizations and (or) organizations in the relevant industries or fields of activity shall normally be conducted in person. Where permitted by the specific nature of the educational program, they may be conducted online.

20.9 Midterm control of performance shall be carried out based on the results of laboratory, practical and seminar classes.

20.10 Interim assessment (final assessment in a discipline) for students studying through distance learning technologies shall be conducted only in person.

20.11 Grades for the current control of performance, midterm control of performance, course papers (projects), as well as records of students' attendance at classroom sessions, shall be entered by teachers into the information system on a weekly basis in accordance with the syllabus for the assigned disciplines and types of classes. *(Section 20 introduced by the decision of the Academic Council No. 16 dated June 30, 2026).*