

**APPROVED by the
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**REGULATION ON ACADEMIC POLICY of
Abilkas Saginov Karaganda Technical University NJSC**

Karaganda 2023

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1 Main abbreviations used

CC – Certification Commission
CED – Catalog of Elective Disciplines
CIC – Center of International Cooperation
DAA – Department for Academic Affairs
DLF – Distance Learning Faculty
DTO – Department of Transformation Organization
ECTS – European Credit Transfer and Accumulation System
EEEE – External evaluation of educational achievements
EMCD – educational and methodological complex of a discipline
EP – educational program
FC – final certification
GPA – Grade Point Average
IEP – individual educational plan
IET – individual educational trajectory
PED – Postgraduate Education Department
RK MSHE – Министерство науки и высшего образования Республики Казахстан
RO – Registrar Office
SC – standard curriculum
SCES – Sector of contractual educational services
SCES – State Compulsory Educational Standard
SD – Student department
SEC – State Examination Commission
SIW – student’s independent work
SIWT – student’s independent work under the guidance of a teacher
SRW/MRW/DRW – student/master student/doctoral student research work
SS – standard syllabus
WC – working curriculum

2 Glossary (in the alphabetic order)

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

Academic calendar is a schedule of educational and control events, practices during the academic year with, indicating rest days (vacations and holidays).

Academic Council is a collegial management body for the educational and methodological work of the university.

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

Academic debt (Academic backlog) is the presence in the history of the student's educational achievements according to the curriculum of unstudied disciplines or disciplines with an unsatisfactory grade in the final certification.

Academic freedom is a set of powers of the educational process subjects granted to them to determine independently the content of education in elective disciplines, additional types of training and organization of educational activities in order to form conditions for the creative development of students, teachers and the use of innovative technologies and teaching methods.

Academic hour is a unit of measurement of the volume of training sessions or other types of academic work, used in drawing up the academic calendar (schedule of the educational process), class schedule, when planning and recording the educational material completed, as well as when planning the academic load and accounting for work teacher. An academic hour is equal to 1 contact hour (50 minutes) of lectures, practical (seminar) classes, laboratory classes and physical education classes.

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

Academic mobility is the movement of students or teachers-researchers to study or conduct 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 completed educational programs in the form of credits in their higher education institution or to continue studies at another higher education institution.

Academic period is a period of theoretical study, a term lasting 15 weeks.

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

Active handouts (Hand-outs) are visual illustrative materials distributed during training sessions to motivate the student to creatively successfully master the topic (thesis, lectures, links, slides, examples, glossary, assignments for independent work, etc.).

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

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

Advisor is a teacher who acts as a student's academic mentor in the relevant educational program, providing assistance in choosing a learning path (forming an individual curriculum) and mastering the educational program during the period of study.

Appeal is a procedure carried out to identify and eliminate cases of biased assessment of a student's knowledge.

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

Bases of practice are enterprises, organizations, institutions, educational institutions, scientific institutes and centers or the university's own structural divisions where students' professional practice is carried out.

Catalog of elective disciplines is a systematized annotated list of all the disciplines that contains their brief description indicating the purpose of study, brief content (main sections) and expected results of study (knowledge, skills and competencies acquired by the student).

Certification Commission is a commission formed by the Rector's order consisting of leading representatives of the teaching staff in the specialty profile, carrying out the final certification of students.

Core component is a list of academic disciplines and the corresponding minimum amounts of academic credits established by the State Educational Standard, and studied by students without fail according to the training program.

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

Credit technology of education is training 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 is a teacher appointed to resolve issues of education, organization of leisure, social and living conditions of students; it is possible to perform the functions of curator and advisor by one person.

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

Department of Academic Affairs is a structural unit that organizes and coordinates educational and methodological work at the university;

Descriptors are descriptions of the level and volume of knowledge, abilities, skills and competencies acquired by students upon completion of studying the educational program of the appropriate level (stage) of higher and postgraduate education, based on learning outcomes, developed competencies and academic credits.

Diploma project is a student's final work, which is a study of a specific problem or topic related to the student's area of specialization with a proposal to independently solve applied problems corresponding to the profile of the educational program, carried out using project approaches and (or) in the form of preparing business projects, models, as well as creative projects and other projects.

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

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

Doctoral program is postgraduate education aimed at training personnel for scientific, pedagogical and (or) professional activities, with the award of the degree of Doctor of Philosophy (PhD) (doctor in the field) with the mandatory completion of at least 180 academic credits.

Doctoral student is a person studying in a doctoral program.

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

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

Educational and methodological work is the activity of the university to provide the educational process with psychological, pedagogical, didactic and methodological and educational and material objects to achieve its teaching, educational and developmental goals.

Educational program is an approved set of modules or course units required for the award of a specific degree/diploma.

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

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

Electronic register of attendance and progress is an on-line register in the "Univer 2.0" system that is filled out by teachers constantly during the academic period.

Enrollment is the procedure for registering students for academic disciplines.

European Credit Transfer and Accumulation System (ECTS) is a way of transferring credits received by a student/master student abroad into credits that count toward their degree upon returning to their education institution, as well as accumulating credits within educational programs.

European Diploma Supplement is a pan-European standardized supplement to the official document of higher education, which was developed according to the standards of the European Commission, Council of Europe and UNESCO and serves to describe the nature, level, context, content and status of training completed and successfully completed holder of an educational qualification.

Examination period is the period of final monitoring of the degree of students' mastery of the educational program in the specialty.

External academic mobility is mobility related to the country of origin from which the student is leaving. This is the students' or teacher-researchers moving to study or conduct research for a certain academic period: a term or academic year to another higher education institution abroad with the mandatory transfer of completed educational programs in the form of credits at their higher education institution or to continue their studies at another higher education institution educational institution.

External evaluation of educational achievements (EEEA) is a type of independent monitoring of the quality of education.

Final certification of students (qualification examination) is a procedure carried out to determine the degree to which they have mastered the scope of academic disciplines and (or) modules and other types of educational activities provided for by the educational program in accordance with the state mandatory standard of the corresponding level of education. Final certification of students is carried out in the form of passing a comprehensive exam and/or defending a thesis (project)/master's or doctoral dissertation.

Final control (Final Examination) - control of the educational achievements of students in order to assess the quality of their mastery of the program of an academic discipline, carried out during the period of intermediate certification in the form of an exam; if the discipline is studied over several academic periods, then the final control can be carried out on part of the discipline studied in this academic period.

Forms of training can be full-time, full-time with the use of DLT.

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

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

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

Individual education plan (IEP) is a curriculum made for each academic year by students independently with the help of an adviser based on the educational program and catalog of elective disciplines and (or) modules.

Individual educational trajectory is the student's independent choice, planning and mastery of educational content in accordance with an individual curriculum as part of the development of an educational program of higher or postgraduate education.

Individual working curriculum for master and doctoral students is a document reflecting educational (theoretical training) and research (research/experimental research work), which includes: topic, direction of research, deadlines and reporting form; practices (base, terms and reporting form); topic and plan for the master's thesis (master's project) and doctoral thesis with justification and structure; scientific internship plan; plan of scientific publications, participation in scientific and practical conferences.

Intermediate certification of students is a procedure carried out within the examination period in order to assess the quality of students' mastery of the content of part or all of the academic discipline after completion of its study.

Internal academic mobility is the movement of students or teachers-researchers to study or conduct research for a certain academic period: a term or academic year to another higher education institution within the country (Kazakhstan) with the mandatory transfer of completed educational curricula in the form of credits in their higher education institution or to continue studies at another higher education institution.

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

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

Master student is a person studying in a master's program.

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

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

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

Microqualification is a set of knowledge, skills and competencies obtained after a short period of training, allowing you to perform certain job functions.

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

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

Monitoring the educational achievements of students - checking the level of knowledge of students using various forms of control (current, milestone and final) and certification, determined independently by the higher education institution.

Multimedia is a complex of hardware and software that allows the user to work interactively with heterogeneous data (graphics, text, sound, video).

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

Outgoing academic mobility is the movement of students and teaching staff of NJSC "Karaganda Technical University named after Abylkas Saginov" for studying or conducting research for a certain academic period: a term or academic year to another higher educational institution (within the country or abroad) with mandatory re-crediting of completed educational curricula in the form of loans at your higher education institution or to continue your studies at another higher education institution.

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

Postgraduate Education Department is a structural unit of the university that organizes and coordinates educational and methodological activities for master's and doctoral programs.

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

Pre-diploma practice is a type of professional practice conducted before the start of a diploma project in order for the student to collect the necessary material to complete a bachelor's final work.

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

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

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

Research practice is a type of professional practice of master and doctoral students, which is carried out with the aim of familiarizing with the latest theoretical, methodological and

technological achievements of domestic and foreign science, with modern methods of scientific research, processing and interpretation of experimental data, as well as consolidating practical skills in applying them in a dissertation research.

Retake is repeated taking the discipline if the final grade is “unsatisfactory” (“F”).

Scientific supervisor/consultant is the student’s academic mentor, under whose guidance the student completes his final work (thesis (project/master’s or doctoral dissertation)).

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

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

State Examination Commission is a commission formed by the Rector’s order to administer the state exam in the discipline “Modern History of Kazakhstan”. It consists of the Chairman and members of the commission from among highly qualified teachers.

Student independent work (SIW) is the work at a specific list of topics allocated for independent study, provided with educational and methodological literature and recommendations; depending on the category of students, it is divided into independent work of a student (hereinafter SIW), independent work of a master's student (hereinafter MIW) and independent work of a doctoral student (hereinafter DIW); the entire scope of SIW is confirmed by tasks that require the student to work independently on a daily basis.

Student research work (SRW/MRW/DRW) is a mandatory, integral part of the training of qualified specialists at the university as an inextricable component of a single process: educational and scientific-innovative.

Student’s academic rating is a quantitative indicator of the student’s level of mastery of the curriculum of disciplines and (or) modules and other types of educational activities, compiled based on the results of intermediate certification.

Students are persons enrolled in bachelor's, master's, and PhD programs - students, master's students, doctoral students.

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

Syllabus is the working curriculum of the discipline that includes a description of the discipline being studied, the goals and objectives of the discipline, its brief content, topics and duration of their study, independent work assignments, a schedule for completing and submitting assignments in the discipline, teacher requirements, criteria for assessing students’ knowledge and a list of references.

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

Thesis is a student's final research work, which is a systematic analysis and study of a specific problem or topic related to the student's field of specialization. The thesis requires conducting a literature review, collecting and analyzing data, and formulating conclusions and recommendations.

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

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

Transferable GPA (Grade Point Average) is a weighted average assessment of a student’s educational achievements, determined for one academic year in the chosen program as the ratio of

the sum of the products of credits and the digital equivalent of intermediate certification assessment points in disciplines to the total number of credits in intermediate certification disciplines

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

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

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

3 General provisions

3.1 The bachelor academic year begins in September; master's and doctoral studies begin in September and January of the current year.

3.2 The volume of students' academic workload is measured in credits acquired during the academic year in each academic discipline. Over the entire period of study at the university, the student must master the required number of credits, the development of which, as a rule, is carried out in four academic years in a bachelor's degree (an exception for the educational program is "Architecture": 5 years), with a full-time shortened form of study three years, with an accelerated course on the basis of higher education two years, from one to two academic years in master's programs, three academic years in doctoral studies.

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

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

3.3 The academic year consists of academic periods (terms, trimesters) that include intermediate knowledge control, final knowledge control (examination period), final certification (for the final year), practice and vacation. The duration of a term of theoretical study is 15 weeks, with the exception of the summer term (at least 6 weeks), trimester (10 weeks).

3.4 The summer term is organized (with the exception of the final year) for at least 6 weeks to meet the needs for additional training, debt elimination, incl. for all types of practices, or differences in curricula, studying academic disciplines and mastering credits by students in other educational organizations with their mandatory transfer at the university, mastering a related or additional educational program, including those within the framework of double-diploma education.

As a rule, disciplines in which students have not mastered the curriculum, as well as the other disciplines, including those for students of the other educational programs and from the other universities, are transferred to the summer term. Tuition in the summer term is provided only on a paid basis.

Retaking a positive grade in the state exam in the discipline "History of Kazakhstan" in order to improve it during the summer term is not permitted.

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

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

4 Organization of the educational process

4.1 Training is performed on the basis of the student's choice and independent planning of an individual educational trajectory aimed at achieving learning outcomes.

4.2 The curricula are developed in two forms:

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

4.3 For each EP, a catalog of elective disciplines is developed that provides students with the opportunity to choose alternatively elective academic disciplines to form an individual educational trajectory.

4.4 In the process of enrolling in academic disciplines, students form their own IEPs. At the same time they:

- 1) get acquainted with the rules for organizing the educational process on the credit technology of education;

2) comply with the established deadlines for registration in academic disciplines and making changes to the IEP;

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

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

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

1) forms his own individual curriculum depending on the achieved learning outcomes, mastered prerequisites at the previous level of education, which are necessarily reread and included in his transcript;

2) has individual terms of study and the scope of the educational program, which are determined on the basis of the current educational program.

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

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

Table 1 - Point-rating letter system for assessing the accounting of educational achievements of students with their transferring to the traditional grading scale

Letter system	Digital equivalent	Points (% content)	Traditional system
A	4,0	95-100	Excellent
A-	3,67	90-94	
B+	3,33	85-89	Good
B	3,0	80-84	
B-	2,67	75-79	
C+	2,33	70-74	Satisfactory
C	2,0	65-69	
C-	1,67	60-64	
D+	1,33	55-59	
D	1,0	50-54	Unsatisfactory
FX	0,5	25-49	
F	0	0-24	

4.9 The educational process within one academic year is organized on the basis of the Academic Calendar that is approved by the decision of the Academic Council.

4.10 The awarding of academic credits to a student in academic disciplines (modules) and other types of academic work, as well as upon completion of the EP study as a whole, is carried out with a positive assessment of what has been achieved during the training.

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

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

Table 2 - Time of classes for full-time students

Pair number	Class number	Time of classes
In online mode		
I double-class	1 class	9 ⁰⁰ - 9 ⁵⁰
	2 class	9 ⁵⁵ - 10 ⁴⁵
Break		10 minutes
II double-class	3 class	10 ⁵⁵ - 11 ⁴⁵
	4 class	11 ⁵⁰ - 12 ⁴⁰
break		30 minutes
III double-class	5 class	13 ¹⁰ - 14 ⁰⁰
	6 class	14 ⁰⁵ - 14 ⁵⁵
break		10 minutes
IV double-class	7 class	15 ⁰⁵ - 15 ⁵⁵
	8 class	16 ⁰⁰ - 16 ⁵⁰
break		10 minutes
V double-class	9 class	17 ⁰⁰ - 17 ⁵⁰
	10 class	17 ⁵⁵ - 18 ⁴⁵
In online/mixed format mode		
I double-class		9 ⁰⁰ - 10 ⁴⁰
break		20 minutes
II double-class		11 ⁰⁰ - 12 ⁴⁰
break		20 minutes
III double-class		13 ⁰⁰ - 14 ⁴⁰
break		20 minutes
IV double-class		15 ⁰⁰ - 16 ⁴⁰
break		20 minutes
V double-class		17 ⁰⁰ - 18 ⁴⁰

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

The schedule is prepared for classroom classes only. Within the first week of the term, heads of departments draw up and approve schedules for students' independent work under the guidance of a teacher. Student independent work under the guidance of the teacher (SIWT) in all the disciplines of the curriculum is carried out individually. Independent work of students under the guidance of teachers (SIWP) is carried out outside the classroom.

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

4.14 All the changes to the class schedule must be agreed upon by the Department of Academic Affairs (DAA), and the MIWT and DIWT schedules must be agreed upon with the Postgraduate Education Department (PED) and approved by Vice-Rector for Academic Affairs.

4.15 Control of attendance at classes is assigned to teachers conducting classes, heads of departments, deans of faculties, employees of the DAA and PED. Deans of faculties submit a weekly report to Vice-Rector for Academic Affairs, develop and implement measures to ensure academic discipline and class attendance.

4.16 Students on a state educational grant based on the results of an intermediate certification are awarded a scholarship provided they receive final grades and defend term projects (works) with grades "A", "A-", "B+", "B", "B-", "C+". All the excellent and good grades must be obtained within the examination period or within the period of its extension, early passing of exams based on the orders of the deans of the faculties. When retaking an exam from an FX grade to a positive one within the examination period, the last grade is taken into account.

4.17 It is prohibited to violate the schedule of the educational process (schedule of classes, exams, practice dates) for any reason, except for the illness of students and other emergency circumstances confirmed by documents.

4.18 Students on a paid basis are required to pay for tuition before starting the next term, otherwise they are not permitted to take examinations.

4.19 Upon admission, if the profile of a master's/doctoral educational program coincides with a higher education program/master's program, the learning results of the previous level are recognized automatically; If the profile of the master's/doctorate educational program does not coincide with the educational program of higher education/master's program, the master's/doctoral student is given prerequisites for mastering. Prerequisites are mastered within the first term on a paid basis.

As prerequisites, a master's student/doctoral student has the opportunity to present the learning results of non-formal education at the appropriate level, the recognition of which is carried out by the OHPE.

When a master of a specialized field enters a PhD doctoral program, an educational program of postgraduate education in a pedagogical profile of a scientific and pedagogical master's program is additionally established as prerequisites.

5 Current monitoring of progress

5.1 Current monitoring of students' progress is systematic testing of students' knowledge, skills and abilities on individual topics, sections, modules in accordance with the curriculum of the academic discipline, conducted by the teacher in classroom and extracurricular classes according to the schedule and (or) schedule within the academic period.

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

- an oral survey conducted after studying the material on one or more topics (sections) of the discipline in the form of answers to questions and discussions of situations;

- written control that involves working with posed questions, solving problems, analyzing situations, performing practical assignments and laboratory work on individual topics (sections) of the course;

- a combined survey that involves the simultaneous use of oral and written forms of knowledge assessment on one or more topics;

- defense and presentation of homework: control of knowledge on individual or group homework in order to check the correctness of their completion, the ability to summarize the material covered and present it publicly, to trace the logical connection between the topics of the course;

- discussions, trainings, round tables: group discussion of problematic issues;

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

- a summary of knowledge on the material covered: at least twice a term using information systems;

- design, implementation of term works is provided in accordance with the standard and/or working curriculum of the educational program with the aim of high-quality mastery of theoretical material by solving practical problems, carried out during the academic period.

5.3 Term works, calculation-graphical and other types of work provided for by the curriculum must be defended before the exam, if this type of work is an admission rating for a given discipline. Grades for these types of work must be taken into account when calculating the admission rating (that is, when conducting rating control) for the discipline. If in a discipline, according to the curriculum, only a term work/project is determined by the form of control, then the defense of the term work/project is carried out within the examination period. Term works/projects must undergo a preliminary anti-plagiarism check.

Students who have not passed term works/projects are not permitted to take the final control

(exam) in the relevant discipline.

At the end of the session, the unprotected course project (work) and exam are academic debt and are liquidated on a paid basis in the summer term.

5.4 With current monitoring of progress, the educational achievements of students are evaluated in points for each completed task in accordance with the syllabus (answering current classes, submitting homework, independent work) and the final result is summed up by calculating the sum of all points received within the academic period.

A similar approach is used when evaluating the educational achievements of students within the period of intermediate and final certification.

5.5 Current control of progress, as well as students' attendance in classrooms, should be provided weekly by the teachers in the IS program "Univer 2.0" in accordance with the syllabus for assigned disciplines and types of classes.

6 Midterm monitoring of academic performance

6.1 Midterm monitoring (certification) is carried out in accordance with the Academic calendar approved by the Academic Council of the university.

6.2 The timing of the formation of the midterm control by the teacher conducting lecture classes is as follows: 1 midterm control on the 8th week of the term, 2 midterm control on the 15th week of the term. The assessment of the midterm control is formed automatically from the assessments of the current control, given weekly by the teachers to students in all the disciplines and types of classes in accordance with the syllabus. Monitoring compliance with the technology for issuing midterm control grades and examination grades is the responsibility of the Registrar Office.

6.3 **Students must check their grades** using their personal account within the next academic week. The dean of the faculty is obliged to organize a review of the results of midterm control at the Faculty Council with involvement of curators and teachers of the disciplines.

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

6.5 In individual cases (due to illness, family circumstances, other objective reasons), on the basis of an order, the dean of the faculty or the head of the PED can permit a student to pass midterm control assignments on an individual schedule.

7 Intermediate certification

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

7.2 The exam schedule is approved by Vice-Rector for Academic Affairs and is brought to the attention of students and teachers 2 weeks before starting the examination period.

7.3 Students must pass all the exams and tests (if any), defend term projects/works in strict accordance with the individual curriculum.

7.4 **The form of examinations** in all the disciplines is approved by the Academic Council on the basis of submissions from departments, no later than a month before starting examinations.

7.5 To conduct computer testing, the teaching staff of the departments are required to download a set of test tasks a month before starting examinations, and the head of the department must approve them.

7.6 The number of test tasks in the discipline must be at least 30 per credit. The number of test tasks given to a student during the exam is determined by the time they are completed.

7.7 To conduct exams in written form, variants of assignments are generated in the state/Russian/English languages, approved at department meetings no later than a month before the start of the session and placed in the "Exam Materials" tab in the "Univer 2.0" IS. At the same time, measures must be taken to prevent disclosure of the contents of assignments to unauthorized

persons. Examination tasks are given to the teachers taking the exam immediately before the exam.

7.8 Heads of departments are responsible for organizing, conducting examinations and solving all the problems that arise within the period.

7.9 Changing and introducing additional exam forms during examinations is not permitted.

7.10 Topics (sections) of the discipline, questions, typical tasks and the other materials are transferred to students to prepare for exams.

7.11 Generated cards are not given to students; the discipline teacher is responsible for their safety.

7.12 The number of tasks in a written exam is determined by the maximum time it takes to conduct it but no more than 3 academic hours.

7.13 The number of cards must be 10% greater than the maximum number of simultaneously examinees in a given discipline and cover all the topics of the discipline.

7.14 Blank sheets for writing answers to examination questions are stamped in the PED/SD; their number must be 30% greater than the total number of examinees multiplied by the number of tasks in the card.

7.15 To conduct examinations, there are appointed the teachers who are assigned to lecture classes in the relevant discipline.

7.16 The presence of persons who do not take part in the examination procedure is not permitted without a written permission of Vice-Rector for Academic Affairs.

7.17 Admission to intermediate certification is generated automatically in the Univer 2.0 IS.

7.18 Admission to intermediate certification is given in case:

- 1) absence of debt on tuition fees, academic debt on prerequisites;
- 2) automatic admission to the exam in the discipline based on the assessment of the admission rating determined by the results of current and midterm monitoring of academic performance,
- 3) positive defense of the term project/work (at least 50 points), where the term project (work) is an admission rating in the relevant discipline;
- 4) the average score for two midterm tests is at least 50 points (if the defense of a term project (work) is an intermediate form of examination):

Students with academic debts, incl. for practices, as well as academic differences or debts arising as a result of reinstatement, transfer from another university, transfer from one educational program to another educational program of the University, return from academic leave, **are allowed for intermediate certification.**

7.19 Students **are not allowed for intermediate certification** if they have more than 40% absence from classroom classes in a specific discipline based on the order of the dean.

7.19.1 Valid reasons for missing classes may be:

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

7.20 The procedure for conducting intermediate certification:

7.20.1 Heads of the departments must provide a technology for conducting all the forms of examinations by experienced teachers, impersonal verification and objective assessment of examination papers.

7.20.2 Students enter the exam room using student cards and/or identification documents.

7.20.3 The teacher informs the examinees who is admitted to the exam and the procedure for conducting it, warns about the need to maintain discipline, asks about their health status, and warns about the inadmissibility of using any means to obtain correct answers to questions.

7.20.4 The teacher taking the exam is obliged to be familiarized with the attendance sheet (proctoring report when conducting an exam in remote testing mode) before the exam and inform students of their admission or non-admission to the exam.

7.20.5 Cards without a number are laid out randomly in the presence of examinees with the back side facing out.

7.20.6 To conduct the exam, a student chooses a card. After the examinee transfers the questions from the card to the answer sheet, the student indicates the code specified by the teacher on all the answer sheets. The code is recorded in the preliminary statement. This statement is submitted to the head of the department before the end of the exam.

7.20.7 The student gives a detailed answer to all the tasks. No entries are made on the answer sheets to identify the student's name, for which the examinee and the teacher are responsible.

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

7.20.9 Checked examination papers are handed over to the head of the department, who deciphers these papers.

7.20.10 The final grade is determined as the arithmetic average of the number of questions in the card. The final grade is placed on the first sheet and confirmed by the signature of the examining teacher.

7.20.11 No later than 2 hours after the end of decoding, the examining teacher enters grades into the examination sheet, incl. electronic, using a personal login and password, and generates a final statement.

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

7.21 The examinee, with the permission of the teacher, at the exam has the right to use reference and information literature, a syllabus and technical means needed to perform calculations.

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

7.23 When receiving a grade of "FX" (unsatisfactory), a student is permitted to retake the final control (exam) in accordance with the academic calendar of the university without re-passing the program of the academic discipline (module) no more than once.

7.24 In case of receiving the unsatisfactory grade corresponding to an "F" grade, the student re-enrolls in this academic discipline (module), attends all the types of training sessions, performs all the types of academic work, according to the program, and retakes the final test within the summer term on a paid basis.

7.25 To retake the exam from the unsatisfactory rating to a positive one or with a view to increasing it, a student in the summer term, on a paid basis, again attends all the types of training classes provided for by the working curriculum for this discipline, receives admission and passes the final control.

Retaking a positive grade on the final control for the purpose of increasing it within the same period of intermediate certification is not permitted.

7.26 Retaking a positive grade in the state exam in the discipline "History of Kazakhstan" for the purpose of increasing it within the same period of intermediate certification, as well as within

the summer term, is not permitted.

7.27 To repeat or to additional study a discipline, a student goes through the registration procedure for an academic discipline, after which he must obtain permission from the dean's office, enter into an agreement, pay for tuition and register an application in the Registrar Office.

7.28 In the absence of a valid reason, failure to appear for the exam is equivalent to the unsatisfactory grade, the retake of which is carried out in accordance with clause 7.27.

7.29 If a student does not appear for the exam without a good reason, a "failure to appear" mark is made in the examination sheet, which is an academic debt and is retaken within the summer term on a paid basis.

7.30 In individual cases (due to illness, family circumstances, other objective reasons), on the basis of an order, the dean of the faculty/head of the PED can permit students to take the examination session individually (early delivery or extension of the session). To do this:

- students must submit an application to the dean of the faculty/head of the PED with a request for permission to take individual examinations a week before the expected deadline for early completion of the session or a week before starting the examination period if it is extended;

- in the event of unforeseen circumstances that occur within the examination period and require its extension, students are required to immediately report the incident to the dean's office (PED head) and submit an application to extend the period with submission of supporting documents;

- the application that specifies the disciplines and reporting forms, is accompanied by documents justifying the need for an individual examination period;

- to pass examinations early, the application is sent by the dean of the faculty (head of the PED) of the graduating department to make a decision on the possibility of taking individual exams, taking into account their current performance;

- the dean of the faculty/head of the PED, based on a positive decision of the department, issues an order on early completion of the examination period that is transferred to the Registrar Office to take into account the results of examinations.

7.31 The student is required to pass all the exams on time in accordance with the order of the dean of the faculty. Copies of orders are submitted to the Registrar Office and, in case of failure to appear for the exam without a valid reason within the extension of examinations, a failure to appear will be entered in the record.

7.32 The teacher enters exam grades into the electronic sheet immediately after the exam, creates a final sheet, prints it no later than 24 hours after the start of the exam, and submits it to the dean's office of the relevant faculty / PED.

Within the period of restrictive measures, including quarantine, the declaration of a state of emergency, the occurrence of emergencies of a social, natural and man-made nature, global or regional, as well as local, the organization of intermediate certification can be carried out online or in a mixed format using distance educational technologies. In this case, the exam grade is generated automatically upon completion of the exam by the student.

Students are required to familiarize with the final grades in the discipline using their personal account within 24 hours after entering the exam results, otherwise claims about input errors will not be accepted.

7.33 If a student complains about health during an exam, the teacher must immediately send him to the University health center, where he must confirm in writing the fact of poor health on the day of the exam. If poor health is confirmed, the exam results are canceled, the sign "n/a" is indicated, and the dean of the faculty / head of the PED, by order of this student, has the right to extend the examination period.

7.34 Complaints from a student about poor health after the exam that affected his result, are not accepted by the dean/head of the PED, and the exam results do not change.

7.35 The results of exams, term projects/works, tests of students who have permission to extend the examination period or an individual examination schedule are entered into the

electronic individual examination sheet, which is generated by the RO.

7.36 Students are required to check the final grades in the transcript generated in their personal account at the end of the period. In case of discrepancies in academic performance, the student has the right to apply to the dean's office with a request to make adjustments to the certification before starting the next term.

7.37 Correction of errors that occurred when entering certification and examination data discovered after the release of the final statement is carried out on the basis of a memo from the head of the department and an explanatory note from the person who made the error. The OR, after reviewing the documents by the Vice-Rector for Academic Affairs, makes a correction.

7.38 Calculation of final grades

7.38.1 The final grade for the discipline in which the exam is provided is calculated using the formula:

$$I = \frac{A_1 + A_2}{2} \cdot 0,6 + \Theta \times 0,4, \quad (1)$$

where I is the final grade in a discipline;

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

Θ is the examination grade;

0,6; 0,4 are weight coefficients of certifications and examination.

7.38.2 The final grade in the discipline studied by the student that includes a term project/work, is the total score that consists of MC1 and MC2, as well as the grade for the defense of the term work/project.

8 Appeal procedure for midterm, intermediate and final certification

8.1 Students who disagree with the results of the midterm control, intermediate and final certification (MC, IC, T, exam) have the right to appeal based on their reasoned appeal addressed to the dean of the faculty / head of the PED submitted no later than 14.00 hours of the next working day after submitting the results to the Univer 2.0 IS database.

8.2 The appeal is carried out by the subject commission of the department the next day after filing an application on the merits of the issue being appealed in case if:

- the tasks (tests, cards, etc.) are formulated incorrectly;
- the question is not included in the curriculum of the discipline;
- the tasks in the test form do not contain a correct answer;
- there was a technical failure during computer testing, registered in an act signed by the teacher, which resulted in the loss of more than 10% of the time allotted for completing the task, confirmed by an employee of the Transformation Organization Department;
- the other reasons that influenced the exam results (emergency events, etc.).

8.3 The Appeal Commission does not have the right to ask additional questions to the student, and cannot make corrections to the written work.

8.4 The Appeal Commission has the right to satisfy the appeal and decides to add points to the grade or not to satisfy the appeal and leave the grade unchanged. It is not permitted to downward a previously assigned grade.

8.5 The Appeal Commission must provide a reasoned explanation to the student who filed the appeal, the report decision made by the Commission as a result of considering the appeal.

8.6 The results of the appeal are documented in the Minutes of the appeal commission, which is transferred to the Registrar Office for inclusion in the Univer 2.0 IS.

9 Transferring students to the next year of study

9.1 A prerequisite for transferring a student to the next year of study is that the student has completed all the academic credits in accordance with the working curriculum for the current academic year.

At the end of the summer examination period, students are required to check their grades (academic achievements) in their personal account using the Univer 2.0 IS.

9.2 The GPA is calculated by the formula:

$$GPA = \frac{\sum_{i=1}^n I_i K_i}{\sum_{i=1}^n K_i}, \quad (2)$$

where I is the final grade in the digital equivalent in the i -th discipline;

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

n is the number of disciplines.

When calculating the GPA, all the academic debts are taken into account in the numerator by zero ($I=0$), and in the denominator all the credits that are indicated in the student's IEP are necessarily taken into account.

9.3 When conducting a comprehensive exam in several disciplines, each discipline is taken into account separately.

9.4 Students who have not completed the academic credits established by the working curriculum for the current academic year, taking into account the summer term, are retained by the Rector's order to repeat the course for study on a paid basis.

9.5 All the final grades of the student, including positive results of re-taking exams, are recorded in the transcript.

9.6 Students who are holders of state educational grants and are retained for a repeated course of study are deprived of the grant and continue their further education on a paid basis according to the agreement that specifies the number of credits and the disciplines of the retaken course studied.

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

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

Applications from a student to study a discipline in order to eliminate academic debt and differences for the current period of study are formed by students in the dean's office no later than 2 weeks before starting the summer term.

The dean/head of the PED reviews the submitted application and directs the student to draw up an agreement on the provision of paid educational services in the contractual educational services sector (CESS).

Payment is made at the bank branch according to the number of credits of the discipline being passed, the payment receipt is provided to the CESS for registration.

10.2 The discipline is studied in the form of attending lectures, practical or laboratory classes in the amount of hours provided for in this discipline with ongoing, midterm control (certification), exam. Credits in the discipline are counted if a positive assessment is received based on the results of training.

10.3 If a student receives the unsatisfactory grade at the state exam in the discipline "History of Kazakhstan," he must re-enroll in this discipline, re-attend all the types of training sessions in the summer, fulfill the requirements of current control, obtain admission and retake the state exam.

10.4 To conduct classes on additional (repeated) study of the discipline, the head of the department appoints a leading teacher responsible for current monitoring and intermediate certification.

10.5 Schedules for additional training, current monitoring and intermediate certification are

developed by the departments, coordinated with the Registrar Office, approved by Vice-Rector for Academic Affairs, transmitted to the deans of faculties and posted on the University website.

10.6 Dean's offices/PED formulate a proposal for transfer from course to course, retention for a repeat course and deprivation of student grants after the end of the summer term.

10.7 The Registrar Office generates electronic or paper statements (depending on the previous grade in the discipline) and transmits statements of additional training to the departments in accordance with the schedule. The certificates must be submitted to the Registrar Office no later than 2 hours after the end of checking the examination materials. Examination materials must be retained by the department for the next academic period.

10.8 When undergoing additional training in the summer term, a student is required to attend all the types of classes, to complete and to defend the current and midterm control tasks provided for in the discipline program. If the admission rating is not achieved (lower than 50%), he is not permitted to carry out the intermediate certification, and the funds spent for training are not returned.

10.9 If a student refuses additional education in the summer term before it begins, based on the application, the cost of educational services is recalculated.

10.10 Deans of faculties / head of the PED inform students of the need to repay academic debts. The RO sends students' completed agreements to the appropriate departments.

10.11 Elimination of academic debt for a term project/work, if they are final in a given discipline, is carried out on a paid basis in the summer term.

10.12 Organization of an additional term is carried out in accordance with the principle of independent assessment of students' knowledge. The final assessment of students' knowledge in disciplines studied outside the curriculum is carried out by a lecturer who delivers lectures within the summer term.

10.13 Studying within the summer term involves the following:

- attending classes in order to master these disciplines;
- completing all the educational tasks in order to determine the rating in the discipline;
- passing the exam in the discipline with a positive mark.

10.14 The results of exams in curriculum disciplines completed during the summer term are included in the GPA.

11 Transfer of disciplines studied at the other education organizations under the other educational programs

11.1 The achieved learning results and positive grades received by students at previous levels of study and at the other organizations of formal and non-formal education are recognized with re-crediting of academic credits in accordance with the application for re-crediting. To transfer learning results, the university creates an appropriate commission. Commissions are formed at each faculty and include representatives of the departments of relevant disciplines. They are headed by the dean of the faculty.

11.2 When transferring or restoring the achieved learning results, the student's positive grades are recognized with the transfer of academic credits from one EP to another, from one education organization to another.

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

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

11.5 The transcript contains information of the training program: names of disciplines (modules), grades, number of academic credits completed.

11.6 The learning outcomes fully mastered by students within the framework of academic mobility and confirmed by a transcript, are re-credited by the university without fail.

11.7 Students, master and doctoral students who studied at foreign universities on the basis of international exchange of educational programs or partnership programs of Abylkas Saginov

Karaganda Technical University NJSC as part of academic mobility, can receive credits that they completed within the period of studying abroad, in the disciplines corresponding to the approved curriculum of the university educational program. To transfer credits, the graduating department based on the syllabuses of disciplines, establishes the equivalence of the content of courses studied at a foreign university with the curriculum of Abylka Saginov Karaganda Technical University NJSC.

12 Criteria for assessing students' knowledge

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

12.2 The “excellent” rating corresponds to the following grades: A has a digital equivalent of 4.0 and percentage of 95-100%, and A- has a digital equivalent of 3.67 and percentage of 90-94%.

This grade is given if a student has demonstrated complete assimilation of the program material and has not made any errors or inaccuracies, has completed tests and laboratory works in a timely and correct manner and submitted reports on them, has shown original thinking, in a timely manner and without any errors passed colloquiums and completed homework, was engaged in research work, independently used additional scientific literature when studying the discipline, and was able to independently systematize program material.

12.3 The “good” rating corresponds to the following grades: B+ has a digital equivalent of 3.33 and percentage of 85-89%, B has a digital equivalent of 3.0 and percentage of 80-84%, B- has a digital equivalent of 2.67 and percentage of 75-79%, C+ has a digital equivalent of 2.33 and percentage of 70-74%.

This grade is given if a student has mastered the program material at least 75% and has not made any serious mistakes in answering, completed tests and laboratory work in a timely manner and passed them without any fundamental comments, completed colloquiums and homework assignments correctly and on time without fundamental comments, used additional literature as directed by the teacher, was engaged in research work, made unprincipled inaccuracies or fundamental errors corrected by the student himself, managed to systematize program material with the help of the teacher.

12.4 The rating “satisfactory” corresponds to the following grades: C has a digital equivalent of 2.0 and percentage of 65-69%, C- has a digital equivalent of 1.67 and percentage of 60-64%, D+ has a digital equivalent of 1.33 and percentage of 55-59%, and D has a digital equivalent of 1.0 and percentage of 50-54%.

This grade is given if a student has mastered the program material at least 50%, needed the help of a teacher when completing tests and laboratory work, homework, made inaccuracies and unprincipled errors when passing the colloquium, was not active in research work, limited himself only to educational literature indicated by the teacher, and experienced more difficulty in systematizing the material.

12.5 The rating “unsatisfactory” corresponds to the following grades: FX has a digital equivalent of 0.5 and percentage of 25-49%, and F has a digital equivalent of 0 and percentage of 0-24%. Grades FX and F are given if a student has not mastered more than half of the discipline syllabus, has made fundamental errors in his answers, has not completed tasks provided for in the forms of current, intermediate and final control, has not worked through all the basic literature provided for by the program, has not attended classes and did not participate in the implementation of the work provided for by the curriculum, did not pass the current and intermediate control.

12.6 A student who has received an unsatisfactory grade in an elective discipline has the right to re-study the same discipline in the prescribed manner or replace it with another elective discipline from the same block. Replacement of discipline must be agreed upon with the advisor and the Registrar Office.

12.7 Participants in the disciplines can be both students at the University and persons who are not enrolled in the number of students at the University but have paid for training in this discipline.

12.8 According to the order on the organization of the educational process, a student who violates the rules of behavior during the exam (using cheat sheets, cell phones, being late without a good reason) is removed from the exam, he is given a grade of “F”, and he re-studies this discipline on a paid basis.

13 Selecting an educational trajectory by students

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

Individual planning of training for master and doctoral students is carried out with the participation of their scientific supervisors (advisers).

13.2 Information of elective disciplines is contained in the catalog of elective disciplines that is brought to the attention of students by graduating departments and advisers.

13.3 Educational and methodological complexes for disciplines (EMCD) according to working curricula are placed in the IS “Univer - 2.0” no later than 10 working days before starting the term in which these disciplines (modules) are studied.

13.4 Selecting disciplines (modules) must be carried out taking into account the sequence of studying the disciplines.

Deans, heads of graduating departments and advisers are responsible for timely informing students with academic debts of the possibilities of eliminating them in the summer term.

13.5 A student has the right to change the IEP within the framework of the working curriculum of the educational program before starting theoretical training within the registration period specified in the Academic calendar or during the orientation week.

14 Registration for attending training sessions

14.1 Training sessions for each discipline (module) and formation of a schedule are carried out on the basis of registration of students for the discipline (module). Students must register for a certain number of credits provided for in the curriculum of the educational program.

14.2 Registration of a student to study academic disciplines (modules) of the upcoming academic year is carried out in the Univer 2.0 IS online with methodological and advisory assistance from graduating departments after a detailed discussion of his individual learning trajectory with the advisor (supervisor/consultant), who gives clarifications on selecting disciplines in accordance with the approved curricula and the catalog of elective disciplines. Registration deadlines are indicated in the Academic Calendar.

14.3 For those newly admitted to the University, within the orientation week (freshman week), general acquaintance with the credit education system and the registration procedure for disciplines is carried out. Within the orientation week, meetings are held with representatives of the administration, deans of faculties, heads of departments, advisers, and library employees. Each student is assigned an ID number (login), under which he registers his individual curriculum through online registration for academic disciplines.

14.4 Registration of those admitted to the University is carried out before starting the first term. For this category of students, the basis for access to registration is an order for enrollment as a student of the University.

14.5 Academic flows of students are formed on the principle of a sufficient number of students enrolled in a given discipline. The required number of those registered for core disciplines is as follows:

- lectures – up to 100 people;
- practical classes – up to 30 people;
- laboratory classes – up to 19 people;

- language and creative classes – up to 15 people;
- academic flows of students in elective disciplines of specialties with a small contingent of students are formed on the principle of enrolling all students in one discipline. The total number of students in this case must be at least 16 people.

If the number of students is less than the minimum established, the discipline is not opened. Students who have registered for this discipline are warned about this and within 3 days after the end of registration they are asked to re-select the discipline. The exception is small groups of up to 15 people.

15 Students' independent work

15.1 In the conditions of credit technology of education, students, in order to fully master the educational program, perform a large amount of independent work, which is divided into two parts: independent work that is performed under the guidance of a teacher (SIWT, MIWT, DIWT), and the part that is performed completely independently.

15.2 Independent work under the guidance of a teacher is a classroom type of work for students that is performed by them in contact with the teacher according to the teacher's separate schedule. This type of work includes consultations on the most complex issues of the curriculum, homework, term projects (works), control of term works, reports and the other types of independent work assignments.

15.3 All the types of independent work must be described in the syllabus and EMCD, indicating specific tasks, assessment criteria and a schedule for submitting tasks.

16 Students' research (experimental research) work and scientific internships

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

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

16.3 To carry out research (experimental research) work, master and doctoral students, in addition to individual study plans, draw up and approve individual work plans for the entire period of study, including an individual plan for research/experimental research work; an internship plan; a dissertation topic with rationale and structure; a dissertation plan; a plan for scientific publications and scientific (professional) internships.

16.4 Scientific supervisors/consultants of master/doctoral students participate in the development and approval of individual work plans for master/doctoral students, direct their educational and research/experimental work and are responsible for the timely, high-quality completion by students of all the types of work provided for by the individual work plan.

16.5 Credits for carrying out scientific research (experimental research) work of master and doctoral students are distributed across the terms of study. At the end of each academic period, students present the results of their work at a meeting of the graduating department in the presence of a supervisor/scientific consultants.

16.6 The results of research/experimental research work of master and doctoral students are assessed on a 100-point scale throughout the entire period of study for each stage (term).

16.7 As part of research (experimental research) work and individual plans for master/doctoral students to become familiar with innovative technologies and new types of production, mandatory scientific internships are provided for at scientific organizations and (or) organizations of relevant industries or fields of activity. The OHPE, together with the organization on the basis of which the internship is taking place, approves the internship program and weekly plan. The internship is carried out by persons who have preliminary research results and (or) publications on the research topic. The internship program includes educational and scientific components.

Master students are recommended to plan undergoing a scientific internship in their second year (with the exception of master students in a specialized field with the duration of study of 1 year); doctoral students in the second or third year.

16.8 When completing an internship abroad, the internship is carried out at leading scientific organizations and education institutions included in international rankings (in the corresponding area, by subject).

16.9 When completing an internship in a foreign language, master/doctoral students are required to have a language certificate:

- English language: Test of English as a Foreign Language Institutional Testing Programm (TOEFL ITP), threshold score - at least 163 points,

- Test of English as a Foreign Language Institutional Testing Programm (Test of English as a Foreign Language Institutional Testing Program) Internet-based Test (Internet basic test) (TOEFL IBT (TOIFL IBIiTi), threshold score - at least 60,

- Test of English as a Foreign Language Paper-based testing (Test of English as a Foreign Language paper based testing) (TOEFL PBT (TOIFL PBT)), threshold score - no less than 498,

- Test of English as a Foreign Language Paper-delivered testing (Test of English as a Foreign Language Paper Delivered Testing) (TOEFL PDT (TOIFL PDT)), threshold score at least 65,

- International English Language Tests System (IELTS) threshold score – no less than 6.0;

- and/or German: Deutsche Sprachprüfung fuer den Hochschulzugang (DSH, Niveau C1/level C1), TestDaF-Prüfung (Niveau C1/level C1);

- and/or French: Test de Français International™ - Test de Français International (TFI (TFI) - not lower than level B1 in reading and listening sections), Diplome d'Etudes en Langue française - Diplome d'Etudes en Lang française (DELF (DELF), level B2), Diplome Approfondi de Langue française - Diplome Approfondi de Lang Française (DALF (DALF), level C1), Test de connaissance du français - Test de connaissance du français (TCF (TSF) – at least 50 points).

16.10 The duration of the internship is at least 14 calendar days.

16.11 The place of internships for doctoral students corresponds to the scientific area of the educational program, the topic of the doctoral dissertation and the place of work of the foreign consultant.

16.12 Internships are carried out in leading foreign scientific organizations and OHPEs that occupy the first 1000 positions in the international rankings or the first 200 positions in the relevant area (by subject).

16.13 The OHPE independently determines the timing of a doctoral student's foreign internship, and the duration of the internship is at least 30 calendar days

16.14 The main criterion for completing studies in master's/doctoral programs is the student's mastery:

- in the scientific and pedagogical master's program, at least 120 academic credits for the entire period of study, including all the types of educational and scientific activities of master students;

- in the specialized master's program 60 academic credits for the 1 year period of study and 90 academic credits for the 1.5 year period of study;

- for training Doctors of Philosophy (PhD) (doctors in the field) at least there are 180 academic credits, including all the types of educational and scientific activities.

17 Organizing and conducting practices

17.1 In the course of mastering educational programs of higher or postgraduate education, students undergo professional practices provided for by the curriculum of the programs in accordance with state compulsory education standards.

17.2 Professional practice is carried out in accordance with the approved academic calendar and individual curriculum to the extent established by the curriculum, practice program and individual curriculum.

17.3 The main and mandatory types of practice for university students are:

- bachelor's degree: training, job placement, pre-diploma;
- postgraduate education: pedagogical, research, job placement.

17.4 Bachelor's degree:

- training practice is carried out for students in all educational programs, depending on the specifics of a particular subject area and the professional competence of the future specialist. The educational practice of students can be carried out in departments of the University or at enterprises, institutions and organizations.

- job placement, pre-diploma practice of students is carried out at enterprises, institutions and organizations that are bases of practice in accordance with existing agreements on the provision of a base of practice. Practical training programs must be consistent with practice bases.

17.5 Postgraduate education:

- pedagogical practice is carried out with the aim of preparing for scientific and pedagogical activities in a higher educational institution, acquiring and consolidating skills in practical activities for the implementation of the educational process in higher education, including teaching special disciplines, organizing the educational activities of students, scientific and methodological work in the discipline. Pedagogical practice can be carried out during the period of theoretical training without interruption from the educational process;

- research practice is carried out with the aim of studying the latest theoretical, methodological and technological achievements of domestic and foreign science, as well as consolidating practical skills, applying modern methods of scientific research, processing and interpreting experimental data in dissertation research;

- job placement is carried out with the aim of consolidating theoretical knowledge acquired in the learning process, acquiring practical skills, competencies and professional experience in the master's educational program being taught, as well as mastering best practices.

17.6 All the types of practice are carried out in accordance with the practice programs that contain the basic requirements for completing practices. The programs are developed by the graduating department, taking into account the profile of the educational program, the nature of the enterprise, organization, and place of practice. The program of pedagogical practice of postgraduate education is being developed by the APK&SHD Department. All the types of practice programs are approved by Vice-Rector for Academic Affairs.

17.7 Organization of practice at all the stages should be aimed at ensuring continuity and consistency in the students' mastery of professional skills in accordance with the requirements for the graduate's level of training.

17.8 The number of credits corresponding to each type of practice is determined by the curriculum of educational programs. Students register for the appropriate type of practice and include it in their individual training plan.

17.9 The timing of the practice is established by the University in accordance with the curriculum, schedules of educational processes of educational programs, the Academic Calendar, taking into account the capabilities of the educational and production base of the University and enterprises.

17.10 Students have the right to search independently for a base of professional practice and initiate the conclusion of a practice agreement, provided that the intended base of practice corresponds to the profile of the educational program and the expected learning outcomes of the program in terms of the formation of practical skills and abilities.

17.11 Heads of practice are responsible for the timely, high-quality organization of students' professional practices, control the timely completion of practice diaries by trainee students, advise students on all issues related to the internship, and certify the results of the practice with the entry of grades into statements in the Univer IS system.

17.12 Based on the results of the practice, a student submits a written report, in accordance with the guidelines and practice programs, on the implementation of the professional practice program, and a diary report on the professional practice.

17.13 The results of pedagogical practice are discussed at the final conference, where students make reports and messages. The final grade for pedagogical practice is assigned by a commission that includes the teachers in pedagogy, psychology and the head of practice from the graduating department.

17.14 General results of practice are summed up at final conferences at departments with the participation of representatives of practice bases. Evaluation of the students' practice results is equal to grades for theoretical training, is taken into account when considering the award of a scholarship and when calculating the overall GPA and transferring it to the next year of study and is entered into the practice report.

17.15 The final assessment for practice is determined as the assessment of the head of practice from the enterprise (40%) and the assessment of the head of practice from the department for defending the report (60%). All the practice grades (from the enterprise and university) are recorded in the student's diary and in the practice report.

17.16 The assessment for pedagogical practice is given by the head of practice and approved by the commission that is formed at the department that is responsible for organizing and conducting pedagogical practice.

17.17 In case of receiving an "unsatisfactory" grade or failure to attend pedagogical practice, a student on a paid basis during the summer term re-takes it according to the teaching practice program.

18 Organizing and conducting the state exam on History of Kazakhstan

18.1 Students of all bachelor's educational programs take the state exam in the discipline History of Kazakhstan upon completion of its study, in the same academic period.

18.2 The state exam is organized by the History of Kazakhstan department that conducts classes in the academic discipline History of Kazakhstan, the DAA and the Registrar Office.

18.3 To conduct the state exam in the discipline History of Kazakhstan, the department, based on the standard curriculum for this discipline, develops a uniform working curriculum for all the modes of training and educational programs.

18.4 The state exam in the discipline History of Kazakhstan is conducted in the form of a written exam and an oral answer, as it is approved by the decision of the Academic Council of the university.

Within the period of restrictive measures related to the pandemic, it is permitted to take the state exam in the test form with the obligatory completion of the proctoring procedure for students and members of the State Examination Committee.

18.5 To take the state exam in the discipline History of Kazakhstan, on the recommendation of the dean of the faculty, a State Examination Commission (hereinafter referred to as the SEC) is formed for the academic year.

18.6 The Chairman and members of the State Examination Commission for the discipline History of Kazakhstan are approved by the Rector's order based on the decision of the Academic Council.

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

18.8 The results of the state exam are assessed according to the point-rating letter system for assessing students' knowledge.

In this case, the final grade is given taking into account the assessment of the admission rating and the assessment of the state exam. The assessment of the state exam admission rating is 60% of the final assessment of knowledge in the discipline.

18.9 If a student receives an "unsatisfactory" grade in the state exam in the discipline History of Kazakhstan, he (she) re-enrolls in this discipline on a paid basis within the summer term, re-

attends all the types of training sessions, fulfills the requirements of current control, receives admission and retakes the state exam.

18.10 Retaking a positive grade in the state exam in the discipline History of Kazakhstan for the purpose of increasing it within the same period of intermediate certification, as well as within the summer term, is not permitted.

18.11 A student who disagrees with the result of the state exam submits an appeal no later than the next day after the state examination.

18.12 To conduct an appeal for the discipline History of Kazakhstan, by the Rector's order, an Appeal Commission is formed from among experienced teachers in this discipline.

18.13 The results of passing the state exam in the discipline History of Kazakhstan are taken into account when summing up the results of the examinations in which its passing is provided.

18.14 Upon completion of the state exam, the Chairman of the State Examination Commission draws up a report on the work of the State Examination Commission that is discussed and approved at a meeting of the Academic Council of the University.

18.15 The program of the state exam in the discipline History of Kazakhstan is developed and reviewed by the department, approved by the Faculty Quality Assurance Committee, recommended by the Academic Council, and approved by the decision of the Academic Council.

19 Academic mobility of students

19.1 The purpose of external academic mobility of students of Abylkas Saginov Karaganda Technical University is to improve the quality of training and subsequent employment of students, to participate in the international system of higher education and international scientific research, to ensure the competitiveness of students in the international labor market, as well as to strengthen the prestige of Karaganda Technical University Technical University in the educational market, achieving greater compatibility of Kazakh and foreign higher education systems.

The following persons can apply to study under the academic mobility program:

- the 2nd and 3rd year bachelor students, the other exceptions are considered with the permission of the faculty dean;

- the 1st year master students (scientific and pedagogical trajectory) who have completed one academic term, the other exceptions are considered with the permission of the head of the PED.

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

19.3 External academic mobility of students can be carried out:

- according to the programs of the Ministry of Science and Higher Education of the Republic of Kazakhstan;

- within the framework of contracts and agreements on cooperation between Abylkas Saginov Karaganda Technical University NJSC and foreign educational organizations;

- in accordance with agreements, contracts, grants, projects concluded by Abylkas Saginov Karaganda Technical University NJSC within the framework of international scientific and educational activity programs;

- on the basis of personal invitations received from foreign educational, scientific and public organizations, etc.;

- on the students' own initiative.

19.4 The basis for international academic mobility of students is an official invitation from a foreign university signed by the host university, a tripartite agreement for training and the student's individual curriculum, which indicates all the disciplines mastered at the host university and the disciplines of the Abylkas Saginov Karaganda Technical University NJSC, including those in remote format.

19.5 Sending students to study abroad as part of academic mobility is carried out at the expense of:

- 1) funds from the republican budget;

- 2) extra-budgetary funds of Abylkas Saginov Karaganda Technical University NJSC;
- 3) grants from employers, social, academic and scientific partners, international and domestic funds and scholarships;
- 4) personal funds of students.

19.6 The main criteria for selecting applicants are as follows:

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

19.7 Selecting applicants for training within the framework of academic mobility at the expense of the funds specified in subparagraphs 2), 3) and 4) of paragraph 19.5 and approval of the list of nominees is carried out on the basis of the decision of the Meeting of the Expert Council of Abylkas Saginov Karaganda Technical University NJSC.

Referral to study under the academic mobility program within the framework of state-funded programs is carried out in accordance with the Rules for referral to study abroad, including within the framework of academic mobility, approved by order of the Minister of Education and Science of the Republic of Kazakhstan dated November 19, 2008 No. 613 .

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

19.9 The Chairman of the Applicant selection Commission is the Chairman of the Board, Rector. All the members of the Applicant Selection Commission, including the Chairman, have equal votes when making decisions. A meeting of the Commission is considered valid if at least half of the Commission members are present.

19.10 Selecting applicants by the Commission is carried out in accordance with the criteria for the selection of applicants for studying abroad as part of academic mobility.

19.11 Applicants for participation in the competition for studying abroad as part of academic mobility at the expense of the republican budget submit the documents provided for by the standard of the state service “Acceptance of documents for participation in the competition for studying abroad as part of academic mobility”.

19.12 The Selection Commission reviews the submitted documents of applicants and through open voting compiles the main and reserve lists of students within the framework of academic mobility.

19.13 If an applicant from the main list refuses to travel for training, he is replaced according to the order of the reserve list.

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

The minutes, audio and video recordings of the meetings of the Commission are stored in the archives of the University for at least one year from the end of the competition.

19.15 When selecting applicants for training within the framework of academic mobility at the expense of the Republican budget, with equal scores, preference is given to (in the following sequence):

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

19.16 In cases where students take part in the external academic mobility program at the expense of funds other than the republican budget, a competitive selection takes place in the manner established by the Expert Council of the Abylkas Saginov Karaganda Technical

University. Selecting applicants and approval of the list of nominees is carried out on the basis of the decision of the meeting of the Expert Council, which is openly presented on the website of Abylkas Saginov Karaganda Technical University.

19.17 Organization of training for students during external academic mobility in traditional and distance formats is carried out between the supervising department and the CIC.

19.18 A student can participate in external academic mobility only if he has previously completed an IEP that includes disciplines planned to be studied by students at a foreign university, including the use of distance learning technologies. At Abylkas Saginov Karaganda Technical University, the transfer of training to the distance learning format should not exceed 20% of the total academic credits for the entire period of study.

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

19.20 The student has the right to submit an application to change the elective disciplines of the approved IEP by email (or other means) to Vice-Rector for Academic Affairs no later than 2 weeks after starting studies at a foreign university.

19.21 In case of receiving positive grades in the IEP disciplines at a foreign university, the faculty does not have the right to demand to pass elective disciplines of Abylkas Saginov Karaganda Technical University that were excluded from the curriculum studied during the formation of a new IEP before sending the student to study at a foreign university .

19.22 In case of receiving unsatisfactory grades in the disciplines of a foreign university, and if there is no possibility to liquidate this debt at the place where they were received, an IEP is compiled that consists of disciplines of Abylkas Saginov Karaganda Technical University. The liquidation of these disciplines by Abylkas Saginov Karaganda Technical University is carried out on a paid basis.

19.23 When forming an IEP, if it is impossible to replace a discipline (a number of disciplines) of Abylkas Saginov Karaganda Technical University with disciplines planned for studying at a foreign university in a traditional format, the distance learning form is determined that is carried out by the supervised department.

19.24 Credits acquired from a foreign university are included in the student's current rating only if there is a transcript indicating the differentiated grade, the number of credits and the number of hours. The transcript is provided at Abylkas Saginov Karaganda Technical University in three languages (state, Russian, English). If a transcript is not available in any language, a notarized translation is provided.

19.25 In case of refusal to participate in the academic mobility program, the student must submit an application for refusal within 3 (three) working days.

19.26 Responsibility of students, departments, ECTS coordinators, deans of faculties, CIC, Registration Office.

19.27 A student of Abylkas Saginov Karaganda Technical University sent to study at a foreign university who has successfully passed the selection has the right to study at a foreign university under the academic mobility program at the expense of republican funding only once.

19.27.1 In this case, a student of Abylkas Saginov Karaganda Technical University must take into account the following:

- students of the Abylkas Saginov Karaganda Technical University sent to study at a foreign university, obtain a visa independently by applying to the consular offices of foreign states in the Republic of Kazakhstan;
- students of Abylkas Saginov Karaganda Technical University sent to study at a foreign university receive medical insurance independently by contacting insurance companies in the Republic of Kazakhstan;
- the departure of a student abroad without proper paperwork due to his fault is a violation of the internal regulations and Charter of Abylkas Saginov Karaganda Technical University;

- a student's stay abroad beyond the period stipulated by the order without proper paperwork, through the fault of the student, is a violation of the internal regulations and charter of Abylkas Saginov Karaganda Technical University;

- the period of stay abroad is determined by passport control marks when crossing the border of the Republic of Kazakhstan;

- cancellation of travel abroad is formalized by an appropriate order.

19.27.2 Abylkas Saginov Karaganda Technical University student during the period of training under the academic mobility program:

- maintains contact with the ECTS coordinator, with the CMS during his stay at the partner university;

- undergoes training in disciplines subject to training at Abylkas Saginov Karaganda Technical University with the help of DOT in accordance with the approved IEP;

19.27.3 Students of Abylkas Saginov Karaganda Technical University after mobility should:

- submit an application to the CIC for return from studying under the academic mobility program no later than 2 days upon return/after completion of studies at a foreign university;

- provide the dean's office with a copy of the transcript confirming the results of the studies no later than 2 days after completion of studies at a foreign university;

- submit an application to the dean's office to extend the session and to approve an individual exam schedule;

in this case has the right to apply:

- on the inclusion of the studied discipline (a number of disciplines) in the number of disciplines of the educational program of the current and future periods;

- on the inclusion of the studied discipline (a number of disciplines) in the list of disciplines in the diploma supplement and/or on crediting as additional credits in addition to the standard number of credits of the basic curriculum of the field of study with the possibility of being taken into account in the cumulative rating of the current or future period.

19.27.4 The departments of Abylkas Saginov Karaganda Technical University, based on materials provided by the Center of International Cooperation and students:

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

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

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

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

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

- are responsible for the compliance of the content of the disciplines mastered by students studying at a foreign university with the disciplines at Abylkas Saginov Karaganda Technical University;

- make records of grades in the Univer 2.0 IS, the examination sheet and the student's grade book in the form of "pass/fail (on a 100-point scale)" or in the form of differentiated grades "excellent", "good", "satisfactory" (100 each -point scale) in case of an exam or differentiated test;

- exercise control over the inclusion in the supplement to the diploma of higher professional education a record of disciplines studied additionally during training under the academic mobility program at the student's request;

- in the event of a discrepancy between the academic calendar at the partner university and the academic calendar at Abylkas Saginov Karaganda Technical University, the department has the right to assign individual dates for the internship and examination session based on the order;

- upon returning from the partner university, the student presents a document on the results of training (original transcript/extract) and the department provides the registration office with a list of studied disciplines in three languages, indicating the credits taken in the disciplines and the final grades.

19.27.5 The ECTS coordinator of academic mobility programs at the department:

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

- together with the student, draws up an IEP;

- is responsible for the compliance of the content of disciplines mastered by students under academic mobility programs at a foreign university with the disciplines of Abylkas Saginov Karaganda Technical University;

- together with the Registrar Office, organizes certification of the student in the part of the IEP to be mastered at Abylkas Saginov Karaganda Technical University;

- enters data of students under the external academic mobility program into DLT groups in the Univer 2.0 IS;

- assigns disciplines and teachers of the graduating department to be studied in the Univer 2.0 IS for students under the external academic mobility program in accordance with the IEP;

- ensures the assignment of disciplines and teachers of general education departments to students under the external academic mobility program in accordance with the IEP in the Univer 2.0 IS;

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

19.27.6 Dean of the faculty:

- coordinates the IEP, together with the student, department, CIC and DAA;

- monitors the timely submission of current grades, milestone controls and final certification of students under the academic mobility program in the Univer 2.0 IS in accordance with the approved IEP of the student;

- requires students to provide a transcript/extract from a partner university within 2 days after completion of training (from the date of receipt of a document confirming the results of training from the partner university) at a foreign university under the academic mobility program;

- in case of a discrepancy between the terms of study at the partner university, he has the right, based on the order, to assign the student individual deadlines for passing the session within 2 weeks from the moment of arrival from the partner university based on the student's application and submitted documents;

- assigns a scholarship in accordance with the presented results of study at the university and makes recalculation;

- presents a copy of the transcript to the registration office, which is attached with a memo from the dean.

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

19.27.7 Center of International Cooperation:

- carries out general coordination of work in sending a student of Abylkas Saginov Karaganda Technical University to a foreign university as a participant in external academic mobility;

- advises students of Abylkas Saginov Karaganda Technical University and ECTS coordinators for academic mobility of departments on the organization of external academic mobility;
- maintains contacts with the host party on issues of organizing external academic mobility;
- informs students, departments and faculties of the possibilities of academic mobility programs;
- organizes selecting students together with the Department of Foreign Languages and the Expert Council to nominate students to foreign universities who travel at their own expense;
- organizes the work and coordination of the work of the Commission for the selection of students to nominate students to foreign universities traveling at the expense of the republican budget;
- provides assistance in drawing up and signing a Study agreement between the student, the foreign university and Abylkas Saginov Karaganda Technical University;
- prepares a memo addressed to the Executive Director Abylkas Saginov Karaganda Technical University on sending students to study at a foreign university based on the results of Extracts from the minutes of the Meetings of the ES on the selection of students and the Selection Commission;
- prepares a draft order for sending a student to study at a foreign university that indicates a document on cooperation, the full name of the host foreign university, duration and terms of study. The order for sending to study is accompanied by a document on cooperation, an invitation from a foreign university, a calculation and signed by the dean of the faculty/head. department, director of the DAA and head of the CIC individual curriculum, memo of the CIC;
- coordinates orders for sending students to study at a foreign university with the deans of faculties, the director of the DAA/head of the PED, the chief accountant and the executive director;
- maintains statistical records of students of Abylkas Saginov Karaganda Technical University within the framework of external academic mobility;
- forms a database of foreign universities that accept students of Abylkas Saginov Karaganda Technical University for training as participants in external academic mobility;
- centrally transfers IEPs with orders to the Registrar Office.

19.27.8 Registrar Office:

- on the basis of the student's generated IEP, indicating the disciplines studied at the partner university and at Abylkas Saginov Karaganda Technical University, using DLT in three languages, forms the student's working curriculum in the Univer 2.0 IS;
- upon completion of training, the Registrar Office ensures that grades are entered (according to a 100-point system) into the Univer 2.0 IS database based on a memo from the dean's office with the provision of a copy of the document confirming the learning results (transcript).

19.28 Foreign citizens are accepted for study as part of incoming academic mobility, no earlier than the second year of study, in accordance with interuniversity memorandums and agreements on academic exchange, a tripartite agreement on study. At the end of the academic period, the registrar's office issues a transcript to foreign students indicating the completed educational programs in the form of credits with grades. Foreign students admitted to Abylkas Saginov Karaganda Technical University under academic mobility programs are required to comply with the requirements of the Law of the Republic of Kazakhstan "On the Legal Status of Foreigners", the Law "On Migration", "Rules of Entry and Stay of Foreign Citizens in the Republic of Kazakhstan, as well as their departure from the Republic of Kazakhstan" and the internal regulations established at Abylkas Saginov Karaganda Technical University.

20 Final certification of bachelor students

20.1 The purpose of final certification is to assess the learning outcomes and mastered competencies achieved upon completion of studying the educational program (EP) of higher education.

20.2 Final certification (FC) of bachelor's degree students is performed out in the form of writing and defending a thesis/project. In this case, the thesis/project is aimed at identifying and assessing the graduate's analytical and research abilities.

20.3 Instead of a thesis/project, it is permitted to take two comprehensive exams for the following categories of persons:

- 1) those undergoing long-term treatment in a hospital for health reasons;
- 2) with special educational needs, including disabled children, disabled people since childhood, disabled people of group I;
- 3) pregnant women or raising children under 2 years of age;
- 4) foreign students.

The other cases of replacing a thesis/project with comprehensive exams are not permitted.

In this case, a student writes an application addressed to Vice-Rector for Academic Affairs and submits corresponding supporting document.

20.4 The list of basic and major disciplines in which a comprehensive exam is taken is approved by the decision of the Faculty Quality Assurance Committee based on the submission of the graduating department.

20.5 The comprehensive exam in the EP is conducted according to a program developed by the university based on the curriculum of the disciplines.

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

20.6 Students who have fully mastered the educational program in accordance with the requirements of the State Educational Standard, working and individual curricula and working study programs (syllabus) are admitted to final certification.

20.7 A graduate student who has not fulfilled the requirements of the educational program, working and individual curricula and working study programs, by the order of Vice-Rector for Academic Affairs, on the basis of the dean's proposal, is not permitted to take final certification and is left for a repeat course of study on a paid basis.

20.8 To conduct final certification of students, a certification commission (CC) is formed for educational programs or areas of training.

20.9 The work schedule of the CC is drawn up by the graduating department, approved by the Vice-Rector for Academic Affairs, agreed upon with the Chairman of the CC and made available to the general public no later than two weeks before starting final certification.

20.10 The competence of the Certification Commission includes:

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

20.11 The Chairman and composition of the CC are approved by the order of Vice-Rector for Academic Affairs based on the decision of the Academic Council of the University no later than January 10 of the current academic year and is valid during the current calendar year.

20.12 The composition of the CC is formed from among professors, associate professors, highly qualified specialists corresponding to the graduates' areas. The quantitative composition of the CC at the University is at least 5 people.

20.13 The work of the CC is carried out in accordance with the Academic Calendar.

The duration of CC meetings should not exceed 6 (six) academic hours per day.

20.14 The thesis/project supervision is carried out by the teachers of the relevant area and/or specialists working in the field of training with at least 10 years of work experience.

The scientific supervisor of the thesis/project is approved by the order of Vice-Rector for Academic Affairs of the University and is assigned to each student with indicating the topic based on the decision of the Academic Council of the University.

20.15 Students' theses (projects) are checked for the presence of borrowed material and the use of texts with synonymous replacement of words and expressions without changing the meaning (paraphrase), including the use of text translated from another language (hereinafter referred to as borrowings).

Checking theses/projects for plagiarism is carried out by the University. The University develops, approves and ensures compliance with the procedure for checking for the presence of borrowings.

20.16 Admission of students to the final certification is issued on the basis of clauses 20.6, 20.15 and presentation of the faculty dean in the form of a list indicating surnames, first names, patronymics (if any), specialties/educational programs of students before starting final certification.

20.17 No later than five working days before starting the defense of the thesis/project, the head of the department ensures control over provision of the following documents to students at the CC:

1) a review from the supervisor of the thesis/project that gives a reasoned conclusion "permitted for defense" or "not permitted for defense";

2) a review to the thesis/project that provides a comprehensive description of the thesis (project) submitted for defense and a reasoned conclusion indicating the grade according to the point-rating letter system for assessing knowledge and the possibility of awarding an academic degree "Bachelor" or assigning qualifications in the relevant specialty /EP;

3) certificates confirming that the thesis/project has been checked for plagiarism;

4) original thesis/project.

If an incomplete list of documents is provided, the student is not permitted to defend.

20.18 A student who has not passed the established level for plagiarism is not permitted to defend by the order of Vice-Rector for Academic Affairs based on recommendation of the deans and heads of departments.

20.19 When completing a thesis/project in a scientific field, materials characterizing the scientific and practical value of the completed thesis/project, informal reviews, written opinions of organizations carrying out practical activities in the profile of the thesis/project, certificates of implementing the results of scientific research are submitted to the CC, as well as layouts, samples of materials, products, etc.

20.20 A student defends his thesis/project with a positive review from the supervisor and one review from a specialist corresponding to the area of the work/project being defended.

If the supervisor gives a negative conclusion "not permitted for defense," the student is not permitted to defend his thesis/project.

A student is permitted to defend his thesis/project with both a positive and negative conclusion from the reviewer.

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

20.22 A review to the thesis/project is issued by external organization specialists whose qualifications correspond to the area of the thesis/project being defended.

20.23 Based on the results of the thesis/project defense (comprehensive exams), grades are given according to a point-rating system for assessing students' knowledge, taking into account the level of theoretical, scientific and practical training of the student, as well as reviews of the supervisor and reviewer.

20.24 The results of the defense of the thesis/project (passing comprehensive exams) are announced on the day of their conducting after signing the minutes of the CC meeting.

20.25 Each meeting of the CC is documented in minutes.

20.26 The CC meeting minutes are kept individually for each graduate.

20.27 The minutes is filled out by the secretary of the CC who is approved as a member of the Commission not having the right to vote.

20.28 The decisions on the assessment of defending theses (projects), (comprehensive examinations), as well as on the award of a degree or qualification and issuance of a diploma (without honors, with honors) are made by the CC at a closed meeting by open voting by a simple majority of votes of the CC members participating in the meeting. In case of an equal number of votes, the Chairman of the Commission has the casting vote.

20.29 The minutes of the CC meeting are stored in the archives of the University in accordance with the requirements of the Law of the Republic of Kazakhstan dated December 22, 1998 “On the national archival fund and archives”.

20.30 A student who does not appear for final certification for a good reason writes a statement in any form addressed to the Chairman of the CC, presents a document confirming the good reason, and, with the permission, defends his thesis/project (passes comprehensive exams) on another day of the CC meeting.

20.31 A student who does not agree with the results of the final certification submits an appeal to the Chairman of the Appeal Commission no later than the next working day after it is held.

20.32 To conduct an appeal, by the order of Vice-Rector for Academic Affairs of the University, an Appeal Commission is formed that operates within the academic year. It is formed from among experienced teachers whose qualifications correspond to the specialty area, no later than a month before starting final certification.

20.33 Within 24 hours, the Appeal Commission considers the student’s appeal application and makes a decision to review the results of final certification.

20.34 The documents submitted to the CC regarding one’s health status after receiving an unsatisfactory assessment will not be considered.

20.35 Repeatedly taking a comprehensive exam or defending a thesis/project in order to increase a positive grade is not permitted.

20.36 Retaking a comprehensive exam, as well as re-defending a thesis/project, for persons who received an “unsatisfactory” grade, is not permitted within this period of final certification.

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

20.38 A student who received an “unsatisfactory” grade in the final certification is expelled by the order of Rector as “not fulfilling the requirements of the educational program: not defending a thesis/project or “not fulfilling the requirements of the educational program: not passing a comprehensive exam” with the issuance of a transcript.

A person who has not passed final certification has the right to receive admission to the repeated final certification (defense, examination) during the current and subsequent work of the relevant CC by submitting an application addressed to Rector of the University for admission to the repeated final certification no later than a month before starting final certification.

20.39 Admission to repeated final certification is issued by the order of Vice-Rector for Academic Affairs.

20.40 Repeated final certification of a student is conducted only on those forms in which he received an unsatisfactory grade in the previous final certification.

20.41 The list of disciplines submitted for comprehensive examinations for persons who have not passed these exams is determined by the curriculum in force in the year the student completed the theoretical course.

20.42 A student who has passed final certification and confirmed completion of the educational program of higher education, by the Certification Commission decision, is awarded a

bachelor's degree in the relevant educational program and is issued a free diploma with an appendix.

20.43 A Supplement to the diploma (transcript) indicates the latest grades according to the point-rating letter system for all types of academic work, indicating their volume in academic credits and hours.

20.44 A student in an educational program of higher education who has final grades A, A – “excellent”, B-, B, B+, C+ “good” in academic disciplines and the other types of educational activities with a grade point average (GPA) of at least 3.5, as well as those who have passed the state exam in the disciplines “History of Kazakhstan”, “Modern History of Kazakhstan”, or defended their thesis (project) with grades A, A - “excellent”, are issued a diploma with honors (excluding grades on additional types of training).

At the same time, a student who retakes the final control (exam) throughout the entire period of study will not be issued a diploma with honors.

20.45 At the end of the CC work, the Chairman generates a report on the results of final certification of bachelor' degree students, which is discussed and approved within a month at a meeting of the Academic Council of the University.

20.46 Based on the results of final certification, an order is issued by Rector of the University to graduate students who have completed training in the relevant specialty/educational program of higher education and have successfully passed the final certification, with the award of a bachelor's degree or qualification in the relevant specialty/educational program.

20.47 The University approves the forms and requirements for filling out educational documents of its own standard.

20.48 A list of graduates who have completed educational programs of higher education with indicating their last names, first names, patronymics (if any), educational programs and numbers of issued diplomas, signed by Rector, is submitted to the authorized body in the field of education within a month after the issuance of the relevant order, and is also posted on the University website.

21 Final certification of master and doctoral students

21.1 The purpose of final certification is to evaluate the learning outcomes and mastered competencies achieved upon completion of studying the educational program of higher education.

Final certification (FC) of master's degree students is carried out in the form of preparation and defense of a master's thesis or project.

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

Defense of a master's thesis (project) includes writing a master's thesis (project) and the defense procedure. At the same time, the master's thesis (project) is aimed at identifying and assessing the analytical and research abilities of the graduate.

21.2 To prepare and to write a master's thesis (project), the educational program provides for research/industrial practice. The topics of master's theses (projects) must fully comply with the approved topics specified in the order. The supervision of research practice is as a rule carried out by the scientific supervisor of the master's thesis (project). Correction of the topics of master's theses (projects) is carried out before completing research/industrial practice in the first year of study.

21.3 The scientific supervisor of the master's thesis (project) is approved by the order of Vice-Rector for Academic Affairs for each student with indicating the topic based on the decision of the Academic Council of the University within two months after admission to the University.

21.4 Supervision of master's theses (projects) is carried out by specialized teachers and (or) specialists corresponding to level 7 of the national qualification framework with the work experience of at least 5 years or level 8 of the national qualification framework with the work experience of at least 3 years. Carrying out scientific supervision of master's students by a teacher who has the academic degree “Candidate of Science”, or “Doctor of Science”, or “Doctor of

Philosophy (PhD)”, or “Doctor in Specialty”, or the academic degree “Doctor of Philosophy (PhD)”, or “ doctor in the field”, corresponding to the requested area, with at least three years of experience in scientific and pedagogical work, who is the author of 5 scientific articles over the past five years in editions included in the List of scientific editions recommended for publication of the main results of scientific activity, approved by the authorized body in the field of education and science and 1 scientific article in an international peer-reviewed scientific journal that has an impact factor according to JCR data or indexed in one of the Science Citation Index Expanded databases, Social Science Citation Index or Arts and Humanities Citation Index in the Web of Science Core Collection or a CiteScore percentile score of at least 25 in the Scopus database.

21.5 To conduct final certification of students, a certification commission (CC) for educational programs is formed.

21.6 The competence of the Certification Commission includes:

- 1) checking the level of compliance of theoretical and practical training graduates with the established requirements of educational programs;
- 2) awarding the graduate a master’s degree in the relevant specialty;
- 3) developing proposals aimed at further improving the quality of personnel training.

21.7 The Chairman and members of the CC are approved by the order of Vice-Rector for Academic Affairs based on the decision of the Academic Council of the University and is valid during the current calendar year.

21.8 The composition of the CC is formed from a number of professors, associate professors, highly qualified specialists corresponding to the profile of the graduates. The quantitative composition of the CC at the University is at least 5 people.

21.9 No later than two weeks before starting final certification, an order is issued by Vice-Rector for Academic Affairs on admission to the final certification based on the presentation of the head of the PED. Students who have fully mastered the educational program in accordance with the requirements of the State Educational Standard, working and individual curricula and working study programs (syllabus) are permitted to take final certification.

21.10 A graduate student who has not fulfilled the requirements of the educational program, work and individual curricula and work study programs, by the order of Vice-Rector for Academic Affairs on the basis of a proposal from the head of the PED, is left for a repeated course of study on a paid basis.

21.11 The work schedule of the CC is drawn up by the graduating department, approved by Vice-Rector for Academic Affairs, agreed with the Chairman of the CC and brought to the general attention no later than a month before starting CC.

21.12 Master's theses (projects) of students are checked by the PED for the presence of borrowed material and the use of text with synonymous replacement of words and expressions without changing the meaning (paraphrase), including the use of text translated from another language (hereinafter referred to as borrowings) a month before defense according to the approved schedule.

21.13 A student who has not passed the established level for plagiarism is not permitted to defend by the order of Vice-Rector for Academic Affairs on the basis of a proposal from the head of the PED and heads of departments.

21.14 No later than five working days before starting the defense of master’s theses (project), the head of the PED ensures control over the provision of the following documents to students in the CC:

- 1) review of the supervisor of the master’s thesis (project), who gives a reasoned conclusion “permitted for defense” or “not permitted for defense”;
- 2) a review of the master’s thesis (project), who provides a comprehensive description of the master’s thesis (project) submitted for defense and a reasoned conclusion indicating the grade according to the point-rating letter system for assessing knowledge and the possibility of awarding

an academic degree of the “master” or assigning qualifications according to the corresponding specialties;

3) certificate of passing the check of the master's thesis (project) on the scientific subject of plagiarism.

21.15 When completing a master's thesis (project) in a scientific area, the CC is provided with materials characterizing the scientific and practical value of the completed master's thesis (project), informal reviews, written opinions of organizations carrying out practical activities in the profile of the master's thesis (project), certificates or implementation certificates results of scientific research, models, samples of materials, products, etc.

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

21.17 A master student defends his master’s thesis (project) with a positive review from the supervisor and one review from a specialist corresponding to the area of the work (project) being defended.

If the supervisor gives a negative conclusion “not permitted for defense,” the student is not permitted to defend his master’s thesis (project).

The student is permitted to defend a master's thesis (project) with both a positive and negative conclusion from the reviewer.

21.18 A student not admitted to defense in accordance with paragraphs 16, 17, 20, by the order of Vice-Rector for Academic Affairs based on the dean’s proposal is left for a repeated course of study with the right to undergo final certification in the next academic period on a paid basis.

21.19 Reviewers of the master's thesis (projects) are approved by the order of Vice-Rector for Academic Affairs in a general list upon the proposal of the head of the PED and the head of the graduating department with indicating the place of work, the position held and education (academic degree in the specialty, basic education according to the postgraduate diploma).

21.20 Review of the master's thesis (project) is carried out by external specialists from organizations whose qualifications correspond to the area of the master's thesis (project) being defended.

21.21 Based on the results of the defense of the master's thesis (project), grades are given according to a point-rating system for assessing students' knowledge, taking into account the level of theoretical, scientific and practical training of the student, as well as reviews of the supervisor and reviewer.

The results of defending the master's thesis (project) are announced on the day of the defense after the signing of the graduate's minutes.

21.22 Each meeting of the CC is documented in minutes.

21.23 The CC meeting minutes are kept individually for each graduate.

21.24 The minutes are filled out by the secretary of the CC approved as a member of the commission but not having the right to vote.

21.25 The decisions on the assessment of a master's thesis (projects), as well as on the award of a degree or qualification and the issuance of a diploma of its own sample, are made by the CC at a closed meeting by open voting by a simple majority of votes of the CC members participating in the meeting. In case of an equal number of votes, the Chairman of the Commission has the casting vote.

21.26 The minutes of the CC meetings are stored in the archives of the University in accordance with the requirements of the Law of the Republic of Kazakhstan dated December 22, 1998 “On the national archival fund and archives”.

21.27 A student who does not appear for final certification for a good reason writes a statement in any form addressed to the Chairman of the CC, submits a document confirming the good reason, and, with his permission, defends his master’s thesis (project) on another day of the CC meeting.

21.28 A student who does not agree with the results of the final certification submits an application for an appeal addressed to the Chairman of the Appeal Commission no later than the next working day after its completion.

21.29 To conduct an appeal, by the order of Vice-Rector for Academic Affairs of the University, an Appeal Commission is formed, that operates within the academic year, from among experienced teachers whose qualifications correspond to the specialty profile, no later than a month before starting CC.

21.30 The Appeal Commission within 24 hours considers the student's appeal application and makes a decision to review the results of final certification.

21.31 The documents submitted to the CC on the health status after receiving an unsatisfactory assessment will not be considered.

21.32 Repeated defense of a master's thesis (project) to persons who received an "unsatisfactory" grade in order to increase the positive grade is not permitted.

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

21.34 A student who received an "unsatisfactory" grade in final certification is expelled from the University by the Rector's order as "not fulfilling the requirements of the educational program: not defending a master's thesis (project)" with the issuance of a transcript.

A person who has not passed final certification, in the next academic period, no later than a month before starting final certification, writes an application addressed to Rector of the University for admission to the repeated final certification.

21.35 Admission to repeated final certification is issued by the order of Vice-Rector for Academic Affairs.

21.36 Repeated final certification of a student is carried out only on those forms in which he received an unsatisfactory grade in the previous final certification.

21.37 A student who has passed final certification and confirmed completion of the educational program of postgraduate education, by the Certification Commission decision is awarded a master's degree in the relevant educational program and is issued a free diploma with a Supplement.

21.38 The Supplement to the diploma (transcript) indicates the latest grades according to the point-rating letter system for all types of academic work with indicating their volume in academic credits and hours.

21.39 A student in a postgraduate education program who has final grades A, A – "excellent", B-, B, B+, C+ "good" in academic disciplines and other types of educational activities with a grade point average (GPA) of at least 3 ,5, as well as those who pass a comprehensive exam or defend a thesis (project) with grades A, A - "excellent", are issued a diploma with honors (without taking into account grades for additional types of training).

At this, a student who retakes final control (exam) throughout the entire period of study will not be issued a diploma with honors.

21.40 At the end of the CC work, the Chairman generates a report on the results of final certification of master's students, which is discussed and approved within a month at a meeting of the Academic Council of the University.

21.41 Based on the results of final certification, an order is issued by Rector of the University on the graduation of students who have completed training in the relevant specialty/EP of higher education and have successfully passed final certification with awarding a "master" degree.

21.42 The list of graduates who have completed postgraduate educational programs with indicating their last names, first names, patronymics (if any), educational programs and numbers of issued diplomas, signed by the head of the education organization, is submitted to the

authorized body in the field of education within a month after the issuance of the relevant order, and is posted on the University website.

22 Registration of the students' educational achievements history

22.1 The history of students' educational achievements is reflected:

- in the personal account of the IS "Univer 2.0" indicating the disciplines, the teachers, the results of midterm and final control, intermediate and final certification, as well as all the types of practice;

- in a transcript that contains a list of mastered disciplines for the corresponding academic periods with indicating the completed credits.

22.2 All the final grades of students, including the results of re-taking exams, are recorded in the transcript.

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

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

22.5 The transcript is generated and signed by the head of the Registrar Office and Vice-Rector for Academic Affairs in the prescribed form.

23 Transfer and reinstatement of students

23.1 The student is transferred or reinstated to any EP and to any University, regardless of the timing of expulsion.

A university student is transferred or reinstated after expulsion if he has fully completed the first academic period of the program being mastered in accordance with the individual curriculum.

Transfer and reinstatement of students from one educational institution to another, from one university to another is carried out during the summer and winter holidays.

At the same time, in the event of a state of emergency, emergency situations of a social, natural and man-made nature, wartime, as well as in conditions of armed conflict in the country of study, the transfer and reinstatement of citizens of the Republic of Kazakhstan, candidates from foreign higher education institutions is carried out during the academic year .

23.2 Transfer of a student from one EP to another is carried out only on a paid basis.

23.3 When transferring or reinstating students, the dean of the faculty determines the academic difference and the course of their further study, taking into account the studied prerequisites, as well as the list of prerequisites required for passing in the current academic year and coordinates with the heads of departments.

The academic difference in the disciplines of the working curriculum is determined by the host educational organization based on the list of disciplines studied, their programs and the volume of credits reflected in the transcript.

23.4 When transferring a student, the receiving university takes into account the field of study and the area of the educational program, educational achievements, as well as cases of violation of academic integrity by the student.

When transferring or reinstating students, the university forms an appropriate commission to re-credit their learning results.

Transfer or reinstatement of students is carried out at higher education institutions that have a license and (or) annex to the license to be engaged in educational activities, as well as those who

have international specialized accreditation of national and (or) foreign accreditation bodies included in the registers and (or) associations of accreditation bodies of the Member States Organization for Economic Co-operation and Development (OECD) in the field of education.

Transfer of a student from groups of educational programs of higher education that require creative preparation, to the other groups of educational programs is carried out in the presence of a certificate of the Unified National Testing with a score not lower than the established threshold score in accordance with the Model Rules for Admission to Study in Educational Organizations Implementing Educational Programs of Higher and Postgraduate Education, approved by the Minister of Education and Science of the Republic of Kazakhstan order dated October 31, 2018 No. 600 (registered in the Register of State Registration of Normative Legal Acts No. 17650) (hereinafter referred to as the Model Rules).

23.5 On the basis of educational programs of technical and vocational education, post-secondary education at the “entrance”, if the area of the educational program of higher education coincides with the educational program of technical and vocational education or post-secondary education, the learning results of the previous level of formal education are recognized automatically and the period of study is reduced.

If the learning results match, individual disciplines of the previous level of formal education, as well as the learning results of non-formal education at the corresponding level, are re-credited as prerequisites.

In case of a discrepancy between the area of the educational program, training is carried out according to the full higher education program.

23.6 Students called up for military service in the Armed Forces of the Republic of Kazakhstan within the training period are reinstated to the appropriate year of study. At the same time, the dean of the faculty determines the list of prerequisites required for passing in the current academic year.

23.7 Transfer of students is carried out from the next year, from one education organization to another, from one language department to another, from one specialty/EP to another.

Transfer of a student from a paid basis of education to training under a state educational order is carried out in the manner approved in accordance with subparagraph 5) of Article 4 of the Law “On Education”.

Transfer of a student from a paid basis of education to training under the state educational order is carried out by awarding educational grants released during the training process in accordance with the Rules for awarding educational grants for paying for higher education, approved by Decree of the Government of the Republic of Kazakhstan dated January 23, 2008 No. 58.

Transfer of a student to a vacant educational grant freed up in the process of obtaining higher and postgraduate education, including under the program “Mangilik ate zhastary - industry!”, as well as under a shortened form of education in the context of specialties/EP studies, is carried out during the summer and winter holidays on a competitive basis for students studying on a paid basis in this specialty/EP. The competition is held based on the results of an interim assessment based on academic performance (Grade Point Average) for the entire period of study, taking into account the results of the summer term and the earned transfer grade point.

23.8 Applications from students for transfer and reinstatement from one university to another, from one EP to another, are considered by the head of the education organization during the summer and winter holidays no later than 5 days before starting the next academic period.

23.9 Transfer of students from foreign universities is carried out to universities at which the state educational order has been placed for the corresponding level of education, field of education and year of admission and (or) having international specialized accreditation of national and (or) foreign accreditation bodies included in registers and (or) Association of accreditation bodies of member states of the Organization for Economic Co-operation and Development (OECD) in the field of education.

When transferring or reinstating a student from a foreign education organization, the following documents are submitted:

- 1) a document on completed educational programs (academic certificate or transcript);
- 2) a document on completion of the previous level of education that undergoes the nostrification procedure in the Republic of Kazakhstan in the manner established by the Rules for recognition of educational documents, as well as the list of foreign organizations of higher and (or) postgraduate education, the educational documents of which are recognized in the territory of the Republic of Kazakhstan, approved by the acting Minister of Education and Science of the Republic of Kazakhstan order dated July 19, 2021 No. 352;
- 3) the results of entrance tests for admission to foreign education organizations;
- 4) a copy of the license for the right to conduct educational activities.

23.10 It is not permitted to transfer students from the other universities to Abylkas Saginov Karaganda Technical University for the 7th term (full-time education), the 5th term (full-time shortened on the basis of TVET), 3rd term (on the basis of the second higher education) in bachelor's studies and for the 3rd term of master's studies if there is an academic difference.

23.11 Re-crediting of completed credits is carried out on the basis of comparison of educational programs, the content of the list of mastered disciplines, their volumes, acquired knowledge, abilities, skills and competencies, as well as learning outcomes.

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

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

23.13 Students are transferred to the next year based on the results of the academic year (interim certifications), taking into account the results of the summer term and completion of all the academic credits of the current academic year in accordance with the working curriculum for the educational program.

23.14 A prerequisite for transferring students to the next year is completion of all the academic credits of the current academic year in accordance with the working curriculum for the educational program.

23.15 Transfer of a student to the next year is formalized by the order of the university head.

23.16 A student on an educational grant can, if desired, be transferred while maintaining the educational grant to another university.

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

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

23.17 The procedure for transferring a student to an educational grant from the other universities includes the following:

- 1) a student who wishes to be transferred to a university submits a free-form application to the student service center (SSC) addressed to the head of the university where he is studying, and, having received a sealed written consent to the transfer, applies to the head of the receiving university;

- 2) attached to the application for transfer addressed to the head of the host university there are copies of a transcript signed by Rector (Vice-Rector for Academic Affairs) and the Registrar Office, and sealed certificates of the holder of the educational grant, an application addressed to the head of the university where he studied (with the signature of the head and seal);

3) the dean of the faculty, based on the submitted documents, determines the difference in disciplines in the curricula and, in accordance with the mastered prerequisites, sets the year of study, re-credits the mastered credits in accordance with the educational program and approves the student's individual curriculum in agreement with the heads of the relevant departments and the Registrar Office;

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

23.18 The head of the university to which the student is transferred, within five working days from the date of issuance of the order, sends a written request to the university where the student previously studied to forward his personal file. A copy of the order for enrollment of the student by transfer is attached to the request.

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

At the university where the student studied, there remains a copy of the transcript, grade book (if available), student ID and a list of sent documents.

23.20 Reinstatement to the number of students is carried out only on a paid basis:

1) a student submits an application for reinstatement in any form to the CEC addressed to the head of the university;

2) the application for reinstatement addressed to the head of the university is accompanied by a transcript/academic certificate (original), a UNT or KTA certificate not lower than the established score, a certificate of secondary education or college diploma (original), medical certificate F-075U;

3) the dean of the faculty, based on the submitted documents, determines the difference in disciplines in the curricula and, in accordance with the mastered prerequisites, sets the year of study, transfers the mastered credits in accordance with the educational program and approves the student's individual curriculum in agreement with the heads of the relevant departments and the Registrar Office;

4) in accordance with the visas of the dean of the faculty, the Director of the DAA, Vice-Rector for Academic Affairs, the head of the university issues an order to reinstate the student.

23.21 Within three working days from the moment of transfer, expulsion, admission, enrollment of students, the OHPE makes appropriate changes to the unified education information system of the authorized body in the field of education.

When the authorized body makes a decision on the suspension, revocation and deprivation of a license and (or) annex to the license to engage in educational activities, the student of this secondary education institution is transferred to other secondary education institutions to continue studying during the current term from the date of the decision by the authorized body on suspension, revocation and deprivation licenses and (or) license annexes.

23.22 When the authorized body makes a decision on suspension, revocation and deprivation of a license and (or) annex to a license to engage in educational activities, voluntary termination of a license and (or) annex to a license to engage in educational activities or liquidation of an educational institution, suspension, revocation or expiration Accreditation transfer and reinstatement of students to this higher education institution is not carried out.

23.23 In case of voluntary termination of the license and (or) annex to the license to engage in educational activities or liquidation of the OHPE, the student of this OHPE is transferred to the other OHPE to continue studying during the current term from the date of voluntary return of the OHPE on termination of the license and (or) annex to the license or liquidation of the OHPE.

23.24 In case of suspension, revocation or expiration of accreditation, with the exception of educational organizations under the President of the Republic of Kazakhstan and higher education institutions, the student of this higher education institution is transferred to other higher education

institutions to continue training within a month from the date of the decision on suspension, revocation or expiration of accreditation.

23.25 A doctoral student who has completed the full course of theoretical training in the doctoral educational program, but has not completed the RDWD (ERWD), is given the opportunity to re-master the academic credits of the RDWD (ERWD) and defend his dissertation in subsequent years on a paid basis.

A doctoral student who has completed the full course of theoretical training in the educational program of the doctoral program, who has completed research and development RDWD (ERWD), but has not defended his doctoral dissertation, study results and academic credits are awarded and given the opportunity to defend his dissertation for two years after graduation on a free basis, and in subsequent years on a paid basis in the amount of at least 4 academic credits.

At the same time, then 3 years after graduation, the doctoral student defends his dissertation only after the re-approval of the scientific justification of the dissertation research (research proposal) on a paid basis.

The thesis is defended within 6 months from the date of submitting a personal application. The application must be signed by a Member of the Management Board – the Vice-Rector for scientific work, the chairman of the dissertation council, the head of the PED, a scientific consultant, and the chief accountant. The defense is carried out if the doctoral student fulfills the requirements of the current «Rules for awarding degrees», consideration at the department and in the dissertation council in accordance with the «Regulations on the dissertation council». The assessment of the conformity of the submitted dissertation work for defense, including a positive conclusion of an extended meeting of the department of the university or a collegial body of a structural subdivision of a scientific organization where scientific work was performed and (or) conducted, is carried out by the chairman of the dissertation council, the head of the graduating department and (or) the head of scientific and other organizations.

24 Providing academic leaves to students

24.1 An academic leave is the period for which students studying at education organizations (bachelor, master, doctoral students) temporarily interrupt their studies on the basis of clause 23.3.

24.2 An academic leave is granted to students on the basis of the following:

1) conclusions of the Medical Advisory Commission (hereinafter referred to as the MAC) at an outpatient clinic for the period of 6 to 12 months due to illness;

2) decisions of the Centralized Medical Advisory Commission (hereinafter referred to as the CMAC) of the anti-tuberculosis organization in the case of tuberculosis for a period of no more than 36 months;

3) summons for military service;

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

24.3 To apply for an academic leave, a student submits an application to the Student Service Center (SSC) addressed to the head of the university and submits the documents provided for in clause 24.2.

24.4 The head of the university, within three working days, on the basis of the submitted documents, issues an order to grant the student academic leave, indicating its start and end dates.

24.5 After the academic leave, a student submits an application addressed to the head of the university and a MAC (CMAC) certificate about the state of health from the health care organization that observed the patient, with a conclusion on the possibility of continuing education in this specialty if the student is on an academic leave due to illness, etc.

24.6 Based on the submitted documents, the head of the university, within three working days, issues an order on the student's withdrawal from the academic leave with indicating the specialty, year and mode of study.

24.7 The dean of the faculty, based on the submitted documents, determines the difference in disciplines in the working curricula, the year of study and approves the student's individual curriculum in agreement with the Registrar Office.

When returning from an academic leave, a student continues his studies from the year and academic period from which he took out this leave.

24.8 Students who have returned from an academic leave due to tuberculosis, study the difference in curricula during the term and take it for free, regardless of the form of tuition payment.

24.9 Students who returned after completing military service in the Armed Forces of the Republic of Kazakhstan study the difference in curricula during the term and take it for free, regardless of the form of payment for training.

25 Expulsion of students from the University

25.1 Students of Abylkas Saginov Karaganda Technical University can be expelled from the University in the following cases:

- for academic failure;
- for violation of the principles of academic integrity, the Code of Honor of students, master and doctoral students;
- for violation of internal regulations, the Charter of the University;
- for violation of the terms of the contract for the provision of educational services, including non-payment of tuition fees;
- for violation of academic discipline: for loss of contact with the University, for systematic absences from classes without good reason;
- as those who have not returned from academic leave;
- as those who have not concluded an agreement for a repeated course of study;
- as those who received an "unsatisfactory" rating in final certification;
- in connection with transfer to another higher education institution;
- at one's own request.

25.2 Students-holders of educational grants expelled from the University are deprived of their educational grant.

25.3 A student expelled from the University is issued a transcript, signed by the administration of the University and sealed. In this case, the transcript reflects all the academic disciplines and (or) modules that the student studied, indicating the final grade, including grades FX and F.

26 Procedure for awarding educational grants that become vacant in the process of obtaining higher and postgraduate education

26.1 Vacant educational grants that become vacant in the process of obtaining higher or postgraduate education are awarded on a competitive basis to students on a paid basis in groups of educational programs.

The competition is held based on the results of an interim certification and on the accumulated transferable GPA score for the entire period of study with issuing a certificate of awarding a vacant educational grant.

In the case of identical GPA transfer grades during a competition for vacant educational grants, priority is given to students with grades only A, A- ("excellent"), then grades from A, A- ("excellent") to B+, B, B-, C+ ("good"), then mixed grades for the entire period of study.

26.2 The educational grants that become vacant in the process of obtaining higher or postgraduate education are awarded during the summer and winter holidays, for available vacancies on a competitive basis, in the following order:

1) a student on a paid basis submits an application to the head of the university for further studies under the educational grant;

2) the University administration, having considered the received applications, submits it for consideration by the Academic Council and the Supervisory Board;

3) based on the decision of the Supervisory Board and the Academic Council, having considered this application on a competitive basis, before August 5 and January 15 of the current year, the University sends it to the authorized body in the field of education for a decision (together with a copy of the student's application along with the decision of the Academic Council, of the Supervisory Board, an extract from the student's record book or transcript, a copy of his identity document, and a certificate of the educational grant (original) holder expelled from the University are attached);

4) on the basis of an order from the authorized body in the field of education, there is issued a certificate of awarding a vacant educational grant;

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

27 Procedure for paying state scholarships

27.1 State scholarships to students of Abylkas Saginov Karaganda Technical University NJSC are paid in full compliance with the regulatory documents of the Government of the Republic of Kazakhstan, the Ministry of Education and Science of the Republic of Kazakhstan and the Law of the Republic of Kazakhstan "On Education".

27.2 The state scholarship is assigned and paid to students, master students, doctoral students who study at education organizations under the state educational order for full-time study.

27.3 The state scholarship is awarded to students, master students who study under the state educational order, as well as those transferred to study under the state educational order, who, based on the results of the examinations or intermediate certification of students, received the equivalent of grades corresponding to the grades "good", "excellent" and is paid monthly from the first day of the month following the examination period or intermediate certification of students, inclusive until the end of the month in which the term ends.

27.4 For doctoral students who study under a state educational order, a state scholarship is assigned for the entire period of study and is paid in accordance with clause 27.3 on a monthly basis.

27.5 Students and master students enrolled in the first year on the basis of a state educational order are awarded a state scholarship in the first term and paid monthly within the first term. In the following terms, state scholarships are assigned and paid to students and master students based on the results of examinations or intermediate certification of students for the previous term.

27.6 Abylkas Saginov Karaganda Technical University NJSC encourages the establishment of scholarships for university students by various public and charitable organizations, national companies to encourage the creative activity of students.

Developed by:

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