

**APPROVED by the  
Decision of the Academic Council,  
Minutes No. 5 dated 26/12/2018**

**REGULATION ON ACADEMIC POLICY of  
Abylkas Saginov Karaganda Technical University NPJSC**

**Karaganda, 2023**

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## **1 Basic abbreviations used**

ECTS – European Credit Transfer and Accumulation System  
GPA – Grade Point Average  
CC – Certification Commission  
EEEA – external evaluation of educational achievements  
SEC – State Examination Commission  
SCES – State compulsory educational standard  
DAA – Department of Academic Affairs  
DTO – Department of Transformation Organization  
FC – final certification  
IET – individual educational trajectory  
IC – individual curriculum  
CED – Catalog of elective disciplines  
RK MSHE – Ministry of Science and Higher Education of the Republic of Kazakhstan  
SRW/MRW/DRW – research work of a student/master student/ doctoral student  
RO – Registrar’s Office  
EP – educational program  
WC – working curricula  
SCES – Sector of contract educational services  
SD – Student Department  
SIW – student individual work  
SIWT – student individual work under the guidance of a teacher  
SEP – standard educational plan  
SEPr – standard educational program  
EMCD – educational-methodological complex of a discipline  
PSO – Postgraduate Study Office  
DLF – Distance Learning Faculty  
CIC – Center of International Cooperation

## **2 Glossary (in alphabetical order)**

Academic backlog - the presence in the history of educational achievements of the student according to the curriculum of unstudied disciplines or disciplines with an unsatisfactory grade in the final certification.

Academic Calendar - a calendar of training and control activities, practices during the academic year, indicating the days of rest (holidays).

Academic Council - a body of collegiate management of the educational and methodological work of the university.

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

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

Academic hour - a unit of measurement of the volume of training sessions or other types of educational work, is used when compiling the academic calendar (schedule of the educational process), the schedule of training sessions, when planning and accounting for the completed educational material, as well as when planning the study 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 mobility - the movement of students or research teachers to study or conduct research for a certain academic period: a term or an academic year to another higher education institution (domestic or abroad) with the obligatory transfer of mastered educational curricula in the form of credits at their higher education institution or to continue their studies at another institution of higher education.

Academic rating of the student - a quantitative indicator of the level of the curriculum assimilation by the student of the disciplines and (or) modules and other types of educational activities, compiled on the basis of the results of the intermediate certification.

Academic recognition - recognition by an educational institution of a document on the successful partial or complete completion of studies in an educational program, on passing the relevant exams, on awarding 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 educational institution that recognized the document.

Academic term - a period of theoretical study: a term lasting 15 weeks.

Academic Transcript - a document containing a list of mastered disciplines for the corresponding period of study, indicating credits and grades in letter and numerical terms.

Active handouts - visual illustrative materials distributed in the classroom to motivate the student to creatively successfully master the topic (abstracts, lectures, links, slides, examples, glossary, assignments for independent work, etc.).

Add / Drop Period - the period within which the student can change his IC, abandoning one course and enrolling in another.

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

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

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

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

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

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

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

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

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

Core component - a list of academic disciplines and the corresponding minimum amount of academic credits established by the State Educational Standard, and studied by students on a mandatory basis under the curriculum.

Credit mobility - the movement of students for a limited period of study or internship abroad - as part of continuing education 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 - training based on the choice and independent planning by the student of the sequence of studying disciplines and (or) modules with the accumulation of academic credits.

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

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

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

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

Department of Postgraduate Education - a structural subdivision of the university that organizes and coordinates educational and methodological activities for educational programs of magistracy and doctoral studies.

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

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

Doctoral candidate - a person studying in a doctoral program.

Doctoral dissertation - a scientific work of a doctoral student, which is an independent study, in which theoretical provisions are developed, the totality of which can be qualified as a new scientific

achievement, or a scientific problem is solved, or scientifically based technical, economic or technological solutions are presented, the implementation of which makes a significant contribution to the development of the country's economy.

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

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

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

Educational and methodological complex of the discipline (EMCD) - a document consisting of a syllabus, a brief summary of lectures, 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 tasks, articles for analysis, etc.), maps of the methodological support of the discipline.

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

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

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

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

Electronic Journal of Attendance and Progress - an on-line journal in the "Univer 2.0" system, filled out by teachers constantly during the academic period.

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

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

Examinations - the period of final certification of the degree of student mastering of the educational program in the specialty.

External academic mobility - mobility related to the country of origin from which the student is leaving. This is the movement of students or research teachers to study or conduct research for a certain academic period: a semester or an academic year to another higher educational institution abroad with the obligatory transfer of mastered educational curricula in the form of credits in their higher educational institution or to continue their studies at another higher educational institution. educational institution;

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

Final certification - control of the educational achievements of students in order to assess the quality of mastering the program of the 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 the part of the discipline studied in this academic period. The final certification of students is carried out in the form of passing a comprehensive exam or / and defending a thesis (project) / master's or doctoral dissertation.

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

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

Graduation project - a final work, which is a summary of the results of the student's independent study of an actual problem corresponding to the profile of the educational program.

Incoming academic mobility - mobility related to the host country. 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) - the work of a student under the guidance of a teacher, carried out according to a separate schedule, which is determined by a higher educational institution; depending on the category of students, it is divided into: independent work of a student under the guidance of a teacher (hereinafter referred to as SIWT), independent work of a master student under the guidance of a teacher (hereinafter referred to as MIWT) and independent work of a doctoral student under the guidance of a teacher (hereinafter referred to as DIWT).

Independent work of the student (SIW) - work on a specific list of topics allotted for independent study, provided with educational and methodological literature and recommendations; depending on the category of students, it is subdivided into independent work of a student (hereinafter referred to as SWS), independent work of a master student (hereinafter referred to as MIW) and independent work of a doctoral student (hereinafter referred to as DIW); the entire volume of SIW is confirmed by tasks that require the student to daily work independently.

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

Individual educational trajectory - an independent choice, planning and development of the content of education by students according to an individual curriculum as part of the development of an educational program of higher or postgraduate education.

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

Intermediate certification of students - a procedure carried out during the examination session in order to assess the quality of mastering by students of the content of a part or the entire volume of an academic discipline after completing its study.

Internal academic mobility - movement of students or research teachers to study or conduct research for a certain academic period: a semester or an academic year to another higher educational institution within the country (Kazakhstan) with the obligatory transfer of mastered educational curricula in the form of loans in their higher educational institution or to continue their studies at another institution of higher education.

Job placement - a type of professional practice aimed at consolidating theoretical knowledge in the basic and profiling cycles of disciplines through the practical, real fulfillment by the student of the duties of a specialist, the acquisition of practical skills and the development of advanced experience in professional and organizational work in the profile of the future specialty. In the process of



job placement, the student is directly prepared for professional activities in all the areas in real production conditions.

Master - a degree awarded to persons who have mastered the educational programs of the magistracy.

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

Master's Degree Program - 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 development of at least 60-120 academic credits.

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

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

Microqualification - a set of knowledge, skills and competencies obtained upon completion of a short period of training, which allows performing individual labor functions.

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

Modes of training - full-time, full-time with the use of DLT.

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

Multimedia - a complex of hardware and software that allows the user to work in an interactive mode with heterogeneous data (graphics, text, sound, video).

Nano-credit - a unified unit for measuring a small amount of educational material, which has an independent and complete character.

Outgoing academic mobility - the movement of students and teaching staff of Abylkas Saginov Karaganda Technical University NJSC to study or conduct research for a certain academic period: a term or an academic year to another higher educational institution (within the country or abroad) with mandatory transfer of mastered educational programs in the form of loans at their higher education institution or to continue their studies at another higher education institution.

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

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

Pre-diploma practice - a type of job placement carried out before the start of graduation design in order to collect the necessary material for the student to complete the bachelor's graduation work.

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

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

Registration for an academic discipline (Enrollment) - a procedure for registering students for academic disciplines.

Research practice - a type of professional practice for students of magistracy and doctoral studies, which is carried out in order to familiarize themselves 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 the dissertation research.

Research work of a student (SRW/MRW/DRW) - a mandatory, integral part of the training qualified specialists at the university as an inseparable component of a single process: teaching and educational and scientific and innovative.

Retake - re-passing the discipline in case of receiving the final grade "unsatisfactory" ("F").

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

Standard curriculum (SC) - an educational document of the discipline of an obligatory component of the educational program, which determines the content, volume, recommended literature.

State Examination Commission - a commission established by order of the Rector of the University to take the state exam in the discipline "Modern History of Kazakhstan", consisting of the chairman and members of the commission from among highly qualified teachers.

Students - persons studying in undergraduate, graduate, doctoral PhD programs - students, undergraduates, doctoral students.

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

Supervisor/consultant - an academic mentor of a student, under whose guidance the students carry out the final work (thesis (project / master's or doctoral dissertation)).

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

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

Training practice - 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 goal of the students' practice is to acquire primary professional competencies, including the consolidation and deepening of theoretical knowledge gained in the learning process, obtaining the first skills of research activities, skills in business correspondence, acquiring practical skills and work skills in accordance with the content of the educational program.

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

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

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

### **3 General provisions**

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

3.2 The volume of the study load of students is measured in credits acquired within the academic year for each academic discipline. For the entire period of study at the University, a student must acquire the required number of credits, as a rule, within four academic years in the bachelor's degree (an exception for the educational program "Architecture" is 5 years), with the full-time shortened mode of study three years, with a shortened period on the basis of higher education two years, from one to two academic years in the master's degree program, three academic years in doctoral studies.

The curricula for bachelor's degree 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 (a university component and an elective component) and a cycle of major disciplines (a university component and an elective component).

The curricula for educational programs of master's and doctoral studies 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, quarters) which include intermediate knowledge control, final knowledge control (examinations), final certification (for the graduate course), practice and holidays. The duration of the term of theoretical training is 15 weeks, with the exception of the summer term (at least 6 weeks), trimester (10 weeks), quarter (7-8 weeks).

3.4 The summer term is organized (with the exception of the graduation course) withing at least 6 weeks to meet the needs for additional education, to eliminate debts or differences in curricula, to study academic disciplines and to acquire credits by students at the other education organizations with their obligatory transfer to the University, improving the grade point average (GPA), mastering a related or additional educational program, including those within the framework of a double-degree education.

For the summer term the disciplines are, as a rule, taken out 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. In the summer term training is carried out only on a paid basis.

In order to master the required credits within the summer term, a student can register for no more than 20 (twenty) academic credits no later than two weeks before starting the summer term. A student who has completed the course program in full but has not scored the minimum transfer score, in order to increase his transfer score (GPA), is given the opportunity in the summer term to retake individual disciplines on a paid basis and to retake exams.

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

### **4 Organization of the educational process**

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

4.2 The curricula are developed in two forms:

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

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

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

- 1) get acquainted with the rules of organizing the educational process on credit technology of education;
- 2) comply with the established deadlines for registration for academic disciplines and for making changes to the IC;
- 3) are enrolled in the disciplines taking into account the mastered prerequisites.

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

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

- 1) forms his individual curriculum depending on the achieved learning outcomes, mastered prerequisites at the previous level of education, which must be re-read 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 curricula and (or) working curricula (syllabuses).

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

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

Letter system mark	Digital equivalent	Scores (% content)	Traditional system mark
A	4.0	95-100	Excellent
A-	3.67	90-94	
B+	3.33	85-89	Good
B	3.0	80-84	
B-	2.67	75-79	
C+	2.33	70-74	Satisfactory
C	2.0	65-69	
C-	1.67	60-64	
D+	1.33	55-59	
D	1.0	50-54	Unsatisfactory
FX	0.5	25-49	
F	0	0-24	

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

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

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

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

- openness - transparency, mutual trust, open exchange of information and ideas between students and teachers;
- equality - equal duty of each student to comply with this Code and equal responsibility for violation of its provisions;
- truthfulness - avoidance of deceit, lies and falsification of documents in any situations;
- reliability - provision of information that corresponds to reality, the conclusion of scientific statements based on facts, empirical data and objective judgments;
- responsibility - the obligation of the student to give an account of his actions, deeds, etc. and be responsible for their possible consequences;
- objectivity – decision making without biased judgment and/or attitude;
- justice - ensuring strict observance of the rights and obligations of members of the academic community of Abylkas Saginov Karaganda Technical University NPJSC, as well as fair consideration of violations, in accordance with this Code of honor of students.

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

Table 2 - Time of conducting classes for full-time students

<b>Pair number</b>	<b>Номер занятий</b>	<b>Время проведения занятий</b>
<b>In the offline mode</b>		
<b>I pair</b>	1 class	<b>9<sup>00</sup> - 9<sup>50</sup></b>
	2 class	<b>9<sup>55</sup> - 10<sup>45</sup></b>
<b>break</b>		<b>10 minutes</b>
<b>II pair</b>	3 class	<b>10<sup>55</sup> - 11<sup>45</sup></b>
	4 class	<b>11<sup>50</sup> - 12<sup>40</sup></b>
<b>break</b>		<b>30 minutes</b>
<b>III pair</b>	5 class	<b>13<sup>10</sup> - 14<sup>00</sup></b>
	6 class	<b>14<sup>05</sup> - 14<sup>55</sup></b>
<b>break</b>		<b>10 minutes</b>
<b>IV pair</b>	7 class	<b>15<sup>05</sup> - 15<sup>55</sup></b>
	8 class	<b>16<sup>00</sup> - 16<sup>50</sup></b>
<b>break</b>		<b>10 minutes</b>
<b>V pair</b>	9 class	<b>17<sup>00</sup> - 17<sup>50</sup></b>
	10 class	<b>17<sup>55</sup> - 18<sup>45</sup></b>
<b>In the online mode/combined format</b>		
<b>I pair</b>		<b>9<sup>00</sup> - 10<sup>40</sup></b>
<b>break</b>		<b>20 minutes</b>
<b>II pair</b>		<b>11<sup>00</sup> - 12<sup>40</sup></b>
<b>break</b>		<b>20 minutes</b>
<b>III pair</b>		<b>13<sup>00</sup> - 14<sup>40</sup></b>
<b>break</b>		<b>20 minutes</b>
<b>IV pair</b>		<b>15<sup>00</sup> - 16<sup>40</sup></b>
<b>break</b>		<b>20 minutes</b>
<b>V pair</b>		<b>17<sup>00</sup> - 18<sup>40</sup></b>

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, the organization of the educational process can be carried out online or in a mixed format using distance learning technologies .

The schedule is for the classroom use only. Heads of departments during the first week of the semester draw up and approve schedules for independent work of students under the guidance of a teacher. Independent work of the student (SIW) on the instructions of the teacher in all the disciplines of the curriculum is carried out individually. Independent work of students under the guidance of teachers (SIET) is carried out outside the classroom.

4.14 The independent work of the student includes work with educational and methodological complexes and additional materials in hard copy (edition) or electronic form, posted on the educational portal and in the electronic library.

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

4.16 The control of attendance of classes is assigned to teachers who lead classes, heads of departments, deans of faculties, employees of DAA and PEO. The deans of the faculties submit a weekly report to the Vice-Rector for Academic Affairs, develop and implement measures to ensure academic discipline and class attendance.

4.17 Students on the state educational grant based on the results of intermediate certification are awarded a scholarship, subject to receiving final grades and defending course projects (works) with grades "A", "A-", "B+", "B", "B-", "C+". All the excellent and good grades must be obtained during the examination period or during the period of its extension, early examinations on the basis of the orders of the deans of the faculties. When retaking an exam from an FX grade to a positive one during the examinations, the last grade is taken into account.

4.18 It is forbidden to violate the schedule of the educational process (schedules of classes, exams, terms of practice) for any reason other than illness of students and other documented emergencies.

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

## **5 Current control of progress**

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

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

- an oral survey conducted after studying the material on one or more topics (sections) of the discipline in the form of answers to questions and discussions of situations;
- written control involving work with the questions raised, problem solving, situation analysis, practical tasks and laboratory work on individual topics (sections) of the course;
- combined survey, which provides for the simultaneous use of oral and written forms of knowledge assessment on one or more topics;
- defending and presenting homework assignments: control of knowledge on individual or group homework assignments in order to check the correctness of their implementation, the ability to generalize the material covered and present it publicly, to trace the logical connection between the topics of the course;
- discussing, trainings, round tables: group discussion of issues of a problematic nature;
- tests: a set of tasks of a certain form (open, closed, combined), allowing to objectively and qualitatively evaluate the educational achievements of students;
- student assessment on the material covered: at least twice a term, using information systems;

- designing, implementing term work is provided in accordance with the standard and / or working curriculum of the educational program in order to qualitatively assimilate theoretical material by solving practical problems, is carried out during the academic period.

5.3 Term work, calculation-graphic and other types of work provided for by the curriculum must be defended before an examination, if this type of work is an admission rating for this discipline. Estimates for these types of work must be taken into account when calculating the admission rating (that is, when summing up the rating control) for the discipline. If according to the discipline, according to the curriculum, only the term work / project is defined as the form of control, then the defense of the term work / project is carried out during the examination session. Term works / projects must be pre-tested to antiplagiat.

Students who have not passed term works / projects are not allowed to take the final control (exam) in the relevant discipline.

At the end of the examination period, not defended term projects (works) and an exam are academic debts and are liquidated on a paid basis in the summer term.

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

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

5.5 Assessments of current control, as well as student attendance of classes on a weekly basis, should be set by teachers in the IS program "Univer 2.0" in accordance with the syllabus for assigned disciplines and types of classes.

## **6 Midterm control of progress**

6.1 The midterm control (certification) is carried out in accordance with the Academic Calendar approved by the Academic Council of the University.

6.2 Deadlines for the formation of the assessment of midterm control by the teacher conducting lectures: the 1<sup>st</sup> midterm control at the 8th week of the term, the 2<sup>nd</sup> midterm control at the 15th week of the term. The assessment of midterm control is formed automatically from the assessments of the current control, weekly set by teachers for students in all disciplines and types of classes in accordance with the syllabus. Monitoring compliance with the technology of grading midterm control and examination grades is assigned to the Registrar's Office.

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

6.4 The teacher is obliged to generate assessments of midterm control in an electronic journal, to bring to the attention of students and to report on the possibility of an appeal.

6.5 Students who disagree with the results of the assessment of midterm control have the right to appeal their reasoned application addressed to the dean of the faculty or the head of the PED, filed the next day after receiving the assessment.

## **7 Intermediate certification**

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

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

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

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

7.5 To conduct the exam, examiners are appointed, who lecture in the relevant disciplines.

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

7.7 Admission to intermediate certification is generated automatically in the IS "Univer - 2.0".

7.8 **Admission** to intermediate certification is the following:

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

7.9 **Inadmission** for intermediate certification is presence of more than 40% absence in classes in a particular discipline by a student on the basis of the dean's order.

7.9.1 Good reasons for missing classes can be:

- 1) Medical indications confirmed by a certificate from the health center of Abylkas Saginov Karaganda Technical University provided within 3 days from the date of issuance of the certificate to the dean's office/department of postgraduate education;
- 2) Participation in sports and other events of the republican level with the consent of the Vice-Rector for Academic Affairs;
- 3) Documented force majeure circumstances.

7.10 The teacher taking the exam is obliged to be familiarized with the attendance sheet (Minutes of proctoring during the exam in remote testing mode) before the start of the exam and inform the students about their admission or not admission to the exam.

7.11 During the exam, students can use the curriculum of the discipline and, with the permission of the examiner, reference literature in accordance with the syllabus.

7.12 For the examination, the departments develop examination materials in the state / Russian / English languages, approve them at the meeting of the department no later than a month before the examinations and place them in the "Exam materials" tab of the IS "Univer - 2.0".

7.13 Answer sheets, written work and other examination materials are stored at the department within the term after the examinations to analyze the educational activities of students and teachers of the department.

7.14 Heads of departments must provide the technology for conducting a written exam by an experienced teacher, anonymized verification and an objective assessment of examination papers.

7.15 Upon receiving the grade "FX" - "unsatisfactory", it 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.

7.16 In case of receiving an "unsatisfactory" grade corresponding to an "F" grade, the student is re-enrolled in this academic discipline (module), attends all types of training sessions, performs all types of academic work, according to the program, and retakes the final control during the summer semester for paid basis.

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

- use cheat sheets, technical and other means, unauthorized materials or false data when performing examination tasks that help to obtain correct answers;



- obstruct or interfere with the work of other students during the performance of tasks;
  - talking during the exam;
  - ask other students to complete an examination task or test for him;
  - perform actions aimed at presenting false information;
  - write off from the examination sheet of another student with the permission of the student or without it;
  - permit the other students to write off their examination sheet;
  - perform any other act that gives the student an unfair advantage in the examination.

Upon the removal of the student from the exam, the teacher draws up a memo, receives 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, proving the student's illegal actions. This student is given an unsatisfactory grade in the statement. Academic debt that arose as a result of deletion can only be liquidated on a paid basis in the summer term.

7.18 To retake the exam from an “unsatisfactory” grade to a positive one or in order to increase it, a student in the summer term, on a paid basis, re-attends all the types of training sessions provided for by the working curriculum for this discipline, receives admission and passes the final control.

It is not permitted to retake a positive assessment in the final control in order to increase it during the same period of intermediate certification.

7.19 For re- or additional study of the discipline, the student goes through the procedure for enrolling in the academic discipline, after which he must obtain permission from the dean's office, conclude an agreement, pay for tuition and register an application at the Registrar's Office.

7.20 In the absence of a valid reason, failure to appear for an exam is equated to an “unsatisfactory” grade, the retake of which is carried out in accordance with clause 7.19.

7.21 If the student did not appear for the exam without a valid reason, the examination sheet is marked “did not appear”, which is an academic debt and is repaid during the summer semester on a paid basis.

7.22 Students with an average grade of “D” and above (50 percent or more of the acquired knowledge) in the term project defending and the discipline exam are allowed, as well as those who successfully defended the term project or work, if it is provided for by the work plan. The average score is calculated by the percentage of the level of knowledge of the two marks of midterm control, set in digital and alphabetic systems.

7.23 The dean of the faculty / head of the PED) in some cases (due to illness, family circumstances, other objective reasons), on the basis of an order, can permit students to pass individually the examinations (early delivery or extension of the period). For this:

- students must submit an application addressed to the dean of the faculty / head of the PED with a request for permission to pass individually the examinations one week before the expected deadline for the early delivery of the session or one week before starting the examination session if it is extended;

- in case of unforeseen circumstances that occurred during the examination session and require its extension, students are required to immediately report the incident to the dean's office (PED) and apply for an extension of the session with the submission of supporting documents;

- the application, which indicates the disciplines and reporting forms, is accompanied by documents justifying the need for an individual examinations;

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

- the dean of the faculty / head of the PED, on the basis of a positive decision of the department, issues an order on the early delivery of the session, which is transmitted to the Registrar's Office to take into account the results of the session.

7.24 The student is obliged to pass all the exams on time in accordance with the order of the dean of the faculty. The copies of the instructions are submitted to the Registrar's Office and, in case of failure to appear for the examination without a valid reason during the extension of the session, the

failure to attend is posted on the statement.

7.25 The teacher enters the examination marks into the electronic sheet immediately after the exam, forms the final sheet, prints it out no later than one day after the start of the exam and submits it to the dean's office of the corresponding faculty / PED.

When conducting examinations in a remote format, the assessment is generated automatically upon completion of testing by the student.

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

7.26 If a student complains about his health during the exam, the teacher must immediately send him to the health center of the University, where they must confirm in writing the fact of feeling unwell on the day of the exam. In case of confirmation of poor health, the results of the exam are annulled, a sign of n/p is put, and the dean of the faculty / head of the PED, by his order to this student, has the right to extend the examination period.

7.27 Complaints of a student about feeling unwell after the exam, which allegedly influenced his result, are not accepted by the dean's office / head of the PED, and the exam results are not changed.

7.28 The results of exams, term projects / works, credits of students who have permission to extend the examination period or an individual schedule are entered into an electronic individual examination sheet, which is formed by the RO.

7.29 Correction of errors that occurred when entering certification and exam 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 mistake. The RO, after reviewing the documents by the Vice-Rector for Academic Affairs, makes a correction.

7.30 Students with academic debts, including those in practice, as well as academic difference or debt resulting from restoration, transfer from another university, transfer from one educational program to another educational program of the University, return from academic leave, are allowed to the session.

7.31 To conduct computer testing, the teaching staff of the departments are required to upload a set of test tasks a month before the start of the session and the head of the department must approve.

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

7.33 The departments that conduct the exam in writing form the options for tasks in accordance with the methods developed by the departments and approved by the head of the departments. At the same time, measures must be taken to prevent disclosure of the content of assignments to unauthorized persons. Exam tasks for teachers taking the exam are issued immediately before the exam.

7.34 In the case of computer testing, the entry of exam results into the database is carried out automatically, and the formation of the final sheet is carried out by the teachers taking the exam.

7.35 Calculation of final grades

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

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

where  $H$  – is the final grade in the discipline;

$A_1, A_2$  - are the grades for the first and second midterm controls;

$\Theta$  - is the examination grade;

0.6; 0.4 - are weight coefficients of the certifications and examination.

7.35.2 The final grade for calculating the GPA in the discipline studied by the student, which provides for the term project / work, is the total score, which is the sum of MC1 and MC2, as well as the assessment of the defending the term work / project.

7.36 Heads of departments are responsible for organizing, conducting the examinations and all the problems that arise during its conducting.

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

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

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

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

7.41 The number of cards must be 10% more than the maximum number of students simultaneously examined in this discipline and cover all topics of the discipline.

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

#### **7.43 Procedure for conducting a written examination**

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

7.43.2 The teacher informs the examinees who is permitted to take the exam the procedure for conducting it, warns about the need to comply with discipline, asks about the state of health, warns about the inadmissibility of using any means to obtain correct answers to questions.

7.43.3 When students use cheat sheets, technical means, tips, etc. the examiner submits a memo to the dean's office about the fact of removal of the student from the exam, the score "F" is indicated in the statement.

7.43.4 Unnumbered cards are laid out randomly in front of the examiners with the reverse side facing out.

7.42.5 For the examination, the student chooses a card. After the examinee transfers questions from the card to the answer sheet, the student indicates the code set by the teacher on all the answer sheets. The code is fixed in the preliminary statement. This statement is transferred to the head of the department before the end of the exam.

7.43.6 The student gives a detailed answer to all the tasks. On the answer sheets, no entries are made to identify the name of the student, for which the examinee and the teacher are responsible.

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

7.43.8 At the end of the exam, the 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 the total number of completed sheets.

7.43.9 The final score is determined as the arithmetic mean of the questions on the ticket. The final grade is placed on the first sheet and confirmed by the signature of the checking teacher.

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

7.43.11 Not later than 2 hours after the end of the transcript, the teacher who took the exam enters the grades in the examination sheet, incl. electronic, using a personal login and password, and generates a final statement.

#### **7.44 Functions of the commission when taking the exam in a comprehensive form**

7.44.1 The commission is obliged to organize the exam and not allow cheating answers from sources not allowed in the exam, except for the curriculum of the discipline and reference literature.

7.44.2 All the members of the commission must be present when the examiners answer; Reception of answers of each student is carried out by the entire commission, the division of students

between members of the commission is not allowed.

7.44.3 After the exam is completed, the results are entered into the database and a final statement is formed, which is transferred to the dean's office of the corresponding faculty within 2 hours.

#### **7.45 Functions of the teacher when taking the exam in the form of computer testing:**

7.45.1 Tracks the entrance of students to the classroom according to student cards and / or an identity document and admission to the exam.

7.45.2 Monitors that students do not use additional materials in the testing process; in cases of gross violation of the process, removes the student from the exam in accordance with clause 7.17.

7.45.3 Provides grading in accordance with the requirements of the section "Organization of the educational process".

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

### **8 Procedure for appeal of current and intermediate certification**

8.1 Students who disagree with the results of the assessment of the current and intermediate certification (MC, TW/TP, T, exam) have the right to appeal on their reasoned application addressed to the dean of the faculty/head of the PED filed no later than 14.00 hours of the next working day after the assessment to the IS "Univer 2.0" database.

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

- examination tasks (tests, tickets) have incorrect wording;
- the examination question is not included in the curriculum of the discipline;
- examination tasks in the test form do not contain the correct answer;
- a technical failure was made during computer testing, registered by an act signed by a teacher, resulting in the loss of more than 10% of the time allotted for the exam, if the fact is confirmed by an employee of the Transformation Organization Department (TOD).
- other reasons that influenced the results of the exam (emergency events, etc.).

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

8.5 The Appeals Commission has the right to satisfy the appeal and to decide to add points to the assessment or not to satisfy the appeal and leave the assessment unchanged. Downgrading of a previously given grade is not allowed.

8.6 The Appeal Commission must without fail reasonably explain to the student who filed the appeal the decision made by the Commission as a result of the consideration of the appeal.

8.7 The results of the appeal are documented in the minutes of the Appeal Commission, which is transferred to the Registrar's Office and entered by the Registrar's Office into an electronic record in the Univer 2.0 IS.

### **9 Transferring students to the next course**

9.1 A prerequisite for the transferring a student from one course to another is the student's achievement of a transferable progress score (GPA) for the academic year not lower than that established at the University.

At the end of the summer examinations, students are required to check the GPA in their personal account using the Univer 2.0 information system.

9.2 The GPA Conversion Score is calculated using the formula:

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

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.

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

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

9.4 The level of the transfer score for university students is established annually by the decision of the collegiate body (Academic and Scientific Councils).

9.5 A student who has completed the course program in full but has not scored the minimum transfer score, in order to increase his transfer score (GPA) is given the opportunity to re-study individual disciplines in the summer semester on a paid basis.

9.6 After the end of the summer term, the IS "Univer 2.0" calculates the transfer score for the academic year for each student. Students who have scored the established level of the transfer score are transferred to the next course by the order of Rector.

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

9.8 Students who have not scored the established transfer score at the end of the academic year, taking into account the summer term, by the order of Rector are left for a re-study course for training on a paid basis.

9.9 The transcript records all the final grades of the student, including the positive results of re-taking exams.

9.10 Students - holders of state educational grants who were left for a re-study course, are deprived of a grant and continue their further education on a paid basis on the basis of an agreement that indicates the number of credits and subjects of the repeated course.

9.11 If a student has scored a transfer score but at the same time has an academic debt, he is transferred to the next year of study.

9.12 Students of the pre-graduation year who have not liquidated the existing academic debts before August 25 of the calendar year are not allowed to the final certification.

## **10 Organization of studying additional disciplines, eliminating academic debt and academic difference**

10.1 The list of required prerequisites for mastering by applicants for master's / doctoral studies is approved by the Academic Council.

An agreement for the provision of additional educational services for the delivery of prerequisites for the profile of the educational program of the master's / doctoral studies is provided before enrolling in the University.

When a master of a profile area enters a PhD doctoral program, he is additionally assigned an educational program of postgraduate education in the pedagogical profile of a scientific and pedagogical master's program as prerequisites.

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

10.3 If a student receives an “unsatisfactory” grade in 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 next academic period, fulfill the requirements of current control, obtain admission and retake the state exam.

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

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

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

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

10.8 The total number of disciplines of additional/repeated training in the summer term should not exceed 5.

10.9 The deans/the PED form a submission for transfer from course to course, leaving for a second course and depriving students of grants after the end of the summer semester.

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

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

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

10.13 Schedules for additional training, current control and intermediate certification are developed by the departments, agreed with the Registrar's Office approved by Vice-Rector for Academic Affairs, transferred to the dean's offices of the faculties and posted on the University website.

10.14 The Registrar's Office generates electronic or paper records (depending on the previous assessment in the discipline) and transfers the records of additional training to the department in accordance with the schedule. The sheets must be handed over to the Registrar's Office no later than 2 hours after the completion of the examination of examination materials. The exam materials must be kept at the department within the next academic period.

10.15 The student, when undergoing additional training in the summer term, is obliged to attend all the types of classes, complete and defend the tasks of current and boundary control provided for by the discipline program. If the transfer score is lower than 50%, it is not allowed conducting intermediate certification and the funds spent on training are not returned.

10.16 In case of refusal of the student from additional training in the summer term before it starts, on the basis of the application, the cost of educational services is recalculated.

10.17 The deans of the faculties / the head of the PED inform the students of the need to pay off academic debts. The RO sends students who have signed contracts to the relevant departments;

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

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

10.20 The student's application for studying the discipline in order to eliminate academic debt for the previous period of study is formed by students in the dean's office no later than 1 week before starting classes in the summer term.

10.21 The dean/head of the PED considers the submitted application and, if the decision is positive, sends the student to draw up an agreement on the provision of paid educational services in the sector of contractual educational services (SCES).

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

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

10.24 Studying during the summer term involves the following:

- attending classes by students during the summer term in order to master these disciplines;
- fulfilling all the training tasks in order to determine the rating in the discipline;
- passing the exam in the discipline for a positive assessment.

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

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

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

## **11 Transferring the disciplines studied at the other education institutions in other educational programs**

11.1 The achieved learning outcomes and positive grades obtained by students at previous levels of training and at the other formal education organizations are recognized with re-credits in accordance with the application for re-credits. To re-credit the learning outcomes, the University forms an appropriate commission. Commissions are formed at each faculty, which includes representatives of departments of relevant disciplines headed by the dean of the faculty.

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

11.3 All the academic credits and learning outcomes obtained by students at formal and non-formal education are accumulate over the lifetime.

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

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

11.6 The learning outcomes, mastered in full by students within the framework of academic mobility and confirmed by the transcript, are transferred by the University without fail.

11.7 Students, master and doctoral students who studied at foreign universities on the basis of international exchange educational programs or partnership programs of Karaganda Technical University within the framework of academic mobility can be credited with credits studied by them during their studies abroad in the disciplines corresponding to the approved curriculum of the educational program of the University. To transfer credits, the graduating department, on the basis of the syllabuses of disciplines, establishes the equivalence of the content of the courses studied at a foreign university to the curriculum of A. Saginov Karaganda Technical University.

## **12 Criteria of assessing student knowledge**

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

12.2 The grade "excellent" corresponds to grades: A having the digital equivalent of 4.0 and the percentage of 95-100%, and A- having the digital equivalent of 3.67 and the percentage of 90-94%.

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

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

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

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

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

12.5 The grade "unsatisfactory" corresponds to the rating FX, which has the digital equivalent of 0.5 and the percentage of 25-49%, and F, which has the digital equivalent of 0 and the percentage of 0-24%. Grades FX and F are given if the student did not master more than half of the discipline program, made fundamental mistakes in the answers, did not complete the tasks provided for by the forms of current, intermediate and final control, did not work through the entire the basic literature provided for by the program, did not attend the 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. Changing the discipline must be agreed with the advisor and the Registrar's



Office

12.7 Students of disciplines can be both students of the University and persons who are not enrolled in the number of students of the University but 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 conduct on the exam (using cheat sheets, cell phones, being late without a good reason) is removed from the exam, he is given an "F" grade, and he has to re-study this discipline on a paid basis.

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

### **13 Student selecting the educational trajectory**

13.1 Individual training planning 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 the Registrar's Office.

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

13.2 The information of elective disciplines is contained in the catalog of elective disciplines, which is brought to the attention of students by graduating departments and advisers.

13.3 Educational and methodological complexes in disciplines (EMCD) according to the 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 the disciplines (modules) must be carried out with the obligatory consideration of the sequence of studying disciplines. A student cannot be registered for a discipline if in the previous semester he did not master the prerequisites for this discipline. Deans, the head of the graduating department and advisers are responsible for timely informing students with academic debts about the possibilities of their elimination in subsequent periods of theoretical training in order to comply with the principle of prerequisites.

13.5 The student has the right to change the IC within the framework of the working curriculum of the educational program before the start of theoretical training during the registration period indicated in the Academic Calendar or during the orientation week.

### **14 Registration for attending classes**

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

14.2 Registration of a student for studying academic disciplines (modules) of the upcoming academic year is carried out in the IS "Univer 2.0" online with methodological and advisory assistance from graduating departments after a detailed discussion of their individual learning path with an advisor (supervisor/consultant), who provides 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 newcomers to the University during the orientation week (freshman week), a general acquaintance with the credit system of education, the procedure for registering for disciplines is carried out. During the orientation week, meetings are held with representatives of the administration,

deans of faculties, heads of departments, advisors, library workers. Each student is assigned an identification number ID (login), under which he registers his individual curriculum by online registration for academic disciplines.

14.4 Registration of applicants to the University is carried out before starting the first term. For this category of students, the basis for access to registration is the order to enroll in the number of students of the University. The rest of the students are registered for the disciplines of the next academic year and the re-passing of disciplines (retake) during the registration period specified in the Academic calendar.

14.5 The basis for access to registration is:

- passing all the prerequisites required for the study of a particular discipline;
- absence of financial arrears in tuition fees.

14.6 Registration for the summer term is carried out at the end of the spring term, except for students of the final year of study.

14.7 Registration for re-studying the discipline (retake) is carried out within the established terms of general registration, but provides for an advance payment for tuition, since the re-study of the discipline is carried out only on a paid basis for all specialties and forms of education.

14.8 Academic streams of students are formed according to the principle of a sufficient number of students enrolled in this discipline. The required number of registrants for compulsory disciplines is:

- lectures - up to 100 people;
- practical classes - up to 30 people;
- laboratory classes - up to 19 people;
- language and creative classes - up to 15 people
- academic streams of students in elective disciplines with a small contingent of students are formed according to the principle of enrolling all students in one discipline. The total number of students in this case should be at least 16 people.

If the number of students is less than the minimum, then the discipline is not opened. Students who have signed up 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 Student independent work**

15.1 In the conditions of credit technology of education, for the full development of the educational program, students 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 student work that is performed by them in contact with the teacher according to a separate schedule of the teacher. This type of work includes consultations on the most difficult issues of the curriculum, homework, term projects (works), control of the term work, reports and other types of tasks for independent work.

15.3 All the types of independent work are necessarily described in a syllabus and EMCD indicating specific tasks, evaluation criteria and a schedule for submitting tasks.

## **16 Student research (experimental research) work and scientific internships**

16.1 master and doctoral students, as part of the development of educational programs, perform research (experimental research) work, including preparation of scientific publications and implementation 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 on the basis of the decision of the Academic Council of the University and the order of the University Rector.

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

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

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

16.7 As part of research (experimental research) work and individual plans of master/doctoral students to familiarize with innovative technologies and new types of production, a mandatory scientific internship is provided in scientific organizations and (or) organizations of the relevant industries or fields of activity. OHPE, together with the organization on the basis of which the internship takes place, approves the internship program and the 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 the presence of educational and scientific components.

Mmmmaster students are recommended to plan for a scientific internship in the second year (with the exception of master students in a specialized area with a 1-year study period); doctoral students in the second or third year.

16.8 When undergoing an internship abroad, the internship is carried out in leading scientific organizations and OHPE included in international ratings, including 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: Test of English as a Foreign Language Institutional Testing Program (Test ov English as a Foreign Language Institutional Testing Programs) (TOEFL ITP (TOYFL AiTiPi), threshold score at least 163 points,

- Test of English as a Foreign Language Institutional Testing Program (Test ov English as a Foreign Languj Institutional Testing Program) Internet-based Test (Internet Basic Test) (TOEFL IBT (TOYFL AIBiTi), threshold score at least 60,

- Test of English as a Foreign Language Paper-based testing (Test ov English as a Foreign Languj paper based testing) (TOEFL PBT (TOYFL PBiTi)), threshold score at least 498,

- Test of English as a Foreign Language Paper-delivered testing (Test ov English as a Foreign Languj paper delivered testing) (TOEFL PDT (TOYFL PidiTi)), threshold score at least 65,

- International English Language Tests System (International English Langudzkh Tests System) (IELTS (ILTS)) threshold score not less than 6.0;

and/or German: Deutsche Sprachpruefung fuer den Hochschulzugang (Deutsche Sprachpruefung fuer den Hochschulzugang) (DSH, Niveau C1 / level C1), TestDaF-Pruefung (testdaf-prufun) (Niveau C1 / level C1);

and/or French: Test de Français International <sup>TM</sup> - Test de francais International (TFI (TFI) - not lower than B1 level in the sections of reading and listening), Diplome d'Etudes en Langue française - Diploma détude en Lang française ( DELF (DELF), level B2), Diplome Approfondi de Langue française

Diploma Approfondi de Langue Française (DALF (DALF), level C1), Test de connaissance du français Test de connaissance du français (TCF (TSF) - at least 50 points).

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

16.21 The place of internship for doctoral students corresponds to the scientific direction of the educational program, the subject of the doctoral dissertation and the place of work of the foreign consultant.

16.22 The internship is carried out at leading foreign scientific organizations and AE-PO, occupying the first 1000 positions in international rankings or the first 200 positions in the relevant direction (by subject).

16.23 OHPE independently determines the terms of the foreign internship of a doctoral student, while the duration of the internship is at least 30 calendar days

16.24 The main criterion for the completion of training in master/doctoral programs is the development by students:

- in the scientific and pedagogical master's degree program at least 120 academic credits for the entire period of study, including all types of educational and scientific activities of the undergraduate;
- in the profile master's degree program 60 academic credits for a period of study of 1 year and 90 academic credits for a period of study of 1.5 years;
- for the preparation of Doctors of Philosophy (PhD) (doctor in the field) at least 180 academic credits, including all types of educational and scientific activities.

## **17 Organization of practice**

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

17.2 Professional practice is carried out in accordance with the approved academic calendar and individual work plan in the scope established by the study plan, practice program and individual work plan.

17.3 The main and obligatory types of practice of students at the University are the following:

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

17.4 Mmaster's degree:

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

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

17.5 Postgraduate education:

- pedagogical practice is carried out with the aim of preparing for scientific and pedagogical activities at a higher education institution, acquiring and consolidating the skills of practical activities for the implementation of the educational process in higher education, including the teaching of special disciplines, organization of educational activities of students, scientific and methodological work on 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 a dissertation research.

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

17.6 All the types of practice are carried out in accordance with the Practice Programs containing the basic requirements for passing the practice. The programs are developed by the graduating department, taking into account the profile of the educational program, the nature of the enterprise, organization, place of internship. The program of pedagogical practice of postgraduate education is being developed by the Department of APK&SHD. All the types of internship 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 mastering professional skills by students in accordance with the requirements for the level of graduate training.

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

17.9 The terms of the practice are established by the University in accordance with the curriculum, the 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 independently search for a base of professional practice and initiate the conclusion of an internship agreement, provided that the proposed 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 Practice supervisors are responsible for the timely and high-quality organization of students' professional practices, control the timely completion of practice diaries by trainees, advise students on all issues related to the practice, and carry out certification of practice results with entering the grades in the records in the IS Univer system.

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

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

17.14 The general results of the practice are summed up at the final conferences at the departments with the participation of representatives of the practice bases. The assessment of the results of the trainee's passing the practice is equated to the assessments for theoretical training, is taken into account when considering the issue of awarding a scholarship and when calculating the total GPA and transferring it to the next year of study and is entered in the statement of practice.

17.15 The final grade for practice is defined as the grade of the supervisor of practice from the enterprise 40% and the grade of the supervisor of practice from the department for the defense of the report 60%. All the practice grades (from the enterprise and the University) are recorded in the student's diary and in the practice sheet.

17.16 The assessment of pedagogical practice is set by the supervisor of the practice and approved by the commission, which is formed at the department responsible for organizing and conducting pedagogical practice.

## **18 Organization of the state examination in History of Kazakhstan**

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

18.2 Organization of the state exam is carried out by the department "History of Kazakhstan" that conducts classes in the academic discipline "History of Kazakhstan", DAS and the Registrar's Office.

18.3 To conduct the state exam in the discipline "History of Kazakhstan", the department, on the basis of a model curriculum for this discipline, develops a working curriculum that is unified for all the modes of education 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, which is approved by the decision of the Academic Council of the university.

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

18.5 To take the state exam in the discipline "History of Kazakhstan", on the proposal of the dean of the faculty, a state examination commission (hereinafter SEC) is formed for the academic year.

18.6 The Chairman and the composition of the SEC in the discipline "History of Kazakhstan" is approved by the order of Rector of the University 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 evaluated according to the point-rating letter system for assessing the knowledge of students.

In this case, the final grade is set taking into account the assessment of the admission rating and the grade of the state exam. The assessment of the admission rating of the state exam 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 in the next academic period, 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 assessment of the state exam in the discipline "History of Kazakhstan" in order to improve it is carried out according to a similar procedure specified in clause 12.13.

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

18.12 To conduct an appeal, by the order of Rector of the University, an appeal commission for the discipline "History of Kazakhstan" 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 examination session, which provides for its delivery.

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

## **19 Student academic mobility**

19.1 The purpose of the external academic mobility of students at A. Saginov Karaganda Technical University is to improve the quality of training and subsequent employment of students, participation in the international system of higher education and international scientific research, ensuring the competitiveness of students in the international labor market, as well as strengthening the prestige of Karaganda Technical University in the educational market, achieving greater compatibility of Kazakhstan and foreign systems of higher education.

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

- 2 and 3-year bachelor's degree students, the other exceptions are considered with the permission of the dean of the faculty;

- 1-year students of the master's program (scientific and pedagogical) 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 NJSC “Karaganda Technical University named after Abylkas Saginov” and foreign educational organizations;

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

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

- on the students' own initiative.

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

19.5 The students are sent to study abroad as part of academic mobility at the expense of:

1) funds of the republican budget;

2) extrabudgetary funds of Karaganda Technical University;

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 the selection of applicants are as follows:

1) current academic performance (GPA);

2) the level of knowledge of a foreign language required for enrollment in higher educational institutions of the host country;

3) 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 the approval of the list of nominees is carried out on the basis of the decision of the Meeting of the Expert Council of Karaganda Technical University.

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

19.8 To select applicants for training at the expense of the republican budget, a commission is formed 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 Chairman of the Commission for selecting applicants is Chairman of the Board, Rector. All the members of the Commission for the selection of applicants, including the Chairman, have equal votes when making a decision. The meeting of the Commission for selecting applicants is considered competent if at least half of the Commission members are present at it.

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

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

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

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

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

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

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

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

19.16 In cases where students participate in the program of external academic mobility at the expense of other funds, except for the republican budget, a competitive selection takes place in the manner established by the Expert Council of Karaganda Technical University. Selection of applicants and the 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 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 be a participant in external academic mobility only in case of preliminary registration of an IC, which includes disciplines planned for study by students at a foreign university, including using distance learning technologies. At this, at Karaganda Technical University the transfer of training to the distance format should not exceed 20% of the total academic credits for the entire period of study.

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

19.20 The student has the right to apply for changing the elective disciplines of the approved IC by e-mail (or other means) addressed to Vice-Rector for Academic Affairs no later than 2 weeks after starting the studies at a foreign university.

19.21 In case of receiving positive marks in the IC disciplines at a foreign university, the faculty does not have the right to demand to take elective disciplines of Karaganda Technical University, which were excluded from the curriculum studying during the formation of a new IEP before sending a student to study at a foreign university.

19.22 In case of receiving unsatisfactory grades in the disciplines of a foreign university, and there is no possibility to liquidate this debt at the place of its receipt, an IEP is drawn up, consisting of the disciplines of Karaganda Technical University. The liquidation of debts in these disciplines of Karaganda Technical University is carried out on a paid basis.

19.23 When forming the IC in case of impossibility to replace the discipline (a number of disciplines) of Karaganda Technical University with disciplines planned for study at a foreign university in the traditional format, the distance learning mode is determined, which is carried out by the supervised department.



19.24 Credits from a foreign university are included in the student's current rating only if there is a transcript indicating a differentiated assessment, the number of credits and the number of hours. The transcript is provided at Karaganda Technical University in three languages (state, Russian, English). In the absence of a transcript in any language, a notarized translation is provided.

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

19.26 Responsibility of students, departments, ECTS coordinators, deans of faculties, CIC, Registrar's Office.

19.27.1 A student of Karaganda Technical University who is 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.

19.27.2 At the same time, the student of Karaganda Technical University must take into account the following:

- a student sent to study at a foreign university, receive a visa on their own by contacting the consular offices of foreign states in the Republic of Kazakhstan;
- a student sent to study at a foreign university, receives 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 the Charter of Karaganda Technical University;
- the student's stay abroad in excess of the period stipulated by the order without proper paperwork, through the fault of the student, is a violation of the internal regulations and the Charter of Karaganda Technical University;
- the period of stay abroad is determined by the marks of passport control when crossing the border of the Republic of Kazakhstan;
- cancellation of travel abroad is issued by the relevant order.

19.27.3 A student of Karaganda Technical University during the period of study under the academic mobility program:

- maintains contact with the ECTS coordinator, with the CIC during the stay at the partner university;
- undergoes training in disciplines subject to training at Karaganda Technical University with the help of the DLT in accordance with the approved ICP.

19.27.4 A student of Karaganda Technical University after mobility:

- submits an application to the CIC on returning from studies under the academic mobility program no later than 2 days upon return / after graduation from a foreign university;
- submits to the dean's office a copy of the transcript confirming the results of training, no later than 2 days after graduation from a foreign university;
- submits an application to the dean's office for the extension of the period of examinations and approval of the individual schedule for passing exams;
- at the same time has the right to apply:
  - for the offset of the studied discipline (a number of disciplines) in the number of disciplines of the educational program of the current and future period;
  - for the inclusion of the studied discipline (a number of disciplines) in the list of disciplines of the diploma supplement and / or on offset as additional credits in excess of the standard number of basic curriculum credits for the direction of study with the possibility of being taken into account in the cumulative rating of the current or future period

19.27.5 The departments of Karaganda Technical University, based on the materials submitted by the CIC 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 for studying abroad as part of academic mobility with the provision of an extract from the minutes of the meeting of the department with a reasoned decision to send the student to a foreign university, including with equal results of applicants (if necessary);

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

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

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

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

- make entries about grades in IS Univer 2.0, an examination sheet and a student's record book in the form of "passed / not counted (on a 100-point scale)" or in the form of differentiated grades "excellent", "good", "satisfactory" (100 -point scale) in the case of an exam or a differentiated test;

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

- in case of discrepancy between the academic calendar at the partner university and the terms of the academic calendar at Karaganda Technical University, the department has the right to set individual terms for the practice, examination session on the basis of an order;

- upon returning from the partner university, the student submits a document on learning outcomes (original transcript / extract) and the department ensures that the list of disciplines studied in three languages is submitted to the registration office, indicating credits credited for disciplines and final grades.

19.27.6 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 composes the IC;

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

- together with the Registrar's Office, organizes the certification of the student in terms of IC, to be mastered at Karaganda Technical University;

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

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

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

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

19.27.7 The faculty dean:IC

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

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

- requires students to provide a transcript/extract from the partner university within 2 days after completion of training (from the date of receipt from the partner university of a document confirming the results of training) at a foreign university under the academic mobility program;
- in case of a mismatch in the terms of study at the partner university, he has the right, on the basis of an order, to assign the student individual deadlines for passing the session within 2 weeks from the moment of arrival from the partner university on the basis of the student's application and submitted documents;
- assigns a scholarship in accordance with the presented results of studying at the university and recalculates;
- presents a copy of the transcript to the Registrar's Office, which is attached with the dean's memo.

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

#### 19.27.8 The Center of International Cooperation:

- carries out general coordination of work in the direction of the student of Karaganda Technical University to a foreign university as a participant in external academic mobility;
- advises students of Karaganda Technical University and ECTS coordinators for academic mobility of departments on the organization of external academic mobility;
- maintains contacts with the host country on the organization of external academic mobility;
- informs students, departments and faculties about the possibilities of academic mobility programs;
- organizes the selection of students together with the Department of Foreign Languages and the Expert Council for the nomination of students to foreign universities traveling at their own expense;
- organizes and coordinates the work of the Commission for selecting students for studying at foreign universities and traveling at the expense of the republican budget;
- assists in preparing and signing the learning agreement between a student, a foreign university and Karaganda Technical University;
- prepares a memorandum addressed to the Executive Director of Karaganda Technical University on sending students to study at a foreign university based on the results of the Extracts from the minutes of the Meetings of the EC on the selection of students and the Selection Committee;
- prepares a draft order on sending a student to study at a foreign university, which indicates a document on cooperation, the full name of the host foreign university, the duration and terms of study. The order on 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. the department, the director of the DAA and the head of the CIC, an individual curriculum, a memo from the CIC;
- coordinates orders on sending students to study at a foreign university with the deans of the faculties, the director of the DAA/the head of the PED, the chief accountant and the executive director;
- maintains a statistical record of students of "Karaganda Technical University within the framework of external academic mobility;
- forms a database of foreign universities that accept students of Karaganda Technical University for training as participants in external academic mobility;
- centrally transfers ICs with orders to the Registrar's Office.

#### 19.27.9 The Registrar's Office:

- on the basis of the formed IC of the student, indicating the disciplines studied at the partner university and at Karaganda Technical University using DLT in three languages, forms a working curriculum for the student in IS Univer 2.0;
- at the end of the training, the Registrar's Office ensures the entry of grades (according to a 100-point system) into the Univer 2.0 IS database based on the dean's office memo with a copy of the document confirming the learning outcomes (transcript).

19.28 Foreign citizens are admitted to study within the framework of incoming academic mobility, not earlier than the second year of study, according to inter-university memorandums and agreements on academic exchange, a tripartite agreement on training. At the end of the academic period, the registrar's office issues a transcript indicating the mastered study programs in the form of credits with grades to foreign students. Foreign students admitted to Karaganda Technical University under academic mobility programs must comply with the requirements of the Law of the Republic of Kazakhstan "On the legal status of foreigners", the Law "On population migration", "Rules for the 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 Karaganda Technical University.

## **20 Final certification of a bachelor's degree student**

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

20.2 Final certification (FC) of a bachelor student is carried out in the form of writing and defending a thesis or a graduation project. At the same time, the thesis (project) aims at identifying and evaluating the analytical and research abilities of the graduate.

20.3 It is permitted to take two comprehensive exams instead of a thesis (project) for the following categories of persons:

- 1) who are on long-term treatment at a hospital for health reasons;
- 2) with special educational needs, including children with disabilities, disabled since childhood, disabled people of group I;
- 3) pregnant or raising children under the age of 2 years;
- 4) foreign students.

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

The student writes an application addressed to Vice-Rector for Academic Affairs and submits an appropriate supporting document.

20.4 The list of basic and major disciplines for which a comprehensive exam is taken is approved by the decision of the Quality Assurance Committee of the faculty based on the presentation of the graduating students of the department.

20.5 A comprehensive exam in the EP is conducted according to the program developed by the university on the basis of 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 Standards, working and individual curricula and working curricula (syllabus) are allowed to the final certification.

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

20.8 To conduct the 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 compiled by the graduating department, approved by Vice-Rector for Academic Affairs, agreed with Chairman of the CC and brought to general attention no later than two weeks before the start of the work of the CC.

20.10 The competence of the Certification Commission includes:

- 1) verification of the level of compliance of the theoretical and practical training of graduates with the established requirements of educational programs;

- 2) awarding the graduate a bachelor's degree in the relevant educational program;
- 3) development of proposals aimed at further improving the quality of training.

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

20.12 The composition of the CC is formed from the number of professors, associate professors, highly qualified specialists corresponding to the profile of graduates.

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 the CC meeting should not exceed 6 (six) academic hours per day.

20.14 Diploma works or projects are supervised by the teachers of appropriate field and/or specialists, engaged in labour activity, in the field of training with at least 10 years of work experience.

The 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 an indication of the topic based on the decision of the academic council of the university.

20.15 Graduation papers (projects) of students are checked for the presence of borrowed material and the use of text with a synonymous replacement of words and expressions without changing the meaning (pair phrases), including the use of text translated from another language (hereinafter referred to as borrowing).

Checking diploma works (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.

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

20.16 The admission of students to the final certification is issued on the basis of paragraphs 20.6, 20.15 and the presentation of the dean of the faculty in the form of a payroll indicating the surnames, names, patronymics (if any), specialties / educational programs of students before the start of the final certification.

20.17 Not later than five working days before the start of the thesis (project) defense, the head of the department ensures control over the provision of the following documents to students at the CC:

- 1) withdrawal of the supervisor of the thesis (project), in which a reasoned conclusion is given "allowed for defense" or "not allowed for defense";

- 2) a review of the thesis (project), which 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 the academic degree "bachelor" or conferring qualifications for the corresponding specialties/EP;

- 3) certificates of passing the examination of the thesis (project) for plagiarism;

- 4) the original of the 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 allowed to defend by order of Vice-Rector for Academic Affairs on the basis of the presentation of the deans and heads of departments.

20.19 When performing a thesis (project) in a scientific direction, the AC is provided with materials characterizing the scientific and practical value of the completed thesis (project), unofficial reviews, written conclusions of organizations engaged in practical activities in the profile of the thesis (project), certificates or implementation acts results of scientific research, models, samples of materials, products, etc.

20.20 A student defends the thesis (project) in the presence of a positive review of the supervisor and one review of a specialist corresponding to the profile of the work (project) to be defended.

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

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

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

20.22 Reviewing the thesis (project) is carried out by external specialists from organizations whose qualifications correspond to the profile or direction of the thesis (project) being defended.

20.23 Based on the results of defending the thesis (project), (complex exams), grades are given according to the point-rating system for assessing the knowledge of students, taking into account the level of theoretical, scientific and practical training of the student, as well as the 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 they are held after the signing of the minutes of the AC meeting.

20.25 Each meeting of the CC is documented in minutes.

20.26 Minutes of CC meetings are kept individually for each graduate.

20.27 The protocol is filled in by the secretary of the CC, approved as a member of the commission and not having the right to vote.

20.28 Decisions on the assessment of defense of theses (projects), (complex exams), as well as on awarding a degree or qualification and issuing a diploma (without honors, with honors) are taken 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, Chairman of the Commission has the decisive vote.

20.29 The minutes of the CC meeting are kept 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 did not appear for the final certification for a good reason, writes an application in any form addressed to the chairman of the CC, submits a document confirming a good reason, and, with his permission, defends the 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 assessment shall file an appeal addressed 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, which operates during the academic year from among experienced teachers whose qualifications correspond to the profile of the specialty, no later than one month before starting the FC.

20.33 The Appeal Commission during the day considers the student's application for appeal and makes a decision to review the results of the final certification.

20.34 Documents submitted to the AC on the state of health after receiving an unsatisfactory assessment are not considered.

20.35 Re-passing a comprehensive exam or defending a thesis (project) in order to increase a positive grade is not allowed.

20.36 Retaking the comprehensive exam, as well as re-defending the thesis (project), for persons who have received an “unsatisfactory” rating, is not allowed during this period of final certification.

20.37 When defending a thesis (project), if the thesis is deemed unsatisfactory, the AC 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 AC is recorded in the minutes of the meeting.

20.38 A student who has received an “unsatisfactory” grade according to the final attestation is expelled by the order of the head of the university as “who did not fulfill the requirements of the educational program: did not defend the thesis (project) or “who did not fulfill the requirements of the educational program: did not pass the comprehensive exam” with the issuance of a transcript.

A person who has not passed the final certification, in the next academic period, no later than one month before the start of the final certification, writes an application addressed to the head of the university for admission to the repeated final attestation.

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

20.40 Re-final certification of the student is carried out only on those forms in which he received an unsatisfactory mark in the previous final assessment.

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

20.42 A student who has passed the final certification and confirmed the mastery of an educational program of higher education is awarded a bachelor's degree in the relevant educational program by the decision of the Certification Commission and is issued a diploma with a Supplement free of charge.

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

20.44 A student, studying under the educational program of higher education, who has final grades A, A - “excellent”, B-, B, B+, C+ “good” in academic disciplines and other types of educational activities with an average grade point (GPA) of at least 3.5, as well as who has passed a state exam in disciplines "History of Kazakhstan", "Modern History of Kazakhstan", a comprehensive exam or defended a graduation work (project) with grades A, A - "excellent", a diploma with honors is issued (excluding grades for additional types of education).

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

20.45 At the end of the work of the CC, Chairman generates a report on the results of the final certification of undergraduate students, which is discussed and approved at a meeting of the academic council of the university within a month.

20.46 Based on the results of the final attestation, an order is issued by the head of the university on the graduation of students who have completed their studies in the relevant specialty/educational program of higher education and successfully passed the final attestation, with the award of a "bachelor" degree or qualification in the relevant specialty/educational program.

20.47 The University approves the forms and requirements for filling out documents on education of its own sample.

20.48 The list of graduates who graduated from educational programs of higher education, indicating their surnames, first names, patronymics (if any), educational programs and numbers of issued diplomas, signed by the head of the educational organization, is submitted to the authorized body in the field of education within a month after the issuance of the relevant order and also posted on the website of the University.

## **21 Final certification of master and doctoral students**

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

The final attestation (FC) of master students is carried out in the form of registration 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 speech at a scientific and practical conference.

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

21.2 For the designing and writing a master's thesis (project), the educational program provides for research/industrial practice. Topics of master's theses (projects) must fully comply with the approved topics specified in the order. Research practice is usually managed by the supervisor of the master's thesis (project). Correction of the topics of master's theses (projects) is carried out before the research/industrial practice in the first year of study.

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

21.4 The supervision of master's theses (projects) is carried out by the teachers in the field and (or) specialists corresponding to the 7th level of the National Qualification Framework with at least 5 years of work experience or the 8th level of the National Qualification Framework with at least 3 years of work experience. Implementation of scientific supervision for master students by a teacher who has the academic degree "PhD", or "Doctor of Science", or "Doctor by profile", corresponding to the profile of the requested area, with at least three years of experience in scientific and pedagogical work, being the author of 5 scientific articles over the past five years in publications, included in the List of scientific publications 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 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 the final certification of students, a Certification Commission on educational programs is formed.

21.6 The competence of the Certification Commission includes:

1) verification of the level of compliance of the theoretical and practical training of graduates with the established requirements of educational programs;

2) awarding the graduate a master's degree in the relevant specialty;

3) development of proposals aimed at further improving the quality of training.

21.7 Chairman and the composition of the CC is approved by the order of Vice-Rector for Academic Affairs on the basis of 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 the number of professors, associate professors, highly qualified specialists corresponding to the profile of graduates.

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

21.9 No later than two weeks before starting the final attestation, an order is issued by Vice-Rector for Academic Affairs on admission to the final attestation 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 Standards, working and individual curricula and working plan (syllabus) are allowed to the final certification.

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

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



21.12 Master's theses (projects) of students are checked in the PED for the presence of borrowed material and the use of text with a synonymous replacement of words and expressions without changing the meaning (pair phrases), including the use of text translated from another language (hereinafter referred to as borrowing) a month before the defense according to 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 the presentation of the head of the PED and heads of departments.

21.14 Not 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 students in the CC with the following documents:

1) a review of the supervisor of the master's thesis (project), which gives a reasoned conclusion "allowed for defense" or "not allowed for defense";

2) a review of the master's thesis (project), which 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 the academic degree "master" or conferring qualifications for the corresponding specialties;

3) a certificate of passing verification of the master's thesis (project) in a scientific way, the subject of plagiarism.

21.15 When performing a master's thesis (project) in a scientific area, the CC provides materials characterizing the scientific and practical value of the completed master's thesis (project), unofficial reviews, written conclusions of organizations engaged in practical activities in the profile of a master's thesis (project), references or acts of implementation 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 student defends a master's thesis (project) in the presence of a positive review of the supervisor and one review of a specialist corresponding to the profile of the work (project) being defended.

If the supervisor gives a negative conclusion "not allowed to defense", the student is not permitted to defend the master's thesis (project).

A student is permitted to defend a master's thesis (project) both with a positive and negative opinion of the reviewer.

21.18 A student who is not permitted to defend in accordance with paragraphs. 16, 17, 20, by the order of Vice-Rector for Academic Affairs, on the basis of the dean's proposal, is left for the 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 with a general list on the proposal of the head of the PED and the head of the graduating department, indicating the place of work, position held and education (scientific or academic degree in the specialty, basic education on a diploma of postgraduate education).

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

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

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

21.22 Each CC meeting is documented in minutes.

21.23 The minutes of CC meetings are kept individually for each graduate.

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

21.25 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 taken 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 even number of votes, Chairman of the commission has the decisive vote.

21.26 The minutes of the CC meeting are kept 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 did not appear for the final certification for a good reason, writes an application in any form addressed to Chairman of the CC, submits a document confirming a good reason, and, with his permission, defends a 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 shall submit an application for an appeal addressed to Chairman of the Appeal Commission no later than the next working day after it is held.

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

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

21.31 Documents submitted to the AC on the state of health after receiving an unsatisfactory assessment are not considered.

21.32 Re-defense of a master's thesis (project) to persons who have received an "unsatisfactory" grade in order to increase a positive grade is not allowed.

21.33 When defending a master's thesis (project), if the master's thesis (project) is recognized as 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 has received an "unsatisfactory" grade according to the final certification is expelled from the University by the order of Rector as "not meeting the requirements of the educational program: not defending a master's thesis (project)", with issuance of a transcript.

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

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

21.36 The re-final assessment of the student is carried out only for those forms in which he received an unsatisfactory grade in the previous final certification.

21.37 A student who has passed the final certification and confirmed the development of the educational program of postgraduate education, by the decision of the attestation commission, is awarded the degree of "Master" in the relevant educational program and is issued a diploma with a Supplement free of charge.

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

21.39 A student in an educational program of postgraduate education who has final grades A, A in academic disciplines and other types of educational activities - "excellent", B-, B, B+, C+ "good" with an average grade point (GPA) of at least 3,5, as well as those who have passed a comprehensive exam or defended a thesis (project) with grades A, A - "excellent", are awarded diplomas with honors (excluding grades for additional types of education).

At the same time, a student who retakes the final certification (exam) during the entire period of study is not issued a diploma with honors.

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

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

21.42 The list of graduates who have completed educational programs of postgraduate education, indicating their surnames, first names, patronymics (if any), educational programs and numbers of diplomas issued, signed by Rector 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 also posted on the website of the University.

## **22 Registering the history of educational achievements of students**

22.1 The history of educational achievements of students is reflected:

- in the personal account of the IS "Univer 2.0" indicating the disciplines, teachers, the results of midterm and final control, intermediate and final certification, as well as all types of practice;
- in a transcript, which contains a list of mastered disciplines for the corresponding academic periods, indicating mastered credits.

22.2 The transcript records all the final grades of the student, including the results of re-taking exams.

22.3 The transcript is issued to students for expulsion, academic mobility, foreign internship; to issue an order for a discount in payment, a Presidential and nominal scholarship; to transfer from a contractual basis to a state educational grant; for internships in companies; for obtaining a loan in banks; for transfer within the University and to the other universities; for doctoral students after defending a doctoral dissertation to be submitted to the RK MES CCES, as well as issued to persons who have passed the difference on prerequisites or studied at the university under academic (external, internal) mobility programs.

22.4 On the basis of the transcript in 3 languages with all the completed academic disciplines, all the types of professional practices and the results of the final state certification with grades and volumes in credits indicating GPA, a European Diploma Supplement is issued.

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

## **23 Transfer and readmission of students**

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

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

Transfer and readmission of students from one EP 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, the occurrence of emergencies of a social, natural and man-made nature, wartime, as well as in the conditions of armed, military conflicts in the country of study, the transfer and restoration of citizens of the Republic of Kazakhstan, kandas from foreign OHPEs is carried out during the academic year .

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

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

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

23.4 When transferring a student, the host institution takes into account the area of training and the profile of the educational program, educational achievements, as well as cases of violation of academic honesty by the student.

When transferring or readmitting students, the University forms an appropriate commission to re-credit the learning outcomes.

The transfer or readmission of students is carried out in the OHPE, who have a license and (or) an annex to the license for a class of educational activities, as well as having international specialized accreditation of national and (or) foreign accreditation bodies included in the registers and (or) associations of accreditation bodies of the member states of the Organization for Economic Cooperation and Development (OECD) in the field of education.

The transfer of a student from groups of educational programs of higher education that require creative training to other groups of educational programs is carried out if there is a certificate of a unified national testing with a score not lower than the established threshold score in accordance with the Model Rules for Admission to Education in an Educational Organization that implements educational programs of higher and postgraduate education, approved by order of the Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018 No. 600 (registered in the Register of State Registration of Normative Legal Acts under No. 17650).

23.5 On the basis of educational programs of technical and vocational education, post-secondary education at the "entrance", in case the profile of the educational program of higher education coincides with the educational program of technical and vocational education or post-secondary education, the learning outcomes of the previous level of formal education are recognized automatically and the period of study is reduced.

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

In case of a mismatch in the profile of the educational program, training is carried out according to the full program of higher education.

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

23.7 The transfer of students is carried out from course to course, from one educational organization to another, from one language department to another, from one specialty / study program to another.

The transfer of a student from a paid basis of education to study under the state educational order is carried out in the manner approved in accordance with subparagraph 5) of Article 4 of the Law "On Education".

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

The transfer of a student to a vacant educational grant released in the process of obtaining higher and postgraduate education, including under the program "Mangilik el zhastary - industry!", as well as in an shortened mode of education in the context of specialties/EP training, is carried out during

the summer and winter holidays on a competitive basis for students on a paid basis in this specialty / EP. The competition is held based on the results of an intermediate assessment based on performance (GPA - Grade Point Average) for the entire period of study, taking into account the results of the summer semester and the accumulated transfer score.

23.8 Students' applications for transfer and readmission 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 the start of the next academic period.

23.9 The transfer of students from foreign universities is carried out to universities that have placed a state educational order for the appropriate 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 the registers and (or) associations of accreditation bodies of the member states of the Organization for Economic Cooperation and Development (OECD) in the field of education.

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

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

23.10 It is not allowed transferring students from other universities to Karaganda Technical University for the 7th term (full form of education), 5th term (full-time shortened on the basis of TEV), 3rd term (on the basis of the second higher education) in the bachelor's program and for the 3rd term of study in the master's program in the presence of an academic difference.

23.11 To eliminate the academic difference in the disciplines of the working curriculum, the student enrolls in these disciplines, attends all the types of training sessions during the academic period, passes all the types of current control, and receives admission to the final certification.

If the disciplines of academic difference are not included in the schedule of studies of the current academic period, the student enrolls in them in the summer term.

23.12 The academic difference in the disciplines of the working curriculum not eliminated in the summer term, is further taken into account as an academic debt.

23.13 The recalculation of disbursed credits is carried out on the basis of a comparison of educational programs, the content of the list of mastered disciplines, their volumes, acquired knowledge, skills, abilities and competencies, as well as learning outcomes.

23.14 When transferring disbursed credits for academic disciplines, the difference in the forms of final control is not taken into account.

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

23.15 The transfer of students from course to course is carried out based on the results of the academic year (interim assessments), taking into account the results of the summer semester and the accumulated transfer score (GPA - Grade Point Average).

23.16 A prerequisite for the transfer of students from course to course is their achievement of the gained transfer score (GPA - Grade Point Average) not lower than the transfer score established at the university.

23.17 The transfer of a student from course to course is issued by the order of Rector of the University.

23.18 A student under an educational grant or a state educational order, who has reached the established transfer score and is transferred to the next course, if there is an academic debt, liquidates it on a paid basis, while retaining the educational grant, or a place under the state order.

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

23.19 A student on an educational grant, if desired, is transferred with the preservation of an 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 fee basis.

The 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 an educational grant.

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

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

2) the application for transfer addressed to the head of the host university is accompanied by copies of the transcript signed by the Rector (Vice-Rector for Academic Affairs) and the registrar's office, and sealed, certificates of the holder of an educational grant, an application addressed to the head of the university where he studied (with the signature of the head and print);

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

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

23.21 Rector of the University to which the student is transferred, within five working days from the date of issue of the order, sends a written request to the university where the student previously studied, about sending his personal file. A copy of the order on enrolling the student by transfer is attached to the request.

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

At the University where the student studied, there is a copy of the transcript, a grade book (if any), a student card and an inventory of the documents to be sent.

23.23 Readmission in the number of students is carried out only on a paid basis:

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

2) a transcript/academic certificate (original), an UNT or CTA certificate not lower than the established score, a certificate of secondary education or a college diploma (original), medical certificate F-075U are attached to the application for restoration in the name of the head of the university;

3) the dean of the faculty, on the basis of the submitted documents, determines the difference in disciplines in the curricula and, in accordance with the mastered prerequisites, sets the course 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's Office;

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

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

When a decision is made by the authorized body to suspend, revoke and deprive the license and (or) annex to the license for a class of educational activities, the student of this OHPE is transferred to the other OHPE to continue education during the current semester from the date of the decision by the authorized body on suspension, revocation and deprivation of a license and (or) attachment to a license.

23.25 When a decision is made by the authorized body to suspend, revoke and revoke a license and (or) an annex to a license for a class of educational activities, voluntary termination of a license and (or) an annex to a license for a class of educational activities or liquidation of the HHPE, suspension, revocation or expiration the period of validity of accreditation, the transfer and restoration of students to this OHPE is not carried out.

23.26 In case of voluntary termination of the license and (or) supplement to the license for a class of educational activities or liquidation of the OHPE, the student of this OHPE is transferred to another OHPE to continue education during the current semester from the date of the voluntary return of the OHPE on the termination of the license and (or) supplement to the license or elimination of OHPE.

23.27 Upon suspension, revocation or expiration of accreditation, with the exception of educational organizations under the President of the Republic of Kazakhstan and higher educational institutions, a student of this OHPE is transferred to another OHPE to continue education within a month from the date of the decision to suspend, revoke or expire the effects of accreditation.

## **24 Granting academic leave to students**

24.1 An academic leave is a period for which students studying at education organizations (students, master and 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:

1) conclusions of the medical advisory commission (hereinafter referred to as the MSC) at an outpatient organization for a period of 6 to 12 months due to illness;

2) decisions of the Centralized Medical Advisory Commission (hereinafter referred to as CMAC) of the anti-tuberculosis organization in case of tuberculosis for a period not exceeding 36 months;

3) summons for conscription for military service;

4) birth, adoption of a child before the child 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 specified 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 leaving the academic leave, the student submits an application addressed to the head of the university and submits a certificate of the MAC on the state of health from the healthcare organization that observed the patient, with a conclusion on the possibility of continuing education in this specialty while the student is on 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 to withdraw the student from academic leave, indicating the specialty, course and mode of study.

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

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

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

24.9 Students who returned after military service in the Armed Forces of the Republic of Kazakhstan study the difference in curricula during the semester and pass it free of charge, regardless of the form of tuition payment.

## **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 honesty, the Code of Honor for students, undergraduates and doctoral students;
- for violation of the internal regulations, the Charter of the University;
- for violation of the terms of the contract for the provision of educational services, incl. for non-payment of tuition fees;
- for violation of academic discipline: for loss of communication with the university, for systematic absence of classes without good reason;
- as those who did not return from academic leave;
- as those who have not concluded a contract for the repeated course of study;
- those who received the mark "unsatisfactory" according to the final certification;
- in connection with the transfer to another higher education institution;
- at student's own request.

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

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

## **26 Procedure for awarding vacant educational grants released in the process of obtaining higher and postgraduate education**

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

The competition is held based on the results of an interim assessment based on the GPA transfer score for the entire period of study with the issuance of a certificate of awarding a vacant educational grant.

In the case of the same indicators of the gained GPA transfer score during the competition for vacant educational grants, students with grades only A, A- ("excellent"), then grades from A, A- ("excellent") to B+, B, B-, C+ ("good"), then - mixed marks for the entire period of study.



26.2 The award of vacant educational grants released in the process of obtaining higher or post-graduate education is carried out 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 addressed to the head of the University for further education on an educational grant;

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

3) the University, on the basis of the decision of the Supervisory Board and the Academic Council, having considered this application on a competitive basis, sends it to the authorized body in the field of education for a decision by August 5 and January 15 of the current year (to 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 holder of an educational grant (original) expelled from the University are attached;

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

5) on the basis of the issued certificate of awarding an educational grant, the head of the University issues an order for further education on an educational grant.

## **27 Procedure for paying state scholarships**

27.1 The payment of state scholarships to students of Abylkas Saginov Karaganda Technical University is carried out in full accordance with the regulatory documents of the Government of the Republic of Kazakhstan, the Ministry of Science and Higher Education 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 and doctoral students studying at education organizations under the state educational order for full-time education.

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

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

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

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

## **28 Tuition fee**

The tuition fee at Abylkas Saginov Karaganda Technical University is formed based on the real costs of providing the educational process. Tuition fees are regulated in accordance with the

Agreement on the provision of educational services and are within the competence of the accounting department of the University.

**Developed by:**

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