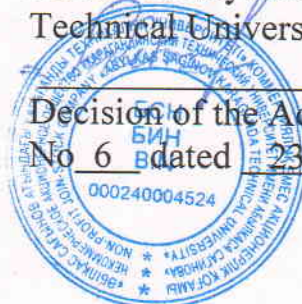


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Approved by
Chairman of the Management Board -
Rector of Abylkas Saginov Karaganda
Technical University



M.K. Ibatov
Decision of the Academic Council
No 6 dated 23 december, 2022

RULES

**OF ORGANIZING THE PROGRAM OF STUDENT EXTERNAL
ACADEMIC MOBILITY
R III-04-2022**

Developed by: Acting head
S.E. Rakhimbayeva



Karaganda

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1 Scope

These Rules determine the procedure for passing and conditions of study within the framework of external academic mobility of students of Non-profit Joint-stock Company Abylkas Saginov Karaganda Technical University (hereinafter the University).

2 Regulatory references

These Rules use the following regulatory references:

- Law of the Republic of Kazakhstan "On Education" dated July 27, 2007, No. 319-III [1];
- Law of the Republic of Kazakhstan "On Science" dated February 18, 2011 No. 407-IV [2];
- Law of the Republic of Kazakhstan "On public services" dated April 15, 2013 No. 88-V [3];
- Law of the Republic of Kazakhstan "On Combating Corruption" dated November 18, 2015 No. 410-V [4];
- Order of the Minister of Education and Science of the Republic of Kazakhstan "On Approval of the Rules for Sending to Study Abroad, Including those within the Framework of Academic Mobility" dated November 19, 2008 No. 613 [5];
- Order of the Minister of Education and Science of the Republic of Kazakhstan "On approval of the Rules for the organization of the educational process" dated April 20, 2011 No. 152 [6];
- Order of the Minister of Education and Science of the Republic of Kazakhstan "On Approval of the Rules for the Organization of the Educational Process on Distance Educational Technologies" dated March 20, 2015 No. 137 [7];
- Charter of Abylkas Saginov Karaganda Technical University NPJSC [8];
- Internal regulations of NPJSC Abylkas Saginov Karaganda Technical University [9];
- DP X - 01 Management of documented information;
- other legislative and regulatory legal acts of the Republic of Kazakhstan.

3 Terms, definitions and abbreviations

The following terms are used in these Rules with their respective definitions and abbreviations:

- ICT - information and communication technologies;
- RK - Republic of Kazakhstan;
- NPJSC Abylkas Saginov Karaganda Technical University - Non-profit Joint stock Company Abylkas Saginov Karaganda Technical University;
- IEP - individual educational plan;

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GPA - Grade Point Average - the average score of the diploma;
CIC - Center of International Cooperation;
DLT – distance leaning technologies;
DAA - Department of Academic Affairs;
ECTS - European Credit Transfer System;
IS "Univer 2.0" – Univer information system;
EC - Expert Council;
PED - Postgraduate Education Department;
RK MSHE - Ministry of Science and Higher Education of the Republic of
Kazakhstan;
WC - working curriculum;
A university - a higher education institution.

4 General rules

4.1. These Rules are developed in accordance with subparagraph 41, Article 5 of the Law of the Republic of Kazakhstan "On Education" dated July 27, 2007 No. 319-III [1], the Law of the Republic of Kazakhstan "On Science" dated February 18, 2011 No. 407-IV [2], Law of the Republic of Kazakhstan “On public services” dated April 15, 2013 No. 88-V [3], Law of the Republic of Kazakhstan “On combating corruption” dated November 18, 2015 No. 410-V [4], Order of the Minister of Education and science of the Republic of Kazakhstan "On approval of the Rules for the direction for studying abroad, including within the framework of academic mobility" dated November 19, 2008 No. 613 [5], Order of the Minister of Education and Science of the Republic of Kazakhstan "On approval of the Rules for the organization of the educational process" dated 20.04.2011, No. 152 [6], State Service Standard "Acceptance of documents for participation in the competition for studying abroad, including within the framework of academic mobility", Order of the Minister of Education and Science of the Republic of Kazakhstan "On approval of the Rules for organizing the educational process for dist Educational Technologies” dated March 20, 2015, No. 137 [7], the Bologna Declaration dated June 18-19, 1999, the Taraz Declaration of 2007, the Chimkent Declaration of 2011, the Charter of Abylkas Saginov Karaganda Technical University NPJSC [8], the Internal Regulations of Abylkas Saginov Karaganda Technical University NPJSC [9] and other legislative and regulatory legal acts of the Republic of Kazakhstan.

4.2 The Rules apply to students of Abylkas Saginov Karaganda Technical University NPJSC for the purpose of studying at foreign educational institutions and partner universities, both on the initiative of the student and within the framework of cooperation programs between the University and foreign educational institutions providing for joint educational and / or scientific activities, except for those cases when

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such a procedure is described in contracts and agreements on cooperation of the University with foreign universities and is an integral part of it.

4.3 These Rules define the following:

External academic mobility is moving students to study or to conduct research for a certain academic period: a term or an academic year to another higher educational institution abroad with the obligatory transfer of mastered educational programs in the form of credits to their higher educational institution or to continue their studies at another higher educational institution;

Incoming academic mobility is moving foreign students or students from other universities within the country to study or to conduct research for a certain academic period: a term or an academic year at NPJSC Abylkas Saginov Karaganda Technical University;

Outgoing academic mobility is moving students to study or conduct research for a certain academic period: a semester or an academic year to another higher educational institution (domestic or abroad) with the obligatory transfer of mastered educational programs in the form of credits to their higher educational institution or to continue their studies at another higher education institution.

The duration of any form of academic mobility of students is an academic period: a term or an academic year.

5 Procedure of sending abroad to study within the framework of the program of external academic mobility

5.1 The purpose of external academic mobility of the University students 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 the University in the educational market, achieving greater compatibility of Kazakhstan and foreign systems of higher education.

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

- 1) funds of the republican budget;
- 2) extra-budgetary funds of the University;
- 3) grants from employers, social, academic and scientific partners, international and domestic funds and scholarships;
- 4) personal funds of students.

5.3 A prerequisite for external academic mobility is execution of an individual educational plan (hereinafter referred to as IEP) that includes disciplines to be studied at a foreign university and at the University. The IEP must be drawn up in three languages: state, Russian, English.

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5.4 These Rules do not consider independent organization of education at a foreign university, if none of the disciplines that a student plans to study at a foreign university can be included in the IEP. In this case, the student can use the possibility of academic leave or expulsion from the University.

5.5 The document confirming assessment of the learning outcomes of students during external academic mobility is referred to as the "Transcript" in these Rules.

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

6 Grounds for implementing the program of student external academic mobility

6.1 Consideration of the issue of sending students to NPJSC Abylkas Saginov Karaganda Technical University for education as a participant in external academic mobility is performed on the personal application of students addressed to the Chairman of the Board, Rector of the University (Appendix A).

6.2 External academic mobility of students can be performed:

- within the framework of interstate agreements (memorandums and agreements on international cooperation);
- under the programs of the Ministry of Science and Higher Education of the Republic of Kazakhstan;
- within the framework of agreements between educational organizations of the Republic of Kazakhstan and foreign states;
- in accordance with agreements, contracts, grants, projects concluded by NPJSC Abylkas Saginov 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.

6.3 The grounds for the implementation of external 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 NPJSC Abylkas Saginov Karaganda Technical University taught in the distance format.

6.4 Sending to study abroad within the framework of academic mobility at the expense of the republican budget is performed by the authorized body in the field of education and NPJSC Abylkas Saginov Karaganda Technical University.

6.5 For selecting applicants sent at the expense of the republican budget, a Commission is formed at the University to determine the number of places and to select applicants. The Commission that consists 15 people, should include deputies of

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maslikhats and independent experts from non-governmental organizations, as well as public figures.

6.6 The Chairman of the Commission for selecting applicants is the Chairman of the Board, the Rector of NPJSC Abylkas Saginov Karaganda Technical University. All the members of the Commission for selecting 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.

6.7 The selection of applicants is performed by the Commission in accordance with the Criteria for selecting applicants for study abroad under international treaties/agreements and academic mobility specified in Appendix B and the submitted documents specified in Appendix D.

6.8 The Commission considers the submitted documents of applicants and by open voting, according to the points of the criteria for selecting applicants draws up the main and reserve lists of students within the framework of academic mobility (Appendix B).

6.9 If an applicant from the main list refuses to travel to study, he is replaced according to the order of the reserve list. The application for refusal is written in any form.

6.10 The meeting of the Commission is drawn up in the form of Minutes in any form. During the meeting of the Commission, audio and video recording is carried out in the online broadcast mode on the official Internet resources of the University in social networks.

Minutes, audio and video recordings of the meetings of the Commission are stored in the CIC for at least one year from the date of the end of the competition.

6.11 When selecting applicants for study within the framework of academic mobility with equal scores the advantage is given to (in the following sequence):

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

6.12 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 the NPJSC Abylkas Saginov Karaganda Technical University. Selection of applicants and approval of the list of nominees is performed on the basis of the decision of the Expert Council meeting, which is openly presented on the website of NPJSC Abylkas Saginov Karaganda Technical University.

6.13 The main criteria for the competitive selection of applicants are as follows:

- 1) current performance at the end of the academic period of the student;

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2) the level of knowledge of a foreign language needed for enrollment to higher education institutions of the host country;

3) completion of one academic period at NPJSC Abylkas Saginov Karaganda Technical University for applicants for study within the framework of academic mobility.

7 Organizing the program of external academic mobility

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

7.2 A student can be a participant in external academic mobility only in case of preliminary registration of the IEP (Appendix D), which includes disciplines planned for study by students at a foreign university, including using distance learning technologies at NPJSC Abylkas Saginov Karaganda Technical University. In this case, the transfer of education to the distance format should not exceed 20% of the total amount of academic credits for the entire period of study.

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

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

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

7.6 In case of receiving unsatisfactory grades in the disciplines of a foreign university, and the inability to liquidate this debt at the place of its receipt, an IEP is compiled that consists of the disciplines of NPJSC Abylkas Saginov Karaganda Technical University. The liquidation of these disciplines of NPJSC Abylkas Saginov Karaganda Technical University is carried out on a paid basis.

7.7 When forming the IEP in case of impossibility to replace the discipline (a number of disciplines) of NPJSC Abylkas Saginov Karaganda Technical University with the disciplines planned for study at a foreign university in the traditional format, the distance learning form is determined, which is performed by the supervised department.

7.8 Credits from a foreign university are included in the student's current/cumulative 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 NPJSC Abylkas Saginov Karaganda Technical University in three languages (state,

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Russian, English). In the absence of a transcript in any language, a notarized translation is provided.

7.9 To take into account the results of external academic mobility, the Registrar Office includes disciplines (a number of disciplines) in the curriculum (including additional ones) and recalculates credits and grades received in accordance with the approved IEP, with a foreign university transcript attached.

7.10 The decision to include disciplines, including additional ones, in the Diploma Supplement is made on the basis of the student's application and the approved working curricula.

7.11 If the transcript does not contain an exact indication of scores on a 100-point scale, the faculty/department, together with the DAA, establishes a correspondence between the grades from the transcript and the grades accepted at NPJSC Abylkas Saginov Karaganda Technical University. In the case of an undifferentiated test, the student's grade is stored as "passed" and is not taken into account in the rating (in the case of a non-differentiated test, the grade is determined based on the results of an interview between the head of the department and the student, with the involvement of the leading teachers of this department).

7.12 Records of credited disciplines of students are automatically entered into the "IS Univer 2.0" system.

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

7.14 When applying for an academic mobility program at a European university or a US university, the student draws up and signs a Learning agreement of the European Credit Transfer System (ECTS) together with the department (Appendix H).

7.15 Upon completion of the academic mobility program, the student must submit to the CIC an application for returning from studies under the academic mobility program no later than 2 days upon return / after graduation from a foreign university (Appendix H), and provides a copy of the transcript to the CIC and the dean's office.

7.16 The departments of the NPJSC Abylkas Saginov Karaganda Technical University, on the basis of materials submitted by the Central Medical Academy and Students, search and analyze foreign universities, academic programs in the areas of technical specialties of the department, and recommend a foreign university for training, and also ensure the use of distance learning in disciplines in accordance with the IEP, if it is impossible to replace a number of disciplines of NPJSC Abylkas Saginov Karaganda Technical University with disciplines planned for study at a foreign university.

7.17 ECTS coordinator of academic mobility programs is responsible for quality organization of implementing the academic mobility programs, is responsible for the compliance of the content of the disciplines mastered by students under academic

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mobility programs with the study programs of NPJSC Abylkas Saginov Karaganda Technical University and individual curricula.

7.18 Upon completion of the student's education, the dean of the faculty recalculates the credits and grades received in accordance with the approved IEP and the transcript of the foreign university, and also provides the results of the recalculation of the mastered disciplines to the Registrar Office for inclusion in the IS "Univer 2.0" database.

7.19 Upon graduation, the Registrar office ensures that students enter grades (according to a 100-point system) into the database "IS Univer 2.0" on the basis of a memo from the dean of the faculty indicating the results of transferring the mastered disciplines in a foreign university.

7.20 Foreign citizens are accepted 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 NPJSC Abylkas Saginov Karaganda Technical University under academic mobility programs are required to comply with the requirements of the Law of the Republic of Kazakhstan "On the legal status of foreigners", the Law of the Republic of Kazakhstan "On population migration", "Rules for the entry and stay of foreign citizens in the Republic Kazakhstan, as well as their departure from the Republic of Kazakhstan" and the internal regulations established at the University.

8 Funding the program of external academic mobility

8.1 Control over the funding of external academic mobility of students of Karaganda Technical University at the expense of the republican budget is performed by the accounting department with the provision of cost estimates for training at a foreign university.

8.2 Funding students within the framework of external academic mobility can be performed at the expense of:

- means of the republican budget;
- income received by NPJSC Abylkas Saginov Karaganda Technical University from the sale of paid services;
- grants from employers, social, academic and scientific partners, international and domestic funds and scholarships;
- at the expense of extra-budgetary funds of NPJSC Abylkas Saginov Karaganda Technical University;
- means of the inviting party;
- personal funds of the student.

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8.3 When allocating budgetary funds of the republican budget for training within the framework of external academic mobility:

1) when providing paid educational services by a partner university, payment for the cost of the educational program of a foreign educational institution is made by students sent to study in the amount and within the time limits established by the hosting foreign partner university;

2) payment of daily expenses is made from the own funds of students;

3) transportation costs, living expenses, visa and medical insurance are made from budgetary funds within the limits of the funding norms of the Ministry of Science and Higher Education of the Republic of Kazakhstan.

8.4 When allocating extra-budgetary funds to NPJSC Abylkas Saginov Karaganda Technical University, the decision on the allocation of funding is made at a meeting of the Expert Council in accordance with the criteria for selecting students (Appendix K). When sending a student to study abroad at the expense of extra-budgetary funds of NPJSC Abylkas Saginov Karaganda Technical University, the University partially finances travel expenses, living expenses, consular fees and medical insurance, the rates of expenses that are approved by the decision of the Academic Council.

8.5 For students on a state educational grant who travel to study on academic mobility, the scholarship is retained in full for the entire time they are studying at a foreign university.

8.6 After returning from training under the academic mobility program, a student who received funding from the republican budget is obliged to submit an advance report on the actual expenses of funds to the accounting department within 5 (five) working days, as well as a report (Appendix H) based on the results of the trip.

8.7 At the same time, students of NPJSC Abylkas Saginov Karaganda Technical University must take into account the following Rules:

- students of NPJSC Abylkas Saginov Karaganda Technical University 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;

- students of NPJSC Abylkas Saginov Karaganda Technical University, the University sent to study at a foreign university, receive medical insurance on their own 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 NPJSC Abylkas Saginov Karaganda Technical University, the 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

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regulations and the charter of NPJSC Abylkas Saginov Karaganda Technical University, the 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 an appropriate order;

- sending to study outside the Republic of Kazakhstan is issued on the basis of the order of the Chairman of the Board, Rector (indicating the purpose, terms, country of residence) and the financial estimate (calculation);

- students are reimbursed for the costs of passing academic mobility in accordance with the standards approved by the Order of the Ministry of Science and Higher Education of the Republic of Kazakhstan, strictly according to the approved cost calculation for the internship;

- for students, a cash advance is transferred to their personal account within three working days after the submission of the approved order and calculation to the accounting department of the University;

- leaving for training and returning to the University later than the deadline stipulated by the order for training without proper paperwork is a violation of academic discipline. If a valid reason arises that prevents the student from leaving for a foreign university, the student must submit a reasoned application to the Center of Postgraduate Education addressed to the rector with supporting documents attached to postpone the referral to study;

- a list of primary documents confirming the costs of studying under the program "Academic Mobility" (if there is no definition of "copy", all the documents are provided in the original):

- 1) for accommodation:

- an agreement (bilateral) for the provision of accommodation services with a seal and signatures;

- a document confirming payment for accommodation: a fiscal receipt or a bank transfer with the provision of the original statement from the card account with the seal of the bank;

- a document confirming the provision of accommodation services: an invoice with the seal of the organization and the signature of the responsible person, copies of tax documents of the landlord / registration of a private entrepreneur;

- 2) transportation costs: air transportation (economy class);

- fiscal receipt (when purchasing a ticket for cash);

- an extract from the bank on the movement of money from the card account on the day of purchase of the ticket if the payment was by bank transfer;

- e-ticket;

- all boarding passes;

- a copy of the passport with a mark of passport and customs control;

- 3) medical insurance: a policy (original), a receipt for payment of insurance;

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4) visa: a check (possibly other documents);

5) trip report:

- in case of loss of primary accounting documents, expenses are not reimbursed. If it is possible to restore the original documents, the costs will be taken according to the actual documents;

- the balance of unused funds is subject to return to the cash desk of the University within five working days upon returning from training;

- in case of violation by the student of the deadlines for the delivery of unused funds, the accounting department, with the permission of the University management and on the basis of a receipt signed by the accountable person, withholds an amount equivalent to the debt to the University.

9 Coordination, approval and putting into force

Coordination of these Rules is performed in accordance with DP X-01 with the QMR, Director of the DAA, head of the Registrar Office and head of the LD, and is drawn up in the "Coordination Sheet" (Appendix M).

10 Availability

These Rules should be available according to DP X-01.

11 Safekeeping

These Rules should be kept according to DP X-01.

12 Analyzing and updating

These Rules should be analyzed and updated according to DP X-01.

13 Amendments to the document

Amendments to these Rules should be made according to DP X-01.

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Appendix A
(mandatory)

F.R III-04-01

Student application
(handwritten)

To Chairman of the Management
Board, rector of NPJSC Abylkas Saginov
Karaganda Technical University
Prof. Ibatov M.K.

Student (master student)

_____ year, faculty,

(educational program. code)

(Student name)

Application

Please permit me to take part in the competition for education within the framework of external academic mobility, during the _____ term 202__-202__ at the University _____ (city, country) within the period from _____ (day, month) 202__ to _____ (day, month) 202__.

I undertake to pay all the expenses in excess of the established norms at my own expense.

Student (master student) _____ Full name
(signature)

Head of DAA

Head of CIC

Faculty Dean / Head of the PED

Department Head

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Appendix B (informative)

Criteria for selecting applicants to study abroad within the framework of international agreements/contracts and academic mobility

Foreign language proficiency

IELTS grades equivalent	TOEFL grades equivalent	HSK grades equivalent	Awarded grade
IELTS - 9,0	TOEFL – 118-120	HSK 6	5
IELTS - 8,0-8,5	TOEFL – 110-117	HSK 5	4
IELTS – 7,0-7,5	TOEFL – 94-109	HSK 4	3
IELTS – 6,0-6,5	TOEFL – 60-93	HSK 3	2
IELTS – 5,0-5,5	TOEFL – 35-59	HSK 2	1

Performance for sending to the Bachelor program

Document	Average grade	Awarded grade
Transcript of current performance	4.0	5
	3.67	4
	3.33	3
	3.0	2
	2.67	1
Diploma on secondary special education	5.0	5
	4.5	4
	4.0	3

For sending to the Master, Doctoral, Residency programs

Document	Awarded grade	Awarded grade
Diploma of a bachelor/master	4.0	5
	3.67	4
	3.33	3
	3.0	2
Diploma of a specialist	5.0	5
	4.5	4
	4.0	3
Transcript of the current performance	4.0	5
	3.67	4
	3.33	3
	3.0	2
	2.67	1

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Encouraging awards (if any) of the republican and international levels

Diploma		5
Merit certificate		4
Letter of gratitude		3
Certificate		2

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Appendix C
(mandatory)

F.R III-04-02

Primary and reserve lists of students who study within the framework of
academic mobility

No	Name of the university	Full name of an applicant	Passport number and expiration date	Country	Training program	Specialty/ educationa l program	Advantag e	Number of grades

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Appendix D (mandatory)

F.R III-04-03

List of documents for participation in the competition for training abroad within the framework of academic mobility

1) application of a student in the form approved by the Rules for organizing the educational process on credit technology of education approved by the Minister of Education and Science of the Republic of Kazakhstan order dated April 20, 2011 No. 152 (registered in the Register of State Registration of Normative Legal Acts under No. 6976) (hereinafter referred to as the application);

2) a copy of the passport of a citizen of the Republic of Kazakhstan;

3) documents on education:

for sending to the Bachelor program:

- a transcript of the current performance certified by the seal;

for sending to the Master program:

- bachelor's/specialist's diploma with an appendix and a transcript of the current academic performance;

for sending to the Doctoral program:

- a master's diploma with a supplement or a certificate of completion of residency with an attachment and an extract from the minutes of the meeting of the department on the relevance of a scientific dissertation and the need for referral to study;

4) a document confirming the level of foreign language proficiency (the applicant provides one of the following documents):

- a certificate obtained through international systems for assessing knowledge of a foreign language, if any;

- a letter of consent from a foreign university to accept a student with the existing level of a foreign language;

- test result of NPJSC Abylkas Saginov Karaganda Technical University, the University (not lower than B2 level);

5) medical certificate (for those traveling abroad) in the form No. 072/y approved by order of the Acting Minister of Health of the Republic of Kazakhstan dated October 30, 2020 No. KP ДСМ-175/2020;

6) written consent of the parents, guardians, legal representatives of the applicant for travel abroad, if he or she is under eighteen years of age at the time of departure from the Republic of Kazakhstan;

7) a document on the composition of the family, to confirm a large number of children in the student's family;

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- 8) a document confirming the absence of the student's parents (for the category of students belonging to orphans or students left without parental care (if any);
- 9) a document confirming the student's disability.

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Appendix E (mandatory)

F.R III-04-04

NPJSC ABYLKAS SAGINOV KARAGANDA TECHNICAL UNIVERSITY

INDIVIDUAL EDUCATIONAL PLAN

student _____
for 20__ -20__ academic year, _____ year, _____ term
educational program _____
at _____

Date: _____

Period of training (in a FU): _____
Mode of training: full time

Name of the discipline at Abylkas Saginov Karaganda Technical University NPJSC	Number of KZ credits (hours)	Name of discipline at a foreign university	Number of credits (hours)
Инженерные системы зданий и сооружений (Engineering systems of buildings and structures, Ғимараттар мен құрылыстардың инженерлік жүйелері)	2 (60)	Distance learning	0
Архитектурная типология зданий и сооружений (Architectural typology of buildings and structures, Ғимараттар мен құрылыстардың архитектуралық типологиясы)	6 (180)	Typology of buildings (Типология зданий, Құрылыс типологиясы)	3 (108)
Основы антикоррупционной культуры (Basics of anti-corruption culture, Сыбайлас жемқорлыққа қарсы мәдениет негіздері)	2 (60)	Distance learning	0

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Проектирование многофункционального общественного здания, курсовой проект (Design of a multifunctional public building, term project, Көп функциялы қоғамдық ғимаратты жобалау, курстық жоба)	5 (150)	Architecture Design (Архитектурное проектирование, Архитектуралық дизайн)	3 (108)
Энергоэффективное проектирование и строительство (Energy efficient design and construction, Энергия тиімді жобалау және құрылыс)	2 (60)	Distance learning	0
Эргономика, курсовая работа (Ergonomics, term work, Эргономика, курстық жұмыс)	2 (60ч)	Distance learning	0
Ландшафтная архитектура, курсовая работа (Landscape architecture, term work, Пейзаж сәулеті, курстық жұмыс)	6 (180ч)	Design (Дизайн)	3 (108)

Director of the DAA _____
Head of the CIC _____
Head of the Registrar Office _____
Dean of the faculty _____
Head of the department _____
ECTS department coordinator _____
Student _____

Appendix F
(mandatory)

F.R III-04-05

Learning agreement

LEARNING AGREEMENT

Academic year 20..../20..... Field of study:

Study period: from to.....

Student's name: Sending university: Country:
--

Details of the proposed educational program abroad

Receiving (host) university: Country:
--

Course Code if any	Course title	Term	Receiving institution credits	ECTS credits
-----	-----	-----	-----	-----
-----	-----	-----	-----	-----
-----	-----	-----	-----	-----
-----	-----	-----	-----	-----
-----	-----	-----	-----	-----
-----	-----	-----	-----	-----
-----	-----	-----	-----	-----
-----	-----	-----	-----	-----
-----	-----	-----	-----	-----
-----	-----	-----	-----	-----
-----	-----	-----	-----	-----
-----	-----	-----	-----	-----

Student's signature: Date:
--

Sending university: We confirm that the proposed program of study/learning agreement is approved Departmental coordinator's signature Institutional coordinator's signature ----- Date: ----- Date: -----

Receiving university: We confirm that the above-listed changes to the initially agreed program of study/learning agreement are approved Departmental coordinator's signature Institutional coordinator's signature ----- Date: ----- Date: -----
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Appendix G
(informative)

Application for refusal to participate in the program of
external academic mobility

To Head of the CIC
Rakhimbayeva S.E.
Student _____

Group _____
Faculty _____

APPLICATION

I,

Refuse to participate in the program of academic mobility for the autumn term of 20... -20..
year _____

_____ indicate the reason _____

Date:

Signature:

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Appendix H
(mandatory)

F.R III-04-06

Return application

To Executive Director of
NPJSC Abylkas Saginov Karaganda
Technical University
Issagulov A.Z.

Student _____

Group _____

Faculty _____

Application

Please consider me returned from studying at the university (write the name of the university) under the academic mobility program on the date of the month 202_.

Signature

Date

Dean of the Faculty Dean (Signature)

Head of the Department (Signature)

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Appendix K
(mandatory)

F.R III-04-07

Form of the report to the accountant office

REPORT

On sending _____
full name

_____ position, department (division)
to the city of _____
organization, enterprise

from _____, 202 to _____, 202__
according to Order No _____ dated _____, 202.

Brief content of the report:

Signature:

The report is approved by:

- 1. Vice-rector**
- 2. Head of the structural division**

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Appendix L
(mandatory)

F.R III-04-08

Criteria of selecting students for learning abroad at the expense of extra-budgetary resources of NPJSC Abylkas Saginov Karaganda Technical University

Foreign language proficiency

IELTS grades equivalent	TOEFL grades equivalent	HSK grade equivalent	Presence of a certificate of NPJSC Abylkas Saginov Karaganda Technical University	Awarded grade
IELTS – 7,0-7,5	TOEFL – 94-109	HSK 4	C1	3
IELTS – 6,0-6,5	TOEFL – 60-93	HSK 3	B2	2
IELTS – 5,0-5,5	TOEFL – 35-59	HSK 2	B1	1

Performance for sending to the Bachelor program

Document	Average grade	Awarded grade
Transcript of the current performance	4.0	5
	3.67	4
	3.33	3
	3.0	2
	2.67	1

Presence of encouraging awards (of the republican and international levels)

Diploma		5
Merit certificate		4
Letter of gratitude		3
Certificate		2

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- [1] Law of the Republic of Kazakhstan “On Education” dated July 27, 2007 No. 319-III with amendments and additions as of July 4, 2022;
- [2] Law of the Republic of Kazakhstan “On Science” dated February 18, 2011, No. 407 - IV;
- [3] Law of the Republic of Kazakhstan “On Public Services” dated April 15, 2013, No. 88-V, as amended and supplemented as of July 4, 2021;
- [4] Law of the Republic of Kazakhstan “On Combating Corruption” dated 18.11.2015 No. 410-V with amendments and additions as of 04.07.2022;
- [5] Order of the Minister of Education and Science of the Republic of Kazakhstan “On Approval of the Rules for the Direction for Studying Abroad, Including Within the Framework of Academic Mobility” dated November 19, 2008 No. 613;
- [6] Order of the Minister of Education and Science of the Republic of Kazakhstan “On approval of the Rules for the organization of the educational process on credit technology of education” dated April 20, 2011 No. 152;
- [7] Order of the Minister of Education and Science of the Republic of Kazakhstan “On Approval of the Rules for the Organization of the Educational Process on Distance Educational Technologies” dated March 20, 2015 No. 137.
- [8] Charter of NPJSC "Abylkas Saginov Karaganda Technical University";
- [9] Internal regulations of the NPJSC "Abylkas Saginov Karaganda Technical University".