

**APPROVED by**  
**Decision of the Academic Council**  
Minutes No. 1 dated August 31, 2026

---

**RULES**

---

**FOR ORGANIZING THE EXTERNAL ACADEMIC MOBILITY  
PROGRAM FOR STUDENTS**

R III-04-2026

**Developed by:** Deputy Director of the DIC  
Rakhimbayeva S.E.



**Karaganda**

|                                                        |                                                                                         |                                                                    |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------|--------------------------------------------------------------------|
| Abylkas Saginov Karaganda<br>Technical University NJSC | <b>RULES FOR ORGANIZING THE EXTERNAL<br/>ACADEMIC MOBILITY PROGRAM FOR<br/>STUDENTS</b> | R III-04-2026<br>Version 01<br>Date 2026.06.16<br>Page 2 out of 46 |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------|--------------------------------------------------------------------|

## Contents

|    |                                                                                                                                   |    |
|----|-----------------------------------------------------------------------------------------------------------------------------------|----|
| 1  | Scope                                                                                                                             | 3  |
| 2  | Regulatory references                                                                                                             | 3  |
| 3  | Terms, definitions and abbreviations                                                                                              | 3  |
| 4  | General rules                                                                                                                     | 4  |
| 5  | Procedure for study abroad under the external academic mobility program                                                           | 5  |
| 6  | External academic mobility funded from the republican budget                                                                      | 6  |
| 7  | External academic mobility funded from extra-budgetary funds of Abylkas<br>Saginov Karaganda Technical University NJSC            | 9  |
| 8  | Mobility funded from Erasmus+ funds                                                                                               | 10 |
| 9  | Mobility at the students' own costs                                                                                               | 12 |
| 10 | Information support for external academic mobility programs                                                                       | 13 |
| 11 | Procedure for organizing foreign language proficiency assessment                                                                  | 14 |
| 12 | Organization of the external academic mobility program                                                                            | 15 |
| 13 | Financing the external academic mobility program                                                                                  | 17 |
| 14 | Coordination, approval, and implementation                                                                                        | 21 |
| 15 | Ensuring accessibility                                                                                                            | 21 |
| 16 | Safekeeping                                                                                                                       | 21 |
| 17 | Analyzing and updating                                                                                                            | 21 |
| 18 | Amendments to the document                                                                                                        | 21 |
|    | Appendix A "Student Application"                                                                                                  | 22 |
|    | Appendix B "Receipt of Accepted Documents for Participation in the<br>competition for the external academic mobility program"     | 23 |
|    | Appendix C "Questionnaire for a Citizen of the Republic of Kazakhstan<br>Traveling to Study Abroad"                               | 24 |
|    | Appendix D "Criteria for Selecting Applicants for Study Abroad under<br>International Treaties/Agreements and Academic Mobility"  | 27 |
|    | Appendix E "Main and Reserve Lists of Students for Academic Mobility"                                                             | 29 |
|    | Appendix F "Individual Curriculum Form"                                                                                           | 30 |
|    | Appendix G "Application for Withdrawal from Participation in the External<br>Academic Mobility Program"                           | 32 |
|    | Appendix H "Learning Agreement"                                                                                                   | 33 |
|    | Appendix I "Application for Return"                                                                                               | 35 |
|    | Appendix K "Agreement for Study under the Academic Mobility Program at<br>the Expense of Extra-Budgetary Funds/Republican Budget" | 36 |
|    | Appendix L "List of universities for academic mobility"                                                                           | 42 |
|    | Appendix M "Accounting Report Form"                                                                                               | 43 |
|    | Appendix H "Declaration of Commitment to Accept Responsibility for<br>Participation in the Academic Mobility Program"             | 44 |
|    | Appendix O "Approval Sheet"                                                                                                       | 45 |
|    | Appendix P "Familiarization Sheet"                                                                                                | 46 |

|                                                        |                                                                                         |                                                                    |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------|--------------------------------------------------------------------|
| Abylkas Saginov Karaganda<br>Technical University NJSC | <b>RULES FOR ORGANIZING THE EXTERNAL<br/>ACADEMIC MOBILITY PROGRAM FOR<br/>STUDENTS</b> | R III-04-2026<br>Version 01<br>Date 2026.06.16<br>Page 3 out of 46 |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------|--------------------------------------------------------------------|

## **1 Scope**

These Rules define the procedure for and conditions of training within the framework of external academic mobility of students of Non-profit Joint-stock Company Abylkas Saginov Karaganda Technical University (hereinafter referred to as the Company or the University).

## **2 Regulatory references**

These Rules have been developed based on the following external regulatory documents:

2.1 Law of the Republic of Kazakhstan dated July 27, 2007 No. 319-III "On Education";

2.2 Law of the Republic of Kazakhstan "On Public Services" dated April 15, 2013 No. 88-V;

2.3 Order of the Minister of Education and Science of the Republic of Kazakhstan "On Approval of the Rules for Directing Students to Study Abroad, Including Academic Mobility" dated November 19, 2008 No. 613;

2.4 Order of the Minister of Education and Science of the Republic of Kazakhstan "On Approval of the Rules for Organizing the Educational Process Using Credit Technology in Organizations of Higher and (or) Postgraduate Education" dated April 20, 2011 No. 152;

2.5 Order of the Minister of Education and Science of the Republic of Kazakhstan dated March 20, 2015 No. 137 "On Approval of Requirements for Educational Organizations Providing Distance Learning and the Rules for Organizing the Educational Process for Distance Learning and Online Learning in Higher and/or Postgraduate Educational Programs";

2.6 Resolution of the Government of the Republic of Kazakhstan dated February 7, 2008 No. 116 "On Approval of the Rules for the Appointment, Payment, and Amount of State Scholarships";

2.7 Charter of Abylkas Saginov Karaganda Technical University NJSC";

2.8 DP X-01 Documented Information Management;

2.9 Academic Policy of Abylkas Saginov Karaganda Technical University NJSC.

## **3 Terms, definitions and abbreviations**

The following terms and abbreviations are used in these Rules:

ICT – information and communication technology;

RK – Republic of Kazakhstan;

NJSC – Non-profit Joint-stock Company Abylkas Saginov Karaganda Technical University;

IC – individual curriculum;

|                                                        |                                                                                         |                                                                    |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------|--------------------------------------------------------------------|
| Abylkas Saginov Karaganda<br>Technical University NJSC | <b>RULES FOR ORGANIZING THE EXTERNAL<br/>ACADEMIC MOBILITY PROGRAM FOR<br/>STUDENTS</b> | R III-04-2026<br>Version 01<br>Date 2026.06.16<br>Page 4 out of 46 |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------|--------------------------------------------------------------------|

GPA – Grade Point Average;  
 DMS – Department of International Cooperation;  
 DOT – distance learning technologies;  
 DAV – Department of Academic Affairs;  
 ECTS – European Credit Transfer System;  
 Platonus IS – Platonus information system  
 EC – Expert Council;  
 RK MSHE – Ministry of Science and Higher Education of the Republic of Kazakhstan;  
 WC – working curriculum;  
 OHPE – organization of higher and/or postgraduate education

#### 4 General rules

4.1. These Rules apply to students (including foreign citizens) of Karaganda Technical University sent to study at foreign higher and postgraduate education institutions and partner universities, either at the student's initiative or within the framework of cooperation programs between Karaganda Technical University and foreign higher and postgraduate education institutions that provide for joint educational and/or scientific activities, except in cases where the academic mobility procedure is established by contracts or agreements on cooperation with foreign higher and postgraduate education institutions and is an integral part thereof.

4.2. These Rules define the following:

**Academic mobility** is the transfer of students or research faculty, teachers for training, internship, or research for a specific academic period (semester or academic year) to another institution of higher and/or postgraduate education (within the country or abroad) with the mandatory transfer of the acquired learning outcomes (modules), curricula, and disciplines in the form of academic credits at their institution of higher and/or postgraduate education or for the continuation of their studies at another institution of higher and/or postgraduate education;

**Incoming external academic mobility** is the transfer of international students or students from the other foreign higher and/or postgraduate education institutions to study or conduct research for a specific academic period (a term or an academic year) at Abylkas Saginov Karaganda Technical University.

**Outgoing external academic mobility** is the transfer of students to study or conduct research for a specific academic period (a term or an academic year) at another higher and/or postgraduate education institution abroad, with mandatory transfer of completed educational programs as credits to their home higher and/or postgraduate education institution or to continue their studies at another higher and/or postgraduate education institution.

|                                                        |                                                                                         |                                                                    |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------|--------------------------------------------------------------------|
| Abylkas Saginov Karaganda<br>Technical University NJSC | <b>RULES FOR ORGANIZING THE EXTERNAL<br/>ACADEMIC MOBILITY PROGRAM FOR<br/>STUDENTS</b> | R III-04-2026<br>Version 01<br>Date 2026.06.16<br>Page 5 out of 46 |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------|--------------------------------------------------------------------|

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

## **5 Procedure for study abroad under the external academic mobility program**

5.1 The objectives of the external academic mobility of students of Abylkas Saginov Karaganda Technical University NJSC are as follows: improving the quality of training and subsequent employment of students, participating in the international higher education system 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, and achieving greater compatibility between the Kazakhstani and foreign higher education systems.

5.2 Students of the NJSC "Karaganda Technical University named after Abylkas Saginov" (hereinafter referred to as the University) studying higher and postgraduate educational programs are eligible to participate in the academic mobility program.

Candidates for participation in the program are:

- students (undergraduate, master's, and doctoral), with the exception of those who are in their first (undergraduate) or penultimate semester (for all levels) at the time of application, unless otherwise provided by a decision of the authorized education body.

5.3 Participation is open to students with all the modes of funding (paid and grant) at the time of academic mobility.

5.4 International students of Abylkas Saginov Karaganda Technical University can participate in the academic mobility program on a general basis, unless otherwise provided by the terms of a specific program, international agreement, or funding source.

5.5 Moreover, participation of international students is subject to mandatory compliance with the migration legislation of the Republic of Kazakhstan and the host country, including requirements related to visa requirements, registration, length of stay, and other established regulations. International students are personally responsible for complying with these requirements and the timely completion of the necessary documents. They are also required to provide the University with supporting documents related to their migration status.

5.6 Foreign students admitted to 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 of Kazakhstan, as well as their Departure from the Republic of Kazakhstan" and the internal regulations established at Karaganda Technical University.

5.7 Students are sent abroad for academic mobility programs using the following:

|                                                        |                                                                                         |                                                                    |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------|--------------------------------------------------------------------|
| Abylkas Saginov Karaganda<br>Technical University NJSC | <b>RULES FOR ORGANIZING THE EXTERNAL<br/>ACADEMIC MOBILITY PROGRAM FOR<br/>STUDENTS</b> | R III-04-2026<br>Version 01<br>Date 2026.06.16<br>Page 6 out of 46 |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------|--------------------------------------------------------------------|

- 1) funds from the national budget;
- 2) extra-budgetary funds of Abylkas Saginov Karaganda Technical University;
- 3) grants from employers, social, academic, and scientific partners, international and domestic foundations, international scholarship programs (including Erasmus+, DAAD, Mevlana, Stipendium Hungaricum, Global Korea Scholarship (GKS), and others), as well as the other funding sources not prohibited by the legislation of the Republic of Kazakhstan;
- 4) students' personal funds.

5.8 The basis for external academic mobility of students is an official invitation from a foreign university signed by the host university, a study agreement, and an individual curriculum for the student, which specifies all subjects studied at the host university and the distance learning courses of Abylkas Saginov Karaganda Technical University.

5.9 Consideration of sending students to Abylkas Saginov Karaganda Technical University for external academic mobility is carried out upon the student's personal application to Chairman of the Board, Rector of Abylkas Saginov Karaganda Technical University.

## **6 External academic mobility funded from the republican budget**

6.1 The minimum requirements for participation in the competition for study abroad, funded by the Republic, are as follows:

- 1) the GPA of the educational document:

for applicants for a bachelor's degree the GPA of the certificate or certificate of basic secondary education and the report card/transcript of current academic performance for the current year of study or the diploma of secondary specialized education must be at least 4.0 (out of 5.0) or 3.0 (out of 4.0/4.33) GPA (Grade Point Average is the arithmetic mean of the grades received for all courses completed) or its equivalent in accordance with a supporting document from the education institution;

- 2) language proficiency level of instruction not lower than level B2.

6.2 During the competition for study abroad under academic mobility programs funded by the national budget, students must submit the following documents through the electronic government web portal ([www.egov.kz](http://www.egov.kz)) or through the office of the education institution:

- an application for participation in the external academic mobility program (Appendix A);
- a completed application form for a citizen of the Republic of Kazakhstan traveling abroad to study under treaties and agreements concluded between the governments or agencies of the Republic of Kazakhstan and foreign countries, in the form set out in Appendix B to these Rules;
- a copy of the passport of a citizen of the Republic of Kazakhstan;

|                                                        |                                                                                         |                                                                    |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------|--------------------------------------------------------------------|
| Abylkas Saginov Karaganda<br>Technical University NJSC | <b>RULES FOR ORGANIZING THE EXTERNAL<br/>ACADEMIC MOBILITY PROGRAM FOR<br/>STUDENTS</b> | R III-04-2026<br>Version 01<br>Date 2026.06.16<br>Page 7 out of 46 |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------|--------------------------------------------------------------------|

- a letter of recommendation (signed by the head of department and dean of the faculty);
  - a copy of the certificate of general secondary education with the appendix;
  - a certificate of basic secondary education with the appendix;
  - a transcript of academic performance for the current academic year;
  - an international certificate confirming the level of proficiency in a foreign language (IELTS not less than 5.5, TOEFL iBT not less than 46 points, Duolingo English Test not lower than level B2), or a certificate issued by Karaganda Technical University based on the results of an interview confirming the level of proficiency in a foreign language not lower than level B2;
  - copies of diplomas, certificates, diplomas, and other documents confirming the applicant's achievements in the relevant field of study (if any);
  - medical certificate (for those traveling abroad) in form No. 072/u, approved by Order No. KP ДСМ-175/2020 of the Acting Minister of Health of the Republic of Kazakhstan dated October 30, 2020 (registered in the Register of State Registration of Regulatory Legal Acts No. 21579) (hereinafter referred to as Order No. KP ДСМ-175/2020);
  - written consent of the applicant's parents, guardians, or legal representatives to travel abroad, if they are under the age of eighteen at the time of departure from the Republic of Kazakhstan;
  - a document on the family composition, confirming that the student has many children (if any);
  - a document confirming the student's absence from parents (for students classified as orphans or students left without parental care (if any);
  - a document confirming the student's disability (if any);
- 6.3 When submitting documents through the office of the educational organization, the student is given a receipt for the receipt of the relevant documents (Appendix C).
- 6.4 Applicants will be denied admission to the competitive selection process for academic mobility if they submit false documents and/or information contained therein.

6.5 To select applicants funded by the republican budget, a Committee for determining the number of places and selecting applicants (hereinafter referred to as the Committee) is established at Karaganda Technical University. The Committee consists of at least 15 members and must include Maslikhat deputies and independent experts from non-governmental organizations, as well as public figures, in accordance with the Order of the Minister of Education and Science of the Republic of Kazakhstan "On Approval of the Rules for Referral for Study Abroad, Including Academic Mobility" dated November 19, 2008.

6.7 Chairman of the Committee for the Selection of Applicants (funded by the republican budget) is Chairman of the Board, Rector of Karaganda Technical University. All the members of the Committee, including Chairman, have equal votes

|                                                        |                                                                                         |                                                                    |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------|--------------------------------------------------------------------|
| Abylkas Saginov Karaganda<br>Technical University NJSC | <b>RULES FOR ORGANIZING THE EXTERNAL<br/>ACADEMIC MOBILITY PROGRAM FOR<br/>STUDENTS</b> | R III-04-2026<br>Version 01<br>Date 2026.06.16<br>Page 8 out of 46 |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------|--------------------------------------------------------------------|

in decision-making. A meeting of the Committee for the Selection of Applicants is considered valid if at least half of the Committee members are present. In the absence of Chairman of the Committee, Deputy Chairman shall perform his/her duties, presiding over the Committee meeting with the right to make decisions equally with other members of the Committee.

6.8 The selection of applicants (funded from the republican budget) is carried out by the Committee in accordance with the Selection Criteria for Applicants for Study Abroad under International Treaties/Agreements and Academic Mobility (hereinafter referred to as the Selection Criteria) (Appendix D).

6.9 The Committee reviews the submitted documents of applicants (funded from the republican budget) and, through open voting based on the scores in the Selection Criteria, compiles the main and reserve lists of students for academic mobility (Appendix E).

6.10 If an applicant from the main list refuses to travel for training, their replacement will be made in accordance with the priority list. The refusal notice can be written in any form.

6.11 The Committee meeting will be recorded in minutes in any form. During the Committee meeting, audio and video recordings will be broadcast online on the official websites of Abylkas Saginov Karaganda Technical University or on social media.

Minutes, audio, and video recordings of the Committee meetings will be kept by the DIC for at least one year from the end of the competition.

6.12 Abylkas Saginov Karaganda Technical University issues an order to send students for academic mobility abroad based on the list of applicants recommended by the selection committee.

6.13. Students are sent abroad for academic mobility programs funded by the republican budget based on an order from the Board Member, Vice-Rector for Strategic Development and Internationalization of Karaganda Technical University. The order is posted on the University official website within 10 (ten) business days of its approval.

6.14 The timeframe for sending successful applicants for academic mobility programs is determined on a case-by-case basis according to the start of the academic period in the country of study.

6.15 When selecting applicants for academic mobility programs funded by the republican budget, given equal scores, preference will be given in the following order:

1) applicants with a high GPA (Grade Point Average of at least 3.0 for the duration of their studies);

2) applicants with a high foreign language proficiency (at least B2 required for study at the host country higher education institution, confirmed by a foreign language proficiency certificate issued by the educational organization or an internationally recognized certificate confirming the appropriate level of language proficiency);

3) orphans or students left without parental care;

|                                                        |                                                                                         |                                                                    |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------|--------------------------------------------------------------------|
| Abylkas Saginov Karaganda<br>Technical University NJSC | <b>RULES FOR ORGANIZING THE EXTERNAL<br/>ACADEMIC MOBILITY PROGRAM FOR<br/>STUDENTS</b> | R III-04-2026<br>Version 01<br>Date 2026.06.16<br>Page 9 out of 46 |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------|--------------------------------------------------------------------|

4) disabled since childhood or disabled individuals;

5) applicants from large families.

6.16 Based on the results of the competitive selection, the Department of International Cooperation (DIC) ranks applicants based on the total number of points scored in accordance with the selection criteria (Appendix F).

6.17 The results of the competitive selection are approved by the Committee and posted on the University official website in accordance with the requirements of the Rules for Study Abroad, including through academic mobility.

## **7 External academic mobility funded from extra-budgetary funds of Abylkas Saginov Karaganda Technical University NJSC**

7.1 The minimum requirements for participation in the competition for study abroad funded by extra-budgetary funds are as follows:

1) GPA of the educational document:

For applicants for a bachelor's degree, the GPA of the secondary school diploma or certificate of basic secondary education and the current academic transcript for the current year of study or the diploma of secondary vocational education must be at least 4.0 (out of 5.0) or 3.0 (out of 4.0/4.33) GPA (the arithmetic mean of the grades received for all the courses completed) or its equivalent in accordance with a supporting document from the education institution;

2) Proficiency in the language of instruction not lower than level B2.

7.2 A student wishing to participate in the competition for academic mobility funded by extra-budgetary funds must submit the documents specified in paragraph 6.2 of these Rules. If the host education institution establishes additional requirements, the student also submits the other documents in accordance with the requirements of the host party.

7.3 When selecting applicants for academic mobility programs funded by extra-budgetary funds, given equal scores, preference will be given in the following order:

1) applicants with a high GPA;

2) applicants with a high level of foreign language proficiency (at least level B2, required for study at the host country's higher and/or postgraduate education institution), confirmed by a foreign language proficiency certificate issued by the education institution or an internationally recognized certificate confirming the appropriate level of foreign language proficiency;

3) orphans or students left without parental care;

4) disabled since childhood or disabled individuals;

5) applicants from large families.

7.4 Students who have submitted applications for participation in the competition for academic mobility abroad, funded by the republican budget and extra-budgetary funds, are registered in the "Academic Mobility Application Registration Log".

|                                                        |                                                                                         |                                                                     |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| Abylkas Saginov Karaganda<br>Technical University NJSC | <b>RULES FOR ORGANIZING THE EXTERNAL<br/>ACADEMIC MOBILITY PROGRAM FOR<br/>STUDENTS</b> | R III-04-2026<br>Version 01<br>Date 2026.06.16<br>Page 10 out of 46 |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------|

7.5 In cases where students participate in the external academic mobility program funded by funds other than the republican budget, a competitive selection process is conducted in accordance with the procedure established by the Expert Council of Karaganda Technical University. The selection of applicants and approval of the list of nominees is carried out based on the decision of the Expert Council meeting.

7.6 Students are sent abroad for academic mobility programs funded by extra-budgetary funds based on an order from the Board Member, Vice-Rector for Strategic Development and Internationalization of Abylkas Saginov Karaganda Technical University. The order is posted on the University official website within 10 (ten) business days of its approval.

## **8 Mobility funded from Erasmus+ funds**

8.1 The Erasmus+ program is a European Union program aimed at supporting international cooperation in education, vocational training, youth, and sport. The program provides students, faculty, and staff with the opportunity to participate in academic mobility, teaching activities, internships, professional development, and the implementation of joint projects with education institutions in the program participating and partner countries, in accordance with the funding conditions of the European Commission.

8.2. Erasmus+ academic mobility programs are open to University students pursuing bachelor's, master's, and doctoral programmes, as well as to University faculty and staff, depending on the type of mobility and the implementation conditions of the relevant Erasmus+ project.

8.3 Participation in the Erasmus+ program is subject to a valid Inter-institutional Agreement concluded between the University and the host education institution, and to compliance with the requirements established by the Erasmus+ program and the host education institution.

8.4 Studies at the foreign education institution must be conducted under an educational program corresponding to the student's field of study (educational program) at the sending university.

8.5 The competitive selection of students is carried out based on the following criteria:

- the candidate's compliance with the Erasmus+ project requirements;
- assessment of the submitted application package;
- academic performance;
- foreign language proficiency confirmed by an international certificate or language test results (if needed);
- motivation to participate in the program and the potential to apply the acquired knowledge and competencies after the completion of mobility;
- additional criteria stipulated by the host university or the project terms.

|                                                        |                                                                                         |                                                                     |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| Abylkas Saginov Karaganda<br>Technical University NJSC | <b>RULES FOR ORGANIZING THE EXTERNAL<br/>ACADEMIC MOBILITY PROGRAM FOR<br/>STUDENTS</b> | R III-04-2026<br>Version 01<br>Date 2026.06.16<br>Page 11 out of 46 |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------|

8.6 The competitive selection of candidates for participation in the Erasmus+ program is conducted by the University Expert Council based on the submitted documents, academic performance, foreign language proficiency, and the other criteria established by the Erasmus+ project terms and/or the receiving education institution. Based on the results of the competitive selection, the Expert Council approves a list of recommended candidates.

8.7 The following individuals are eligible to participate in the competitive selection:

- bachelor's degree students — starting from their second year;
- master's and doctoral degree students — starting from the first semester of their first year.

8.8 To participate in the competitive selection, students must submit the documents specified in paragraph 6.2 of these Rules, as well as:

- a resume (Curriculum Vitae);
- the other documents according to the requirements of the host education institution or the terms of the Erasmus+ project.

8.9 At the time of the application deadline and the competitive selection, the applicant must have no academic failures, disciplinary sanctions, or financial obligations to the University.

8.10 Before the start of the academic mobility period, the student, the sending and host universities sign a Learning Agreement, which defines:

- the list of educational components studied at the host university;
- the procedure for recognizing (transferring) learning outcomes;
- the rights and obligations of the parties.

8.11 Information of the results of the competitive selection shall be communicated to applicants via corporate e-mail and/or the other means of electronic communication no later than three working days from the date of the decision by the selection committee.

8.12 If a recommended applicant withdraws from the Erasmus+ program or is unable to participate for the other reasons, the Expert Council has the right to recommend the next applicant who has scored the highest number of points in the competitive selection process, provided that they meet the Erasmus+ project requirements. The final decision on accepting the candidate remains with the host institution.

8.13 Applicants who do not pass the competitive selection process have the right to re-participate in subsequent competitions on a general basis.

8.14 After the competitive selection results are approved, the University forwards the recommended students' documents to the host institution in accordance with the Erasmus+ project requirements.

8.15 After the host institution confirms their candidacy, the student signs a Learning Agreement and, if funding is available, a Grant Agreement.

|                                                        |                                                                                         |                                                                     |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| Abylkas Saginov Karaganda<br>Technical University NJSC | <b>RULES FOR ORGANIZING THE EXTERNAL<br/>ACADEMIC MOBILITY PROGRAM FOR<br/>STUDENTS</b> | R III-04-2026<br>Version 01<br>Date 2026.06.16<br>Page 12 out of 46 |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------|

8.16 A student who has previously participated in the Erasmus+ program has the right to re-participate in the competitive selection process, subject to the requirements of these Rules and the terms of the relevant Erasmus+ project.

8.17 During their studies under the Erasmus+ program, students can for justified reasons amend and/or supplement their Learning Agreement for Studies. Amendments are made in accordance with the procedures established by the Erasmus+ program and are subject to the agreement and approval of the student, the responsible officials of the sending and receiving universities, and the other authorized persons in accordance with Erasmus+ program requirements.

8.18 Upon completion of their studies, students receive an official Transcript of Records and a certificate of completion of study mobility from the Erasmus+ program coordinator at the receiving university.

8.19 Failure by a student to comply with the terms of the Learning Agreement, as well as the conditions for the use of grant funds stipulated by the Grant Agreement, can constitute grounds for termination of participation in the Erasmus+ program, the application of measures stipulated by the legislation of the Republic of Kazakhstan, the internal documents of the University, and the terms of the relevant Erasmus+ project, as well as the return of grant funds in cases stipulated by the Grant Agreement.

8.20 Funding for academic mobility under the Erasmus+ program is provided in accordance with the rules of the Erasmus+ program and the terms of the Grant Agreement. The amount and types of financial support are determined by the terms of the relevant Erasmus+ project and the grant agreement.

## **9 Mobility at the students' own costs**

9.1 When participating in an academic mobility program at their own expense, the student bears the costs of tuition (if fee-based), accommodation, travel, visa, health insurance, and the other expenses stipulated by the terms of the host institution and/or the academic mobility program.

9.2. Students with a grade point average (GPA) of at least 2.67 are eligible to participate in the external academic mobility program at their own expense. Foreign language proficiency must be at least level B2, which can be confirmed by an international certificate (IELTS at least 5.5, TOEFL iBT at least 46 points, Duolingo English Test level B2 or equivalent) or another document accepted by the host education institution. If the host institution has established different language proficiency requirements, the host institution requirements will apply.

9.3 A student wishing to participate in the external academic mobility program at their own expense must submit the documents specified in Section 6.2 of these Rules.

9.4. After reviewing the submitted documents, the Department of International Cooperation will nominate the student to the host education institution in accordance with the host institution requirements.

|                                                        |                                                                                         |                                                                     |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| Abylkas Saginov Karaganda<br>Technical University NJSC | <b>RULES FOR ORGANIZING THE EXTERNAL<br/>ACADEMIC MOBILITY PROGRAM FOR<br/>STUDENTS</b> | R III-04-2026<br>Version 01<br>Date 2026.06.16<br>Page 13 out of 46 |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------|

9.5. After receiving official confirmation of the student acceptance (Letter of Acceptance/Letter of Invitation) from the host education institution, the Department of International Cooperation will prepare a draft order for the student placement under the external academic mobility program.

9.6. Prior to the start of the academic mobility period, the student, the sending university, and the receiving university must complete and sign the documents stipulated by the terms of the academic mobility program, including the Learning Agreement, as well as the other documents necessary for organizing academic mobility.

9.7. A mandatory condition of external academic mobility is preparation of an individual curriculum (hereinafter referred to as the IC), which includes the subjects to be studied at the foreign university and at Karaganda Technical University. The IC must be prepared in three languages (the national language, Russian, and English).

9.8. These Rules do not apply to cases where students independently organize their studies at a foreign education institution if the subjects planned for mastery cannot be included in the individual curriculum.

9.9 The final document confirming the student enrollment in the academic mobility program is an official transcript (Transcript of Records) or another document confirming educational achievements recognized by the host education institution.

9.10 The transcript contains information of the study program: course (module) names, grades, and the number of academic credits earned.

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

## **10 Information support for external academic mobility programs**

10.1 The Department of International Cooperation (DIC) of the University is responsible for overall management of information support for external academic mobility.

10.2. The DIC informs students of starting the application process for participation in all the external academic mobility programs, regardless of funding source, by:

- posting information on the University official website;
- publishing information on the University official social media accounts;
- holding information days, presentations, consultations, and the other informational and outreach events;
- using the other information resources of the University.

The information message is posted in Kazakh, Russian, and English and must contain information of the application deadline, the list of partner universities, candidate requirements, the list of required documents, as well as the location and procedure for their submission.

|                                                        |                                                                                         |                                                                     |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| Abylkas Saginov Karaganda<br>Technical University NJSC | <b>RULES FOR ORGANIZING THE EXTERNAL<br/>ACADEMIC MOBILITY PROGRAM FOR<br/>STUDENTS</b> | R III-04-2026<br>Version 01<br>Date 2026.06.16<br>Page 14 out of 46 |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------|

10.3. After the application deadline, the DIC compiles a list of applicants who have submitted applications for participation in external academic mobility programs.

10.4. The DIC ensures that applicants are informed of the date, time and place of the interview by sending relevant notifications to the students' corporate email and/or via other means of communication.

## **11 Procedure for organizing foreign language proficiency assessment**

11.1 The Department of International Cooperation, together with the Department of Foreign Languages, organizes an English language interview to assess the foreign language proficiency of applicants participating in the competitive selection for external academic mobility programs financed by the republican budget, extra-budgetary funds of the University, the Erasmus+ program, and other funding sources, if such an assessment is provided for by these Rules and/or the terms of the relevant program.

11.2 Applicants who hold a valid international certificate confirming their foreign language proficiency are exempt from the interview. IELTS (at least 5.5) or TOEFL iBT (at least 46) certificates are accepted as confirmation. In the absence of an international certificate, the level of English proficiency is determined based on the interview results.

11.3 Foreign language proficiency is determined on the CEFR (Common European Framework of Reference for Languages) scale. The scoring system is established by the University as follows:

- A1–A2 — 0 points;
- B1 — 1 point;
- B2 — 2 points;
- C1 — 3 points;
- C2 — 4 points.

11.4 Applicants who do not have an IELTS or TOEFL international certificate and who have confirmed an English proficiency level of at least B2 based on the interview results will receive a certificate confirming their English proficiency.

11.5 The composition of the Foreign Language Proficiency Assessment Committee is approved annually by order of the Member of the Management Board, Vice-Rector for Strategic Development and Internationalization for the purpose of conducting interviews.

11.6 The Committee includes representatives of the Department of International Cooperation (DIC), the Head of the Department of Foreign Languages (DFL), faculty members of the DFL, and the other University employees as determined by the University management.

11.7 The Committee evaluates foreign language proficiency, records the results in a report, and submits them to the DIC.

|                                                        |                                                                                         |                                                                     |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| Abylkas Saginov Karaganda<br>Technical University NJSC | <b>RULES FOR ORGANIZING THE EXTERNAL<br/>ACADEMIC MOBILITY PROGRAM FOR<br/>STUDENTS</b> | R III-04-2026<br>Version 01<br>Date 2026.06.16<br>Page 15 out of 46 |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------|

11.8 The interview results are recorded in the minutes of the English Language Proficiency Assessment Committee meeting and are taken into account during the competitive selection process in cases stipulated by these Rules.

## **12 Organization of the external academic mobility program**

12.1 Organization of student training during external academic mobility in traditional and distance learning formats is carried out between the supervising department and the Department of International Cooperation.

12.2 The departments of Karaganda Technical University, based on materials submitted by the DIC and the student, search for and analyze foreign universities and academic programs in the department areas of study, and recommend a foreign university for study. They also ensure the use of distance learning in disciplines in accordance with the individual curriculum, if it is impossible to replace certain disciplines of Karaganda Technical University with disciplines planned for study at the foreign university.

12.3 Students can participate in external academic mobility only if they have previously completed an individual study plan (Appendix G) that includes the courses planned for study at the foreign university, including those using distance learning technologies at Karaganda Technical University. The transfer of study to the distance learning format must not exceed 20% of the total academic credits for the entire period of study.

12.4 When making an individual study plan, some of the elective courses of the student's current curriculum are replaced by courses planned for study at the foreign university.

12.5 A student has the right to submit an application to change the elective courses of the approved individual study plan by email (or another means) to the Member of the Management Board, Vice-Rector for Academic Affairs no later than two weeks after the start of studies at the foreign university.

12.6 If passing grades are received for courses in the individual curriculum at a foreign university, the faculty has no right to require the student to take elective courses at Karaganda Technical University that were excluded from the student's curriculum when making a new individual curriculum prior to sending the student to study at the foreign university.

12.7 If unsatisfactory grades are received for courses at the foreign university, and it is not possible to eliminate this debt at the place where it was received, an individual curriculum consisting of courses at Karaganda Technical University is compiled. The elimination of these courses at Karaganda Technical University is carried out on a fee-paying basis.

12.8 When making an individual study plan, if it is impossible to substitute a course (or a number of courses) from Karaganda Technical University with courses planned

|                                                        |                                                                                         |                                                                     |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| Abylkas Saginov Karaganda<br>Technical University NJSC | <b>RULES FOR ORGANIZING THE EXTERNAL<br/>ACADEMIC MOBILITY PROGRAM FOR<br/>STUDENTS</b> | R III-04-2026<br>Version 01<br>Date 2026.06.16<br>Page 16 out of 46 |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------|

for study at a foreign university in the traditional format, the distance learning format is determined, implemented by the supervised department.

12.9 Credits earned from a foreign university are included in the student's current/cumulative rating only if a transcript indicating the differentiated assessment, number of credits, and number of hours is available. The transcript is provided to Karaganda Technical University in three languages (the national language, Russian, and English). If a transcript is unavailable in any language, a notarized translation is provided.

12.10 Learning outcomes fully mastered by students as part of academic mobility and confirmed by a transcript are mandatory credited by the University, in accordance with academic policy.

12.11 Bachelor, master, and doctoral students who studied at foreign universities through international educational exchange programs or partnership programs can be credited for the credits they completed during their studies abroad in subjects that correspond to the approved curriculum of the university's educational program as part of their academic mobility.

12.12 Additional courses completed as part of academic mobility are entered into the Office Registrar system based on a memo from the head of department.

12.13 A credit is equivalent to a letter-based grading system for assessing student's academic achievements, corresponding to a numerical equivalent on a four-point scale ranging from a minimum of D (1.0; 50-54%) to the maximum of A (4.0; 95-100%), in accordance with academic policy.

12.12 Records of credited courses for students are automatically entered into the Platonus IS system.

12.13 Students undergoing academic mobility in traditional and distance learning formats should:

- maintain contact with the supervising department, dean's office, and DIC staff during their stay at the partner university;
- complete training in the disciplines to be mastered at Karaganda Technical University using distance learning or traditional format, in accordance with the student's approved individual curriculum, taking into account the time difference in the partner university country;

12.14 In the event of refusal to participate in the academic mobility program, the student is required to submit a withdrawal application to the DIC no later than 10 (ten) business days prior to departure (Appendix G).

12.15 When applying for an academic mobility program at a European or US university, the student prepares and signs a Learning Agreement (ECTS) jointly with the department (Appendix H).

12.16 Upon completion of the academic mobility program, students must submit to the Department of International Cooperation an application for return from the academic mobility program no later than 5 business days after returning/completing

|                                                        |                                                                                         |                                                                     |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| Abylkas Saginov Karaganda<br>Technical University NJSC | <b>RULES FOR ORGANIZING THE EXTERNAL<br/>ACADEMIC MOBILITY PROGRAM FOR<br/>STUDENTS</b> | R III-04-2026<br>Version 01<br>Date 2026.06.16<br>Page 17 out of 46 |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------|

their studies at the foreign university (Appendix I). They must also provide a copy of their transcript to the International Cooperation Department and the original transcript to the dean's office.

12.17 Based on the student's application for return from the academic mobility program and the received copy of the transcript, the staff of the DIC will issue an order for return. A copy of this order will be forwarded to the relevant faculty and the Registrar Office.

12.18 The head of the relevant department is responsible for high-quality organization of implementing academic mobility programs within the department purview, ensuring that the content of the courses mastered by students within the framework of academic mobility programs is consistent with the educational programs of Karaganda Technical University and the student's individual curriculum. They also oversee organization of the educational process and the timely entry of the results of current, midterm, and final assessments into the Platonus information system in accordance with the student's approved individual curriculum.

12.19 Achieved learning outcomes obtained by a student at a foreign partner university under an academic mobility program are recognized by transferring academic credits in the established manner in accordance with academic policy. 12.20 If a student at a foreign institution of higher and/or postgraduate education completes additional courses not included in the individual curriculum, information of such courses must be reflected in the official transcript of records of the host institution. The decision to include these courses in the diploma supplement is made in accordance with the procedure established by the University based on the student's application, the official transcript, and the decision of the Academic Recognition Committee.

### **13 Financing the external academic mobility program**

13.1 The Accounting department oversees the funding of external academic mobility for students of Karaganda Technical University using funds from the republican budget and extra-budgetary funds. This funding is provided by the invitation, the order for referral to study under the academic mobility program, and a cost estimate for studying at the foreign university.

The cost estimate is based on the official invitation from the host education institution, taking into account the duration of study, determined depending on the country of study and the semester (Russia, Europe - 150-160 days; Southeast Asia - 140-150 days), as well as accommodation and the other expenses stipulated by the academic mobility program.

13.2 When allocating extra-budgetary funds and funds from the national budget for training within the framework of external academic mobility:

1) per diem expenses are covered by the students' own funds (meals, transportation within the host country, and other personal expenses related to their stay abroad);

|                                                        |                                                                                         |                                                                     |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| Abylkas Saginov Karaganda<br>Technical University NJSC | <b>RULES FOR ORGANIZING THE EXTERNAL<br/>ACADEMIC MOBILITY PROGRAM FOR<br/>STUDENTS</b> | R III-04-2026<br>Version 01<br>Date 2026.06.16<br>Page 18 out of 46 |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------|

2) transportation costs, accommodation, visa, and medical insurance are covered by budgetary funds within the funding limits of the Ministry of Higher Education of the Republic of Kazakhstan.

13.3 When allocating extra-budgetary funds to Karaganda Technical University the decision on the funding amount for the relevant financial year is approved at an annual meeting of the Management Board.

13.4 Before traveling abroad, students must sign a contract for study under the academic mobility program using extra-budgetary university funds/republican budget funds. This contract defines the financing terms, the procedure for the provision and refund of funds, as well as a list of supporting documents and expense standards (Appendix K).

13.5 When sending a student to study abroad using budgetary funds, transportation costs (airfare), accommodation, visa, and medical insurance are covered by budgetary funds within the funding standards of the Ministry of Health and Higher Education of the Republic of Kazakhstan.

Using extra-budgetary funds from Karaganda Technical University, the University partially finances transportation costs (airfare), accommodation (dormitory), consular fees, and medical insurance in accordance with the expense standards annually approved by the decision of the University Board and forming Appendix L to these Rules.

13.6 A student receiving a state educational grant and traveling for academic mobility will retain the full scholarship for the entire duration of their studies at a foreign university.

13.7 Upon returning from their studies under the academic mobility program, a student who received funding from the republican budget and extra-budgetary funds must, within 5 (five) business days, submit to the accounting department a report approved by the accounting department and documents confirming the actual expenditure of funds based on the results of the trip (Appendix M).

13.8 In the event of early termination of studies at the host university by a student without good reason, including on their own initiative or for other reasons, the student is obligated to reimburse the university for all funds allocated for their education, in accordance with the approved cost estimate. The University shall not be liable for interrupted educational process and any resulting academic debt.

13.9 Unused balances of funds allocated from extra-budgetary and republican budget funds must be returned to the University accounting department in the national currency of the Republic of Kazakhstan at the exchange rate of the National Bank of the Republic of Kazakhstan established on the date of the initial transfer of funds.

13.10 In this case, students of Karaganda Technical University must take into account the following provisions:

- students sent to study at a foreign university must obtain a visa themselves by applying to the consular offices of foreign states in the Republic of Kazakhstan;

|                                                        |                                                                                         |                                                                     |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| Abylkas Saginov Karaganda<br>Technical University NJSC | <b>RULES FOR ORGANIZING THE EXTERNAL<br/>ACADEMIC MOBILITY PROGRAM FOR<br/>STUDENTS</b> | R III-04-2026<br>Version 01<br>Date 2026.06.16<br>Page 19 out of 46 |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------|

- students sent to study at a foreign university must obtain medical insurance themselves by applying to insurance companies in the Republic of Kazakhstan;
- students' departure abroad without proper documentation due to their own fault is a violation of these Rules;
- the period of stay abroad is determined by travel documents and border control stamps upon crossing the state border of the Republic of Kazakhstan;
- cancellation of a trip abroad must be formalized by a corresponding order;
- referral for study outside the Republic of Kazakhstan is carried out on the basis of an order from the Member of the Management Board, Vice-Rector for Strategic Development and Internationalization, specifying the purpose, duration, and country of stay, as well as an approved financial estimate (cost sheet);
- reimbursement of expenses for academic mobility is carried out in accordance with established expense standards and within the amounts stipulated in the approved cost sheet.
- funds are transferred to the student in accordance with the approved cost sheet no earlier than 15 (fifteen) calendar days prior to departure, subject to the receipt of the order of referral, cost sheet, and invitation. An advance payment for air tickets is transferred upon the student's request.
- leaving for study, as well as returning to the University later than the deadline established by the order, without proper documentation, constitutes a violation of academic discipline. If valid reasons prevent departure from the home university and arrival at the host university, the student must submit a reasoned application to the Department of International Cooperation in advance addressed to Chairman of the Board, Rector, along with supporting documents for the postponement of the study period;

13.11 Student responsibilities are as follows:

- students sent for academic mobility are required to sign the Commitment Statement (Appendix N), confirming their familiarization with the terms of participation and acceptance of the relevant obligations;
- a student sent to study abroad at the expense of the republican budget or extra-budgetary funds of the University is obliged to travel solely on the basis of a referral order;
- the start date of studies specified in the order is determined based on the official invitation of the host education institution and serves as a guideline for planning the student's arrival at the host education institution;
- the student is permitted to arrive at the host education institution 2 (two) calendar days prior to the start date of studies specified in the order, solely for the purpose of arranging for accommodation, registration, and adaptation procedures;
- in the event of objective circumstances beyond the control of the student (including delays in issuing an entry visa, unavailability of available transport tickets, or other documented reasons), the student is obliged to immediately notify the sending

|                                                        |                                                                                         |                                                                     |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| Abylkas Saginov Karaganda<br>Technical University NJSC | <b>RULES FOR ORGANIZING THE EXTERNAL<br/>ACADEMIC MOBILITY PROGRAM FOR<br/>STUDENTS</b> | R III-04-2026<br>Version 01<br>Date 2026.06.16<br>Page 20 out of 46 |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------|

education institution and coordinate a possible change in the arrival date with the host education institution;

- the student is obliged to plan the acquisition of travel documents (airline, railway and other tickets) within the timeframes established by the order on sending for training, taking into account possible adjustments to the arrival and departure dates provided for by these Rules and agreed upon with the sending and receiving organizations;

- the student may remain at the host education institution for up to two (2) calendar days after the completion of the established period of study specified in the order, solely for the purpose of departure, preparation of necessary documents, and completion of administrative procedures;

- the student is fully responsible for the timely receipt of an entry visa, insurance, and other documents required for participation in the academic mobility program, including compliance with the requirements of the consular and immigration authorities of the host country;

- the student independently monitors the list of required documents, submission deadlines, visa requirements, as well as changes in the visa policy of the host country, and is responsible for the timely fulfillment of these requirements;

- late visa issuance, visa denial, or some other circumstances related to the violation of visa requirements due to the fault of the student are not grounds for changing the duration of study, reimbursement of expenses, or extension of the academic mobility period without the consent of the sending and host education institutions.

- any changes to the student's arrival, departure, itinerary, or duration of stay are permitted only with prior notice and (if necessary) written approval from the sending and receiving education institutions;

- failure to comply with these Rules constitutes a violation of academic discipline and may result in disciplinary and financial liability.

13.12 List of documents confirming expenses for tuition under the Academic Mobility Program (all the documents, unless specified as "copies," must be provided in original):

1) for accommodation:

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

- a document confirming payment for accommodation - a fiscal receipt or bank transfer with the original bank account statement with the bank seal;

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

2) transportation expenses - air travel (economy class; base fare);

- a fiscal receipt (if the ticket was purchased with cash);

|                                                        |                                                                                         |                                                                     |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| Abylkas Saginov Karaganda<br>Technical University NJSC | <b>RULES FOR ORGANIZING THE EXTERNAL<br/>ACADEMIC MOBILITY PROGRAM FOR<br/>STUDENTS</b> | R III-04-2026<br>Version 01<br>Date 2026.06.16<br>Page 21 out of 46 |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------|

- a bank statement showing the card account balance on the day of purchase of the air ticket if payment was made by bank transfer;

- an electronic ticket;

- all boarding passes;

- a copy of one's passport with a passport and customs control stamp.

Expenses related to baggage allowance, seat selection, priority boarding, additional airline services, and other ancillary services are not considered reimbursable transportation expenses under the academic mobility program.

3) medical insurance - policy (original), proof of payment;

4) visa - receipt (if documents are submitted through a visa center, the student is obligated to pay the service fee at their own expense).

5) travel report:

- in the event of loss of primary accounting documents, expenses will not be reimbursed. If the original documents can be restored, expenses will be recognized based on the actual documents;

- any unused balance of funds must be returned to the University cashier within five business days of returning from training;

- if the student fails to return unused funds on time, the accounting department, with the permission of the University management and based on a receipt signed by the accountable person, will withhold an amount equivalent to the outstanding balance.

#### **14 Coordination, approval, and implementation**

These Rules are coordinated in accordance with DP X-01 with the Member of the Management Board, Vice-Rector for Academic Affairs, the Member of the Management Board, Vice-Rector for Strategic Development and Internationalization, Head of the Department of Economics, Finance and Accounting - Chief Accountant, Director of the Department of Economics, Finance and Accounting, Head of the Registrar Office and Head of the Legal Department, and is formalized in the "Coordination Sheet" (Appendix O).

#### **15 Ensuring accessibility**

These Rules must be made accessible in accordance with DP X-01.

#### **16 Safekeeping**

These Rules must be kept in accordance with DP X-01.

#### **17 Analyzing and updating**

These Rules must be analyzed and updated in accordance with DP X-01.

#### **18 Amendments to the Document**

Amendments to these Rules must be made in accordance with DP X-01.

|                                                        |                                                                                         |                                                                     |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| Abylkas Saginov Karaganda<br>Technical University NJSC | <b>RULES FOR ORGANIZING THE EXTERNAL<br/>ACADEMIC MOBILITY PROGRAM FOR<br/>STUDENTS</b> | R III-04-2026<br>Version 01<br>Date 2026.06.16<br>Page 22 out of 46 |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------|

## Appendix A (informative)

F.R III-04-01

### Student's application (fill out by hand)

To Chairman of the Management Board,  
Rector of Abylkas Saginov Karaganda  
Technical University

From \_\_\_\_\_ year \_\_\_\_\_ student,  
faculty \_\_\_\_\_

\_\_\_\_\_  
(educational program, code)

\_\_\_\_\_  
(Full name of student)

### Application

I request your permission to participate in the external academic mobility program  
at

\_\_\_\_\_  
(name of university) (city, country) within the \_\_\_\_\_ term of the  
\_\_\_\_\_ academic year from \_\_\_\_\_ to \_\_\_\_\_, using extra-budgetary  
funds/republican budget funds/my own funds/Erasmus+ funds.

I undertake to cover all the expenses in excess of the established limits from my  
own funds **(if the student is traveling at extra-budgetary or republican budget  
expense, this wording is used.)**

I undertake to cover all expenses from my own funds **(if the student is traveling  
at their own expense).**

Faculty dean \_\_\_\_\_ Name  
signature

Head of the department \_\_\_\_\_ Name  
signature

Student \_\_\_\_\_ Name  
signature

|                                                        |                                                                                         |                                                                     |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| Abylkas Saginov Karaganda<br>Technical University NJSC | <b>RULES FOR ORGANIZING THE EXTERNAL<br/>ACADEMIC MOBILITY PROGRAM FOR<br/>STUDENTS</b> | R III-04-2026<br>Version 01<br>Date 2026.06.16<br>Page 23 out of 46 |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------|

**Appendix B**  
(informative)

F.R III-04-02

**Receipt of documents acceptance for participation in the competition for the  
external academic mobility program**

*Service recipient (name):*

**List of documents**

| No. | Name of the document                                                                                                                                                  | Availability «+»,<br>Absence «-» |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| 1   | Student's Application                                                                                                                                                 |                                  |
| 2   | A completed application form for a citizen of the Republic of Kazakhstan traveling abroad to study, according to the form in Appendix 1 to this standard              |                                  |
| 3   | A copy of the passport/identity card of a citizen of the Republic of Kazakhstan;                                                                                      |                                  |
| 4   | A copy of the educational document for admission to the Bachelor's program                                                                                            |                                  |
| 5   | Medical Certificate 072/U (for those traveling abroad), according to the form in Appendix 2 to this standard                                                          |                                  |
| 6   | Copies of diplomas, certificates, diplomas, and letters of thanks, if any                                                                                             |                                  |
| 7   | Letters of recommendation, if any                                                                                                                                     |                                  |
| 8   | Transcript (for individuals who have independently enrolled or are currently studying at foreign higher education institutions in undergraduate or graduate programs) |                                  |

**Director of the DIC** \_\_\_\_\_ **Name**  
signature

Date of the documents acceptance \_\_\_\_\_, 20\_\_

|                                                        |                                                                                         |                                                                     |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| Abylkas Saginov Karaganda<br>Technical University NJSC | <b>RULES FOR ORGANIZING THE EXTERNAL<br/>ACADEMIC MOBILITY PROGRAM FOR<br/>STUDENTS</b> | R III-04-2026<br>Version 01<br>Date 2026.06.16<br>Page 24 out of 46 |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------|

## Appendix C (informative)

F. R III-04-03

### Questionnaire for a Citizen of the Republic of Kazakhstan Traveling to Study Abroad



|    |                                                                                                                                                                                 |  |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 1  | Last Name, First Name, Patronymic (if any)                                                                                                                                      |  |
| 2  | (hereinafter referred to as Full Name)                                                                                                                                          |  |
| 3  | Date of Birth                                                                                                                                                                   |  |
| 4  | Place of Birth (village, district, city, region, country)                                                                                                                       |  |
| 5  | Registered Address, Telephone Number                                                                                                                                            |  |
| 6  | Actual Residential Address, Telephone Number, Email                                                                                                                             |  |
| 7  | Name of General Secondary Education Institution                                                                                                                                 |  |
| 8  | GPA of your General Secondary Education Document, Year of Graduation                                                                                                            |  |
| 9  | Names of the other education institutions you graduated from, years of study, GPA, and major have you studied abroad? In which country? Duration of study.                      |  |
| 10 | Name of education institution, program of study<br>Study Abroad (exchange, host institution, educational programs of a foreign state or organization, sponsors, personal funds) |  |
| 11 | What scientific works and inventions do you own (scientific publications, scientific and methodological developments, patents, copyright certificates)                          |  |

12. Information of the immediate relatives (parents, brothers, sisters, spouse, children, guardians and/or legal representatives):

| Relationship | Name, full date of birth | Place of work (study), position, office, telephone | Home address, index, telephone, code of the city |
|--------------|--------------------------|----------------------------------------------------|--------------------------------------------------|
| Father       |                          |                                                    |                                                  |
| Mother       |                          |                                                    |                                                  |
| Brothers     |                          |                                                    |                                                  |

|                                                        |                                                                                         |                                                                     |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| Abylkas Saginov Karaganda<br>Technical University NJSC | <b>RULES FOR ORGANIZING THE EXTERNAL<br/>ACADEMIC MOBILITY PROGRAM FOR<br/>STUDENTS</b> | R III-04-2026<br>Version 01<br>Date 2026.06.16<br>Page 25 out of 46 |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------|

|                                           |  |  |  |
|-------------------------------------------|--|--|--|
| Sisters                                   |  |  |  |
| Spouse                                    |  |  |  |
| Children                                  |  |  |  |
| Guardians and/or<br>legal representatives |  |  |  |

13. Work experience (including studies at technical and vocational, higher education institutions, military service, part-time work)

| Date     |                                                                                                                                                              | Position at the<br>organization | Address |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|---------|
| Entering | Completing                                                                                                                                                   |                                 |         |
|          |                                                                                                                                                              |                                 |         |
| 14       | List the languages you speak (indicate your level of proficiency, e.g., fluent, proficient, read and can communicate, read and translate with a dictionary). |                                 |         |
| 15       | Have you taken a foreign language proficiency test before?                                                                                                   |                                 |         |
| 16       | If so, how many points did you score?                                                                                                                        |                                 |         |
| 17       | Identity document details: number, issuer, and date of issue                                                                                                 |                                 |         |
| 18       | Name of the country where you are going to study                                                                                                             |                                 |         |

Note:

This application form must be completed in block letters. The application form and all attached documents must be filed in a binder. The cover of the binder must include: full name, permanent residence address, telephone number, name of education institution, major, year of study, and, for teaching and research staff, the area of research and dissertation topic.

Signature \_\_\_\_\_ Date \_\_\_\_\_

I \_\_\_\_\_,  
(Full Last Name, First Name, and Patronymic (if any)),

applicant for participation in the competition for study abroad under treaties and agreements concluded between the governments or agencies of the Republic of Kazakhstan and foreign countries, confirm that all information provided in this application form is complete and accurate.

|                                                        |                                                                                         |                                                                     |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| Abylkas Saginov Karaganda<br>Technical University NJSC | <b>RULES FOR ORGANIZING THE EXTERNAL<br/>ACADEMIC MOBILITY PROGRAM FOR<br/>STUDENTS</b> | R III-04-2026<br>Version 01<br>Date 2026.06.16<br>Page 26 out of 46 |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------|

\_\_\_\_\_  
(Applicant's signature)

I have read the requirements of the Rules for Study Abroad, including through academic mobility, approved by Order No. 613 of the Minister of Education and Science of the Republic of Kazakhstan dated November 19, 2008.

I agree to the disclosure of my personal information to members of the Competition Committee, official representatives of foreign governments and agencies, government bodies, and other interested organizations, as well as to the publication of the competition results on the official website of JSC "Center for International Programs."

I am personally responsible for participating in the in-person interview and undertake to complete the competition independently, without the participation of parents/guardians or other intermediaries.

I undertake not to participate in competitive selection for grants from other countries administered by JSC "Center for International Programs":

- during the application submission period and the competition for this grant until the results are published on the website of JSC "Center for International Programs";
- in the event of a grant being awarded.

Please write the following text in italics below in your own handwriting: *"This appendix has been completed by me personally, each page of the personal data sheet has been initialed. I have read and agree to the above terms and conditions (I confirm with my personal signature)".*

\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

I consent to the use of information contained in information systems that constitutes a secret protected by law.

Signature \_\_\_\_\_ Date \_\_\_\_\_

|                                                        |                                                                                         |                                                                     |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| Abylkas Saginov Karaganda<br>Technical University NJSC | <b>RULES FOR ORGANIZING THE EXTERNAL<br/>ACADEMIC MOBILITY PROGRAM FOR<br/>STUDENTS</b> | R III-04-2026<br>Version 01<br>Date 2026.06.16<br>Page 27 out of 46 |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------|

## Appendix D (informative)

F. R III-04-04

### Criteria for Selecting Applicants for Study Abroad under International Treaties/Agreements and Academic Mobility

#### Level of the foreign language proficiency

| Equivalent of the<br>IELTS scores | Equivalent of the<br>TOEFL scores | Equivalent of<br>the HSK scores | Awarded score |
|-----------------------------------|-----------------------------------|---------------------------------|---------------|
| 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's degree program

| Document                               | Average score | Awarded score |
|----------------------------------------|---------------|---------------|
| Transcript of the current performance  | 4,0           | 5             |
|                                        | 3,67          | 4             |
|                                        | 3,33          | 3             |
|                                        | 3,0           | 2             |
|                                        | 2,67          | 1             |
| Diploma of secondary special education | 5,0           | 5             |
|                                        | 4,5           | 4             |
|                                        | 4,0           | 3             |

#### For sending to the master's degree and doctoral programs

| Document                              | Average score | Awarded score |
|---------------------------------------|---------------|---------------|
| Bachelor's/master's diploma           | 4,0           | 5             |
|                                       | 3,67          | 4             |
|                                       | 3,33          | 3             |
|                                       | 3,0           | 2             |
| Specialist's diploma                  | 5,0           | 5             |
|                                       | 4,5           | 4             |
|                                       | 4,0           | 3             |
| Transcript of the current performance | 4,0           | 5             |

|                                                        |                                                                                         |                                                                     |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| Abylkas Saginov Karaganda<br>Technical University NJSC | <b>RULES FOR ORGANIZING THE EXTERNAL<br/>ACADEMIC MOBILITY PROGRAM FOR<br/>STUDENTS</b> | R III-04-2026<br>Version 01<br>Date 2026.06.16<br>Page 28 out of 46 |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------|

|  |      |   |
|--|------|---|
|  | 3,67 | 4 |
|  | 3,33 | 3 |
|  | 3,0  | 2 |
|  | 2,67 | 1 |

#### **Availability of incentive awards (republican and international levels)**

|                              |   |
|------------------------------|---|
| Diploma                      | 5 |
| Certificate of encouragement | 4 |
| Letter of gratitude          | 3 |
| Certificate                  | 2 |

|                                                        |                                                                                         |                                                                     |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| Abylkas Saginov Karaganda<br>Technical University NJSC | <b>RULES FOR ORGANIZING THE EXTERNAL<br/>ACADEMIC MOBILITY PROGRAM FOR<br/>STUDENTS</b> | R III-04-2026<br>Version 01<br>Date 2026.06.16<br>Page 29 out of 46 |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------|

## Appendix E (informative)

F. R III-04-05

### Main list of students participating in academic mobility

| No | Name of higher education institution | Last name, first name and patronymic of the applicant | Passport number and expiration date | Country | Program of study | Educational program | Preference | Score |
|----|--------------------------------------|-------------------------------------------------------|-------------------------------------|---------|------------------|---------------------|------------|-------|
| 1  |                                      |                                                       |                                     |         |                  |                     |            |       |

### Reserve lists of students participating in academic mobility

| No | Name of higher education institution | Last name, first name and patronymic of the applicant | Passport number and expiration date | Country | Program of study | Educational program | Preference | Score |
|----|--------------------------------------|-------------------------------------------------------|-------------------------------------|---------|------------------|---------------------|------------|-------|
| 1  |                                      |                                                       |                                     |         |                  |                     |            |       |

|                                                        |                                                                                         |                                                                     |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| Abylkas Saginov Karaganda<br>Technical University NJSC | <b>RULES FOR ORGANIZING THE EXTERNAL<br/>ACADEMIC MOBILITY PROGRAM FOR<br/>STUDENTS</b> | R III-04-2026<br>Version 01<br>Date 2026.06.16<br>Page 30 out of 46 |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------|

**Appendix F**  
(informative)

F. R III-04-06

IC form

ABYLKAS SAGINOV KARAGANDA TECHNICAL UNIVERSITY NJSC

**INDIVIDUAL CURRICULUM**

of student/master student/doctoral student \_\_\_\_\_  
for 20\_\_-20\_\_ academic year, \_\_\_\_\_ year, \_\_\_\_\_ term  
Educational program

at \_\_\_\_\_

Date \_\_\_\_\_ Period of study (at the foreign university) \_\_\_\_\_

Mode of training: full time

| No | Name of the discipline at<br>Abylkas Saginov Karaganda<br>Technical University                                                                                                                                                                     | Num<br>ber of<br>credit<br>s | Name of the discipline at the<br>foreign university                              | Num<br>ber of<br>credit<br>s |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|----------------------------------------------------------------------------------|------------------------------|
| 1  | Архитектурная типология<br>зданий и сооружений<br>(Ғимараттар мен<br>үймереттердің сәулеттік<br>типологиясы<br>Architectural typology of<br>buildings and constructions)                                                                           | 5                            | Архитектурная типология<br>(Сәулет типологиясы<br>Architectural typology)        | 5                            |
| 2  | Основы макетирования и<br>пластического<br>моделирования формы,<br>курсовая работа<br>(Пішіндерді макеттеу және<br>пластикалық моделдеу<br>негіздері, курстық жұмыс<br>Fundamentals of layout and<br>plastic modeling of the form,<br>course work) | 5                            | Архитектурное<br>макетирование<br>(Архитектуралық макет<br>Architectural layout) | 5                            |
| 3  | Архитектурные конструкции<br>(Сәулет конструкциялары<br>Architectural constructions)                                                                                                                                                               | 5                            | Архитектурно-<br>строительные конструкции<br>и теория конструирования            | 5                            |

|                                                        |                                                                                         |                                                                     |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| Abylkas Saginov Karaganda<br>Technical University NJSC | <b>RULES FOR ORGANIZING THE EXTERNAL<br/>ACADEMIC MOBILITY PROGRAM FOR<br/>STUDENTS</b> | R III-04-2026<br>Version 01<br>Date 2026.06.16<br>Page 31 out of 46 |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------|

|       |                                                                                                                                              |    |                                                                                                            |    |
|-------|----------------------------------------------------------------------------------------------------------------------------------------------|----|------------------------------------------------------------------------------------------------------------|----|
|       |                                                                                                                                              |    | (Сәулет-құрылыс құрылымдары және құрылыс теориясы Architectural and building structures and design theory) |    |
| 4     | Малые архитектурные формы, курсовой проект (Шағын сәулеттік пішіндер, курстық жоба Small architectural forms, term project)                  | 5  | Дистанционное обучение Distance learning                                                                   | 5  |
| 5     | Инженерные системы зданий и сооружений (Ғимараттар мен үймереттердің инженерлік жүйелері Engineering systems of buildings and constructions) | 5  | Дистанционное обучение Distance learning                                                                   | 5  |
| 6     | Основы градостроительства (Қала құрылысы негіздері Basics of town-planning)                                                                  | 5  | Дистанционное обучение Distance learning                                                                   | 5  |
| TOTAL |                                                                                                                                              | 30 |                                                                                                            | 30 |

Director of the DAA \_\_\_\_\_NAME

Director of the DIC \_\_\_\_\_NAME

Head of the EP \_\_\_\_\_NAME

Dean of the faculty \_\_\_\_\_NAME

Head of the department \_\_\_\_\_NAME

ECTS coordinator \_\_\_\_\_NAME

Student \_\_\_\_\_NAME

|                                                        |                                                                                         |                                                                     |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| Abylkas Saginov Karaganda<br>Technical University NJSC | <b>RULES FOR ORGANIZING THE EXTERNAL<br/>ACADEMIC MOBILITY PROGRAM FOR<br/>STUDENTS</b> | R III-04-2026<br>Version 01<br>Date 2026.06.16<br>Page 32 out of 46 |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------|

## Appendix G (informative)

F. R III-04-07

### Application for Withdrawal from Participation in the External Academic Mobility Program

To Chairman of the Board, Rector of  
Abylkas Saginov Karaganda Technical  
University

From \_\_\_\_\_ year \_\_\_\_\_ student,  
\_\_\_\_\_ faculty,

\_\_\_\_\_  
(educational program, code)

\_\_\_\_\_  
(student's name)

### APPLICATION

I, \_\_\_\_\_, withdraw from  
the academic mobility program during the \_\_\_\_\_ semester at

\_\_\_\_\_  
(name of the university)

(city, country) \_\_\_\_\_ of the \_\_\_\_\_ academic year for  
the following reason:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date:

Signature:

F. R III-04-08

# **Appendix H** (informative)

## Learning Agreement

### LEARNING AGREEMENT

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

Study period: from ..... to.....

|                                                      |
|------------------------------------------------------|
| Name of student:<br>Sending institution:<br>Country: |
|------------------------------------------------------|

### Details of the proposed study program abroad

|                                    |
|------------------------------------|
| Receiving institution:<br>Country: |
|------------------------------------|

| Discipline Code if any | Discipline name | Term  | Receiving institution credits | ECTS credits |
|------------------------|-----------------|-------|-------------------------------|--------------|
| -----                  | -----           | ----- | -----                         | -----        |
| -----                  | -----           | ----- | -----                         | -----        |
| -----                  | -----           | ----- | -----                         | -----        |
| -----                  | -----           | ----- | -----                         | -----        |
| -----                  | -----           | ----- | -----                         | -----        |
| -----                  | -----           | ----- | -----                         | -----        |
| -----                  | -----           | ----- | -----                         | -----        |
| -----                  | -----           | ----- | -----                         | -----        |
| -----                  | -----           | ----- | -----                         | -----        |

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Sending institution:  
 We confirm that the proposed program of study/Learning Agreement is approved  
 Departmental coordinator's signature Institutional coordinator's signature  
 \_\_\_\_\_  
 Date: \_\_\_\_\_ Date \_\_\_\_\_

Receiving institution:  
 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: _____                           |

Changes to original proposed study program/Learning Agreement  
(to be filled in only if appropriate)

| Name of student:             |                                                                       |       |                           |                 |                 |
|------------------------------|-----------------------------------------------------------------------|-------|---------------------------|-----------------|-----------------|
| Sending institution:         |                                                                       |       |                           |                 |                 |
| Country:                     |                                                                       |       |                           |                 |                 |
| Discipline<br>code<br>if any | Discipline<br>name<br>(as indicated in<br>the information<br>package) | Term  | Deleted<br>course<br>unit | Added<br>course | ECTS<br>Credits |
| -----                        | -----                                                                 | ----- | O                         | O               | -----           |
| --                           | -----                                                                 | ----- | O                         | O               | -----           |
| -----                        | -----                                                                 | ----- | O                         | O               | -----           |
| --                           | -----                                                                 | ----- | O                         | O               | -----           |
| -----                        | -----                                                                 | ----- | O                         | O               | -----           |
| --                           | -----                                                                 | ----- | O                         | O               | -----           |
| -----                        | -----                                                                 | ----- | O                         | O               | -----           |
| --                           | -----                                                                 | ----- | O                         | O               | -----           |
| -----                        | -----                                                                 | ----- | O                         | O               | -----           |
| --                           | -----                                                                 | ----- | O                         | O               | -----           |
| -----                        | -----                                                                 | ----- | O                         | O               | -----           |
| --                           | -----                                                                 | ----- | O O                       |                 | -----           |

|                                                                                                                   |                                       |
|-------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| Student's signature: _____                                                                                        | Date: _____                           |
| Sending institution:                                                                                              |                                       |
| 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: _____                           |
| Receiving institution:                                                                                            |                                       |
| 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: _____                           |

|                                                        |                                                                                         |                                                                     |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| Abylkas Saginov Karaganda<br>Technical University NJSC | <b>RULES FOR ORGANIZING THE EXTERNAL<br/>ACADEMIC MOBILITY PROGRAM FOR<br/>STUDENTS</b> | R III-04-2026<br>Version 01<br>Date 2026.06.16<br>Page 35 out of 46 |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------|

## Appendix I (informative)

F. R III-04-09

### Application for return

To Chairman of the Board, Rector of  
Abylkas Saginov Karaganda Technical  
University

From \_\_\_\_year student,  
\_\_\_\_faculty,  
\_\_\_\_  
(educational program, code)  
\_\_\_\_  
(student's name)

### Application

I request that you consider me as having returned from studying at

\_\_\_\_\_  
(name of university)  
(city, country) \_\_\_\_\_ under the academic mobility program  
from \_\_\_\_\_. .

Dean of Faculty \_\_\_\_\_ Full Name  
Signature

Head of Department \_\_\_\_\_ Full Name  
Signature

Student \_\_\_\_\_ Full Name  
Signature

**Appendix K**  
(informative)

F. R III-04-10

**AGREEMENT**

*for training within the framework of the academic mobility program at the  
expense of extra-budgetary funds/funds from the Republican budget*

НАО «Карагандинский технический университет имени Абылкаса Сагинова», именуемый в дальнейшем «Университет», в лице Члена Правления – Проректора по стратегическому развитию и интернационализации, действующего на основании \_\_\_\_\_, с одной стороны и \_\_\_\_\_ (ФИО студента) \_\_\_\_\_, \_\_\_\_\_ года рождения, ИИН \_\_\_\_\_ студент(ка) \_\_\_\_\_ курса, \_\_\_\_\_ факультета, образовательная программа «\_\_\_\_\_», именуемый(ая) в дальнейшем «Обучающий(ая)ся», с другой стороны, заключили настоящий Договор о нижеследующем:

**1. ПРЕДМЕТ ДОГОВОРА**

1.1. По итогам отбора претендентов Университет направляет Обучающего(ую)ся для обучения за рубежом в рамках академической мобильности за счет внебюджетных средств НАО «Карагандинский технический университет имени Абылкаса Сагинова»/ средств Республиканского бюджета в соответствии с условиями настоящего Договора.

Обучающимся возмещаются расходы на прохождение академической мобильности по нормам, утвержденным Правлением НАО «Карагандинский технический университет имени Абылкаса Сагинова», строго по утвержденной калькуляции расходов на обучение.

1.2. Направление на обучение за пределы Республики Казахстан оформляется на основании приказа Члена Правления – Проректора по стратегическому развитию и интернационализации.

Abylkas Saginov Karaganda Technical University NJSC, hereinafter referred to as the "University", represented by the Member of the Management Board, Vice-Rector for Strategic Development and Internationalization, acting on the basis of \_\_\_\_\_, on the one hand, and \_\_\_\_\_ (full name of the student) \_\_\_\_\_, born in \_\_\_\_\_, IIN \_\_\_\_\_ student of the \_\_\_\_\_ year, \_\_\_\_\_ faculty, educational program "\_\_\_\_\_", hereinafter referred to as the "Student", on the other hand, have entered into this Agreement as follows:

**1. SUBJECT OF THE AGREEMENT**

1.1. Following the selection of applicants, the University will send the Student(s) to study abroad as part of an academic mobility program using extra-budgetary funds from the Abylkas Saginov Karaganda Technical University (NJSC)/from the Republican budget in accordance with the terms of this Agreement.

Students will be reimbursed for their academic mobility expenses according to the standards approved by the Board of the Abylkas Saginov Karaganda Technical University (NJSC), strictly in accordance with the approved tuition cost estimate.

1.2. A referral for study outside the Republic of Kazakhstan is issued based on an order from the Member of the Management Board – Vice-Rector for Strategic Development and Internationalization.

1.3. Funds are transferred to the Student in accordance with the approved cost estimate no later than 15 (fifteen) calendar days prior to

1.3. Денежные средства перечисляются Обучающемуся согласно утверждённой калькуляции расходов не позднее чем за 15 (пятнадцать) календарных дней до выезда при наличии приказа о направлении, калькуляции и приглашения. Аванс на авиабилеты перечисляется по заявлению Обучающегося.

1.4. Срок обучения за рубежом составляет 1 (один) семестр (\_\_\_\_ дней) в университете \_\_\_\_\_ (название университета).

1.5. Днем отправления в поездку на обучение, в соответствии с приказом о направлении Обучающегося в рамках академической мобильности считается день отправления транспортного средства, определяемого по дате проездного документа.

1.6. Днем приезда считается день прибытия транспортного средства, дата которого должна совпадать с датой проездного документа, согласно приказу о направлении Обучающегося в рамках академической мобильности.

## **2. УСЛОВИЯ ДОГОВОРА**

### **2.1 Обучающийся обязан:**

2.1.1. Ознакомиться с нормой расходов на обучение в рамках академической мобильности, указанных в Приложении №1 до начала поездки.

2.1.2. Обучающийся по возвращении с обучения обязан в течении 5 (пяти) рабочих дней сдать финансовый отчет в бухгалтерию университета.

2.1.3. Остаток не использованных денежных средств подлежит возврату в кассу Университета в течение пяти рабочих дней по возвращении с обучения.

2.1.4. Предоставить в бухгалтерию документы, подтверждающие понесенные расходы на обучение:

1) За проживание:

- договор (двусторонний) на оказание услуг по проживанию с печатью и подписями;

- документ, подтверждающий оплату за проживание - фискальный чек или банковский перевод с предоставлением оригинала выписки с карт- счета с печатью банка;

departure, subject to the receipt of the referral order, cost estimate, and invitation. An advance payment for air tickets is transferred upon the Student's application.

1.4. The duration of study abroad is 1 (one) semester (\_\_\_\_ days) at the University of \_\_\_\_\_ (name of the University).

1.5. The day of departure for the study trip, in accordance with the order for the Student's academic mobility, is considered to be the day of departure of the transport vehicle, determined by the date of the travel document.

1.6. The day of arrival is considered to be the day of arrival of the vehicle, the date of which must coincide with the date of the travel document, according to the order on sending the Student within the framework of academic mobility.

## **2. AGREEMENT TERMS**

### **2.1 The Student is obliged to:**

2.1.1. Review the standard expenses for tuition fees related to academic mobility, as specified in Appendix No. 1, prior to the start of the trip.

2.1.2. Upon returning from training, the student is required to submit a financial report to the University Accounting Department within 5 (five) business days.

2.1.3. Any unused balance of funds must be returned to the University Cashier's Office within five business days of returning from training.

2.1.4. Provide the Accounting Department with documents confirming the tuition expenses incurred:

1) For accommodation:

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

- a document confirming payment for accommodation - a fiscal receipt or bank transfer, accompanied by an original bank account statement with a bank seal;

- документ, подтверждающий оказание услуги по проживанию - инвойс с печатью организации и подписью ответственного лица, копии налоговых документов арендодателя/регистрация частного предпринимателя.

2) Транспортные расходы - Авиаперевозки (класс-эконом; тариф-базовый):

- фискальный чек (при приобретении билета за наличный расчет);

- выписка с банка о движении денег с карт-счета на день покупки авиабилета – если оплата была по безналичному расчету;

- электронный билет;

- все посадочные талоны;

- копия паспорта с отметкой паспортно-таможенного контроля.

3) Медицинская страховка - полис (оригинал), чек об оплате страховки.

4) Виза – чек (в случае подачи документов через визовый центр, обучающий(ая)ся обязуется оплатить сервисный сбор за счет собственных средств).

5) Отчет о командировке.

2.1.5. Возвратить университету выделенные денежные средства по программе академической мобильности, которые были использованы для покрытия расходов, не предусмотренных нормой расходов, указанных в Приложении 1.

## **2.2. Обучающийся имеет право:**

2.2.1. Получить в бухгалтерии расписку о сдаче оригиналов первичных документов (отчет, проездные билеты и посадочные талоны, акты выполненных работ, счета фактуры, фискальные чеки, и т.п.);

## **2.3. Университет обязан:**

2.3.1. Перечислить согласно п.1.3. денежные средства, выделенные по программе академической мобильности на лицевой счет Обучающегося(ей)ся;

## **2.4. Университет имеет право:**

2.4.1. В случае утери первичных бухгалтерских документов, после до их восстановления, Бухгалтерия вправе принимать отчетные документы в формате PDF, распечатанные на бумажном носителе и заверенные переводом на русский язык

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

2) Transportation expenses - Air travel (economy class; base fare):

- a fiscal receipt (if the ticket was purchased in cash);

- a bank statement showing the card account balance on the day of purchase of the air ticket - if payment was made by bank transfer;

- an electronic ticket;

- all boarding passes;

- a copy of the passport with a stamp from passport and customs control.

3) Medical insurance - policy (original), insurance payment receipt.

4) Visa - receipt (if documents are submitted through a visa center, the student is obligated to pay the service fee from their own funds).

5) Business trip report.

2.1.5. Return to the university the funds allocated under the academic mobility program that were used to cover expenses not provided for by the expense standards specified in Appendix 1.

## **2.2. The Student has the right to:**

2.2.1. Obtain a receipt from the Accounting Department for the submission of original primary documents (reports, travel tickets and boarding passes, certificates of completion, invoices, fiscal receipts, etc.);

## **2.3. The University is obligated to:**

2.3.1. Transfer funds allocated under the academic mobility program to the Student's personal account in accordance with paragraph 1.3;

## **2.4. The University has the right:**

2.4.1. In the event of loss of primary accounting documents, until their restoration, the Accounting Department has the right to accept reporting documents in PDF format, printed on paper, and certified with a Russian translation by the Department of International Cooperation. List

Департаментом международного сотрудничества.

Перечень первичных документов, подтверждающих расходы на обучение по программе «Академическая мобильность»:

1) За проживание:

-договор (двусторонний) на оказание услуг по проживанию с печатью и подписями;  
-документ, подтверждающий оплату за проживание;

- копия фискального чека или банковский перевод с предоставлением оригинала выписки с карт- счета с печатью банка;

-документ, подтверждающий оказание услуги по проживанию - инвойс с печатью организации и подписью ответственного лица, копии налоговых документов арендодателя/регистрация частного предпринимателя.

2) Транспортные расходы - Авиаперевозки (класс-эконом; тариф- базовый):

-копия фискального чека (при приобретении билета за наличный расчет);

-выписка с банка о движении денег с карт-счета на день покупки авиабилета – если оплата была по безналичному расчету;

-электронный билет;

-все посадочные талоны;

-копия паспорта с отметкой паспортно-таможенного контроля.

3) Медицинская страховка - полис (оригинал), копия чека об оплате страховки.

4) Виза — чек об оплате сервисного сбора. В случае подачи документов через визовый центр, обучающий(ая)ся обязуется оплатить сервисный сбор за счет собственных средств.

5) Отчет о командировке

2.4.2 Все документы, если нет определения «копия» предоставляются в оригинале.

### 3. ДОПОЛНИТЕЛЬНЫЕ УСЛОВИЯ

3.1. Расходы на питание (суточные) по программе академической мобильности НЕ ПРЕДУСМОТРЕНЫ. Данные расходы покрываются направляемым по

of primary documents confirming expenses for training under the Academic Mobility Program:

1) For accommodation:

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

- a document confirming payment for accommodation;

- a copy of the fiscal receipt or a bank transfer with the original bank account statement with the bank seal;

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

2) Transportation expenses - Air travel (economy class; base fare):

- a copy of the fiscal receipt (if the ticket was purchased with cash);

- a bank statement showing the movement of funds from the card account on the day of purchase of the air ticket - if payment was made by bank transfer;

- an electronic ticket;

- all boarding passes;

- a copy of the passport with a stamp from passport and customs control.

3) Medical insurance - policy (original), copy of insurance payment receipt.

4) Visa - service fee payment receipt. If submitting documents through a visa center, the student is responsible for paying the service fee **at their own expense**.

5) Business Trip Report

2.4.2 All documents, unless otherwise specified, must be submitted in original.

### 3.ADDITIONAL TERMS

3.1. Meal expenses (per diem) are **NOT INCLUDED** in the academic mobility program. These expenses are covered by the

академической **мобильности за счет собственных средств.**

3.2. Обучающий(ая)ся обязан(а) следовать законодательству страны обучения и всем академическим и иным правилам, и нормам, установленным принимающей Стороной.

3.3. Итоговым документом, подтверждающим обучение Обучающего(ей)ся по программе мобильности, является транскрипт об обучении, оригинал которого, передается в деканат, заверенный переводом Департаментом международного сотрудничества на государственном либо русском языке. Копия транскрипта передается в офис регистрации, а также хранится на кафедре.

3.4. Если Обучающимся не освоены дисциплины-разницы во время нахождения по исходящей академической мобильности либо в случае неудовлетворительных оценок - дисциплины считаются задолженностью и изучаются в дополнительном летнем семестре на платной основе в Университете.

3.5. Если по каким-либо причинам Обучающий(ая)ся прерывает свое обучение в принимающем Университете по собственному желанию, Обучающий(ая)ся обязан(а) произвести возврат всех средств, выделенных для обучения, согласно калькуляции расходов, а также в течение 3 (трех) календарных дней со дня возвращения в Республику Казахстан письменно уведомить Университет о своем возвращении и прекращении обучения в принимающем Университете.

3.6. В случае досрочного возвращения обучающегося по собственной инициативе либо по каким – либо другим причинам, Университет не несет никакой ответственности за прерванный учебный процесс и образовавшиеся долги по учебе, при этом обучающийся обязан произвести возврат всех средств выделенных для обучения согласно калькуляции расходов.

student participating in the academic mobility program **at their own expense.**

3.2. The student is obligated to comply with the laws of the country of study and all academic and other rules and regulations established by the host country.

3.3. The final document confirming the student's participation in the mobility program is the transcript of study, the original of which is submitted to the dean's office, certified by the Department of International Cooperation with a translation in the state or Russian language. A copy of the transcript is submitted to the registrar's office and is also kept at the department.

3.4. If the student fails to complete the deferred courses during the outgoing academic mobility program, or if they receive unsatisfactory grades, these courses are considered outstanding and are studied in an additional summer semester on a fee-paying basis at the University.

3.5. If, for any reason, the Student voluntarily interrupts their studies at the Host University, the Student is obligated to return all funds allocated for tuition, in accordance with the cost estimate, and, within three (3) calendar days of their return to the Republic of Kazakhstan, notify the University in writing of their return and termination of studies at the Host University.

3.6. In the event of a Student's early return, voluntarily or for any other reasons, the University bears no liability for the interrupted educational process or any outstanding tuition. However, the Student is obligated to return all funds allocated for tuition, in accordance with the cost estimate.

#### **4. ЗАКЛЮЧИТЕЛЬНЫЕ ПОЛОЖЕНИЯ**

4.1. Настоящий Договор вступает в силу с момента его подписания сторонами и действует до выполнения всех его условий.

4.2. Ответственность сторон определяется в соответствии с действующим законодательством Республики Казахстан.

4.3. Договор составлен в 2-х экземплярах на русском и казахском языках для каждой стороны и каждый из данных экземпляров имеет одинаковую юридическую силу.

#### **5. ПОДПИСИ СТОРОН**

##### **Университет/University**

Abylkas saginov Karaganda Technical University  
NJSC /

HAO «Карагандинский Технический  
Университет имени Абылкаса Сагинова»

Republic of Kazakhstan, 100012, Karaganda, N.  
Nazarbayev St., No. 56

Tel.: +7 (7212) 56-03-28,

Fax: +7 (7212) 56-75-98

Email: [office@ktu.edu.kz](mailto:office@ktu.edu.kz)

**Member of the Board, Vice-Rector for  
Strategic Development and  
Internationalization / Член Правления  
– Проректор по стратегическому развитию  
и интернационализации**

Signature/Подпись \_\_\_\_\_

#### **4. FINAL PROVISIONS**

4.1. This Agreement shall enter into force upon signature by the parties and shall remain in effect until all of its terms and conditions are fulfilled.

4.2. The parties' liability shall be determined in accordance with the current legislation of the Republic of Kazakhstan.

4.3. This Agreement is drawn up in two copies, one in Russian and one in English, for each party, and each copy shall have equal legal force.

#### **5. SIGNATURES OF THE PARTIES**

##### **Student/Обучающий(ая)ся**

**FULL NAME:**

Born on: \_\_\_\_\_

IIN: \_\_\_\_\_

Home address: \_\_\_\_\_

ID \_\_\_\_\_ No. \_\_\_\_\_

Issued on \_\_\_\_\_, \_\_\_\_ 20 \_\_\_\_

TeL: \_\_\_\_\_

Email: \_\_\_\_\_

Signature \_\_\_\_\_

**Parent/Legal Representative of the Student  
Родитель/Законный представитель студента  
И/Я** \_\_\_\_\_

Parent/Legal Representative' Full name  
(Ф.И.О. родителя/законного представителя  
полностью): \_\_\_\_\_

IIN/ИИН: \_\_\_\_\_

Home address/Прож. по адресу: \_\_\_\_\_

ID No. \_\_\_\_\_

Issued on \_\_\_\_\_, 20 \_\_\_\_

agree to the Student signing this Agreement /  
Согласен (на) на подписание Обучающимся  
настоящего Договора

Signature/Подпись \_\_\_\_\_

|                                                        |                                                                                         |                                                                     |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| Abylkas Saginov Karaganda<br>Technical University NJSC | <b>RULES FOR ORGANIZING THE EXTERNAL<br/>ACADEMIC MOBILITY PROGRAM FOR<br/>STUDENTS</b> | R III-04-2026<br>Version 01<br>Date 2026.06.16<br>Page 42 out of 46 |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------|

**Appendix L**  
List of universities for academic mobility

| No | Name of the university                                                  | Country   | Travel | Accommodation | Insurance | Visa (consular fee) | Final sum for a student |
|----|-------------------------------------------------------------------------|-----------|--------|---------------|-----------|---------------------|-------------------------|
| 1  | Saint Petersburg State University of Architecture and Civil Engineering | Russia    |        |               |           |                     |                         |
| 2  | Poznan University of Technology                                         | Poland    |        |               |           |                     |                         |
| 3  | Obuda University                                                        | Hungary   |        |               |           |                     |                         |
| 4  | Vilnius Gediminas Technical University                                  | Lithuania |        |               |           |                     |                         |
| 5  | Bialystok Technical University                                          | Poland    |        |               |           |                     |                         |
| 6  | Tyumen Industrial University                                            | Russia    |        |               |           |                     |                         |

**Appendix M**  
(informative)

F. R III-04-11

Accounting Report Form

**REPORT**  
dated \_\_\_\_\_, 202\_\_

\_\_\_\_\_  
Full name

\_\_\_\_\_  
Position, department (division)

In the city \_\_\_\_\_

\_\_\_\_\_  
Organization, enterprise

|                                                        |                                                                                         |                                                                     |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| Abylkas Saginov Karaganda<br>Technical University NJSC | <b>RULES FOR ORGANIZING THE EXTERNAL<br/>ACADEMIC MOBILITY PROGRAM FOR<br/>STUDENTS</b> | R III-04-2026<br>Version 01<br>Date 2026.06.16<br>Page 43 out of 46 |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------|

from \_\_\_\_\_, 202 to \_\_\_\_\_, 202  
according to order No. \_\_\_\_\_ dated \_\_\_\_\_, 202

**Brief content of the Report:**

---

---

---

---

---

---

---

**Signature of the reporting person:**

**The Report is being endorsed:**

- 1. Chief of Staff**
- 2. Head of the structural division**
- 3. Assistant to the Rector for Regime**

**Appendix N**  
(informative)

F. R III-04-12

**Declaration of Commitment to Accept Responsibility for Participation in the  
Academic Mobility Program**

I, \_\_\_\_\_,  
(Student's full name)

Faculty: \_\_\_\_\_

Educational Program: \_\_\_\_\_

Year: \_\_\_\_\_

I hereby confirm that I have read the terms of participation in the academic mobility program and undertake to comply with them in accordance with the established rules for organizing the external academic mobility program for students.

I understand and confirm that:

|                                                        |                                                                                         |                                                                     |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| Abylkas Saginov Karaganda<br>Technical University NJSC | <b>RULES FOR ORGANIZING THE EXTERNAL<br/>ACADEMIC MOBILITY PROGRAM FOR<br/>STUDENTS</b> | R III-04-2026<br>Version 01<br>Date 2026.06.16<br>Page 44 out of 46 |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------|

The University is not responsible for visa denials, delays, or other decisions by consular services of third countries.

The University does not cover additional or incidental costs associated with:

- visa processing, insurance policies, tickets, or accommodation;
- resubmission of documents in the event of visa denial;
- changes in the cost of transportation and accommodation;

• other unforeseen expenses arising during preparation for or travel to the University. In the event of a rejection by the host university for reasons not related to the home university, I confirm that the home university bears no financial or other liability for such a decision. If I fail to comply with the application deadlines, host university requirements, visa regulations, academic discipline, or other obligations, I accept full responsibility for the consequences, including:

- inability to participate in the program;
- additional expenses;
- trip cancellation due to my own fault.

I confirm that I have submitted all required documents accurately and on time, and I undertake to comply with the requirements of both the home and host universities. This commitment is provided to confirm my informed consent to the terms of participation in the academic mobility program.

Date: \_\_\_\_\_, 20\_\_\_\_

Full Name \_\_\_\_\_ Signature

## F.01-2026

[illegible]

Unauthorized copying the document is prohibited

## Familiarization Sheet

[illegible]