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ИНЖЕНЕРЛІК-
ЭКОНОМИКАЛЫҚ
УНИВЕРСИТЕТІ



KOSTANAY
ENGINEERING AND
ECONOMICS
UNIVERSITY
named after. M. DULATOV

Academic Policy

Kostanay, 2025

Approved by the decision of the Academic Council of KEnEU named after M. Dulatov
January 30, 2025, Minutes No. 6

Academic Policy of KEnEU named after M. Dulatov (third edition)

This academic policy is represented by the rules and procedures that determine the order of organization of the educational process in the University on the programs of higher and postgraduate education and is aimed at improving the efficiency of the organization of the educational process, the quality of education, creating favorable conditions for the personal development of students.

The Academic Policy of the University is developed on the basis of the current legislation in the field of education, taking into account the priorities and objectives of the University. The provisions of the Academic Policy can be revised in case of changes in the normative acts regulating educational activities in the Republic of Kazakhstan, the University Charter and strategy, revision of the requirements of educational programs.

The Academic Policy is intended for students, teaching staff, heads of the University's structural units that organize the educational process, and other interested parties.

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REGULATORY REFERENCES

The following regulatory documents are used as references in this Academic Policy:

1. Law of the Republic of Kazakhstan No. 319-III LRK dated July 27, 2007. “On Education” (with amendments and additions)
2. Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 13, 2018 No. 569. Classifier of directions of personnel training with higher and postgraduate education
3. Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018 No. 595. On Approval of the Model Rules of Activity of Organizations of Higher and Postgraduate Education
4. Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018 No. 600. On Approval of the Standard Rules for Admission to Training in Educational Organizations Implementing Educational Programs of Higher and Postgraduate Education
5. Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated July 20, 2022 No. 2. On Approval of State Compulsory Standards of Higher and Postgraduate Education (hereinafter - SCSE)
6. Order of the Minister of Education and Science of the Republic of Kazakhstan from April 20, 2011 No. 152. On Approval of the Rules for the Organization of the Educational Process on Credit Technology of Education in Organizations of Higher and (or) Postgraduate Education
7. Order of the Minister of Science and Higher Education of the Republic of Kazakhstan from January 5, 2024 No. 4. On approval of qualification requirements for the educational activities of organizations providing higher and (or) postgraduate education and the list of documents confirming compliance with them
8. Order of the Acting Minister of Science and Higher Education of the Republic of Kazakhstan dated August 25, 2023 No. 443. On Approval of the Rules for awarding educational grants to pay for higher or postgraduate education with the award of a “Bachelor's” or “Master's” degree

9. Order of the Minister of Science and Higher Education of the Republic of Kazakhstan from February 10, 2023 No. 47.

On approval of types of documents on higher and (or) postgraduate education, form of documents on higher and (or) postgraduate education of state sample and rules of their accounting and issuance, basic requirements for the content of documents on higher and (or) postgraduate education of own sample and rules of their accounting and issuance in the wording of the order of the Minister of Science and Higher Education of RK dated 27.03.2024 No. 128.
10. Order of the Acting Minister of Science and Higher Education of the Republic of Kazakhstan dated August 11, 2023 No. 403. Registered with the Ministry of Justice of the Republic of Kazakhstan on August 17, 2023 No. 33291.

On Approval of the Rules of directing a specialist to work, reimbursement of expenses paid at the expense of budgetary funds, granting the right of self-employment, exemption from the obligation or termination of the obligation to work by citizens of the Republic of Kazakhstan, trained on the basis of the state educational order
11. Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 2, 2018 No. 530. Registered with the Ministry of Justice of the Republic of Kazakhstan on October 9, 2018 No. 17513.

On approval of the List of directions of training of personnel with higher and postgraduate education, training in which in the form of external and online learning is not allowed
12. Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated August 7, 2023 No. 397.

About making changes to the order of the Minister of Education and Science of the Republic of Kazakhstan dated March 20, 2015 No. 137 “About approval of requirements to educational organizations on provision of distance learning and rules of organization of educational process on distance learning and in the form of online learning on educational programs of higher and (or) postgraduate education”.
13. Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated October 24, 2023 No. 544.

Rules for the recognition of learning outcomes obtained through non-formal education and for the recognition of professional qualifications
14. Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated July 27, 2023 No. 361.

On Approval of the Rules for the Organization of Dual Education in Organizations of Higher and (or) Postgraduate Education

15. Order of the Minister of Education and Science of the Republic of Kazakhstan dated November 29, 2007 No. 583. Registered with the Ministry of Justice of the Republic of Kazakhstan on December 13, 2007 No. 5036. On approval of the Rules of organization and implementation of educational and methodical and scientific-methodical work in educational organizations
16. Annex 1 to the Order of Director of the National Center for Higher Education Development of the Ministry of Higher Education of the Republic of Kazakhstan dated 4.05.2023 No. 601 n/k. Guidelines for the development of educational programs of higher and postgraduate education
17. Annex to the Order of Director of the National Center of Higher Education Development for MSHE of the RK dated “04” 05. 2024 No. 644 n/k. Guidelines for submitting applications for updating educational programs in the Register of educational programs of higher and postgraduate education
18. Annex to the Order of Director of the National Center for Higher Education Development of MSHE of the RK dated “04” 05. 2024 No. 646 n/k. Guidelines for submission of applications for inclusion of educational programs in the Register of educational programs of higher and postgraduate education
19. Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated October 12, 2022 No. 106. Rules for maintaining the register of educational programs implemented by organizations of higher and (or) postgraduate education, as well as the grounds for inclusion in the register of educational programs and exclusion from it
20. Guidelines for the use of the European Credit Transfer and Accumulation System (ECTS)
21. Standards and Guidelines for Quality Assurance in Higher Education in the European Higher Education Area (ESG)

NOTATIONS AND ABBREVIATIONS

- AC - attestation commission;
ACDEP - Academic Committee for the Development of Educational Programs;
AD - academic development;
BD - basic disciplines;
PRLS - point-rating letter system;
UC - university component;
MAC - medical advisory commission;
IND - internal normative document;
HEI - higher education institution;
SOSE of the RK - state obligatory standards of higher and postgraduate education of the Republic of Kazakhstan;
SE - state examination;
SEC - state examination commission;
DYP - Department of Youth Policy;
DET - distance education technologies;
ECTS - European Credit Transfer and Accumulation System;
GPA - Grade Point Average;
UNT - Unified National Testing;
ISP - individual study plan;
IWPM - individual work plan of a Master's student;
HK - history of Kazakhstan;
EC - elective component;
KEEnEU - Kostanay Engineering and Economics University;
CT - Comprehensive Testing;
CED - catalog of elective disciplines;
MSHE of the RK - Ministry of Science and Higher Education of the Republic of Kazakhstan;
MOOC - Massive Open Online Course;
OHPE - organization of higher and postgraduate education;
CC - compulsory component;
EP - educational program;
DP&OEP - department of planning and organization of educational process;
OR - Office of the Registrar;
MD - major disciplines;
Faculty - teaching staff;
WC - working curriculum;
IWS - independent work of the student;
IWST - independent work of the student under the guidance of the teacher;
IWS - student's independent work;
STP - standard training program;
UNIVERSITY - Kostanay Engineering and Economics University named after M. Dulatov;
Full name - surname, first name, patronymic;
FOS - Front office of students;
CMAC - Centralized Medical Advisory Commission;
CDL - Distance Learning Center;
SSC - Student Service Center;
CIC&PI - Center for International Cooperation and Project Implementation.

TERMINOLOGY AND DEFINITIONS

The following terminology and definitions are used in this Academic Policy:

- academic integrity - a set of values and principles that express the integrity of the student in learning in the performance of written work (tests, term papers, essays, theses, dissertations), answering examinations, in research, expressing their position, in relationships with academic staff, lecturers and other students, as well as evaluation;
- academic mobility - the movement of students or lecturers to study or conduct research for a certain academic period (semester or academic year) in another HEI (within the country or abroad) with the mandatory re-crediting of mastered academic programs, disciplines in the form of academic credits in their own HEI or to continue their studies in another HEI;
- academic calendar - a calendar of academic and supervisory activities, professional practices during the academic year with the indication of rest days (vacations and holidays);
- academic period - a period of theoretical training, established independently by the University in one of two forms: semester, trimester;
- academic credit - a unified unit of measurement of the volume of scientific and (or) academic work (load) of the student and (or) teacher, necessary to achieve the learning outcomes of the educational program;
- academic hour - a unit of measurement of the volume of academic classes or other types of academic work, 1 academic hour is equal to 50 minutes, it is used in the preparation of the academic calendar, the schedule of academic classes, in planning and accounting for the completed academic material, as well as in planning the teaching load and accounting for the work of the teacher;
- academic rating of the student (Rating) - a quantitative indicator of the level of mastery by the student of the curriculum disciplines and (or) modules and other types of learning activities, compiled by the results of interim certification;
- asynchronous learning format - distance learning or online learning, involving interaction between participants of the educational process, including through information systems and other means of communication, not tied to a specific place and time;
- appeal - a procedure conducted to identify and eliminate cases of biased assessment of a student's knowledge;
- attestation commission - an expert group, including leading teaching staff of different educational programs, chaired by a person who is not an employee of the university, approved by the Rector's order to assess the level of theoretical and practical training of final year students;
- practice base - enterprises, organizations, institutions, educational institutions, or own structural subdivisions of the university, whose statutory activity corresponds to the profile of specialist training and the requirements of the educational program, where all types of practices of students are conducted;
- Bachelor's degree - a level of higher education aimed at training personnel with the award of the degree “Bachelor” in the relevant educational program with the mandatory mastering of at least 240 academic credits;
- point-rating letter system of assessment of learning achievements - a system of assessment of the level of learning achievements in points, corresponding to the internationally accepted letter system with a numerical equivalent, and allowing to establish the rating of students;

- university component (hereinafter - UC) - a list of academic disciplines and corresponding minimum amounts of academic credits determined by the University independently for mastering an educational program;
- double-diploma education - an opportunity to study under two educational programs and curricula in order to obtain two equivalent diplomas or one main and the second additional diploma;
- diploma work - graduation work, which is a summary of the results of the student's independent study of the actual problem corresponding to the profile of the educational program;
- diploma project - final work of a student, representing an independent solution of applied problems, corresponding to the profile of the educational program, performed with the use of project approaches and (or) in the form of preparation of business projects, models, as well as creative projects and other projects.
- descriptors - description of the level and scope of knowledge, skills, abilities, skills and competencies acquired by students upon completion of the study of the educational program of the corresponding level (stage) of higher and postgraduate education, based on learning outcomes, competencies formed and academic credits;
- distance learning - training, carried out with the interaction of a teacher and students at a distance, including with the use of information and communication technologies and telecommunication means;
- additional educational program (Minor) - a set of disciplines and (or) modules and other types of academic work, defined by the student to study in order to form additional competencies.
- additional types of training - additional types of training include military training and other types of educational activities determined by the student independently;
- European Credit Transfer and Accumulation System (ECTS) - a method of converting credits earned by a student abroad into credits that count towards their degree when they return to their educational organization, as well as the accumulation of credits within educational programs;
- enrollment in an academic discipline (Enrollment) - a procedure for registering students for academic disciplines;
- foreign scientific internship - departure of students of educational programs of Master's degree in foreign organizations of education and science for training and / or collection of material in order to perform research work on the topic of dissertation research;
- thesis defense - a public presentation of the student's completed thesis/project, master's thesis/project at a meeting of the state certification commission, following which a decision is made to award an academic/scientific degree.
- individual study plan - study plan of a student, independently formed by him/her for each academic year with the help of an adviser on the basis of the educational program and the catalog of elective disciplines;
- information and communication technologies - a set of methods of work with electronic information resources and methods of information interaction, carried out with the use of hardware and software complex and telecommunications network;
- research practice - a type of professional practice of Master's degree students, which is conducted for the purpose of familiarization with the latest theoretical, methodological and technological achievements of domestic and foreign science, with modern methods of scientific

research, processing and interpretation of experimental data, as well as consolidation of practical skills to apply them in the dissertation research;

- final attestation of students - a procedure conducted to determine the degree of mastering the volume of academic disciplines and (or) modules and other types of educational activities provided by the educational program in accordance with the state compulsory standard of higher and postgraduate education;

- final control - control of academic achievements of students in order to assess the quality of their mastering of the program of academic discipline, conducted during the period of interim certification in the form of an exam, if the discipline is studied over several academic periods, the final control can be conducted on the part of the discipline studied in this academic period;

- ESG of international standards and guidelines for quality assurance of higher and postgraduate education in the European Higher Education Area;

- catalog of elective modules (disciplines) - a systematized annotated list of all modules (disciplines) of the elective component, containing their brief description with an indication of the purpose of study, brief content (main sections) and expected results of study (knowledge, skills, abilities and competences acquired by students). Catalog of elective modules (disciplines) is a part of the Catalogue of educational modules of the educational program;

- Quality Committee - a collegial supervisory body that controls the processes of management and quality assurance of academic activities within the framework of the internal quality assurance system based on ESG;

- elective component - a list of academic disciplines and corresponding minimum amounts of academic credits offered by the University, independently chosen by the student in any academic period, taking into account their prerequisites and post-requisites;

- competencies - the ability to practically use the knowledge, skills and abilities acquired in the process of training in professional activity;

- credit - a unified unit of measurement of the volume of academic work of a student/teacher. One credit of training is 30 academic hours;

- credit mobility - movement of learners for a limited period of study or internship abroad - within the framework of continuing education at the home University - in order to accumulate academic credits (after the mobility phase, learners return to their educational organization to complete their studies);

- credit technology of learning - training based on the choice and independent planning by students of the sequence of study of disciplines and (or) modules with the accumulation of academic credits;

- control of educational achievements of students - checking the level of knowledge of students by various forms of control (current, boundary and final) and attestation, determined independently by a higher education institution;

- summer semester - an academic period outside the academic year, organized to meet the needs of students in additional training, elimination of academic arrears or differences in curricula, study of academic disciplines in coordination with other universities, etc.;

- mass open online course - a training course with mass interactive participation, with the use of e-learning technologies and open access via the Internet;

- Master's degree - a level of postgraduate education aimed at training personnel with the award of the degree “Master” in the relevant educational program with the mandatory mastery of at least 60-120 academic credits;

- Master - a degree awarded to persons who have mastered educational programs of Master's degree;
- Master's student - a person studying in a Master's program;
- Master's thesis - a graduate work of a Master's student of scientific and pedagogical Master's degree, which is an independent scientific research, containing theoretical and/or practical developments of the actual problem in the field of the chosen educational program, based on modern theoretical, methodological and technological achievements of science and technology;
- Master's project - a graduate work of a Master student of a profile Master's degree program, representing an independent research, containing theoretical and (or) experimental results, allowing to solve an applied problem of the actual problem of the selected educational program;
- microqualification - a set of knowledge, skills and competencies obtained after a short period of training, allowing to perform separate labor functions;
- module - an autonomous, completed in terms of learning outcomes structural element of an educational program, which has clearly defined knowledge, skills, competencies acquired by students and adequate assessment criteria;
- modular learning is a way of organizing the educational process on the basis of modular construction of educational program, curriculum and academic disciplines;
- modular construction of educational program - means of achieving the goal of professional training by determining the content and structure of the educational program based on the concept of educational process organization, in which a set of professional competencies of a student acts as a learning goal;
- multimedia - a complex of hardware and software that allows the user to work in dialog mode with heterogeneous data (graphics, text, sound, video);
- stackable degrees (stackable degrees) - A set of skills and competencies from different fields or occupational areas acquired through formal and non-formal education;
- research work of a student/ Master's student (SRWS/SRWM) is a mandatory, integral part of the training of qualified specialists at the University as an inseparable component of a single process: educational and scientific-innovative;
- academic supervisor/consultant - academic tutor of the student, under the guidance of whom the student performs the final work (thesis/project, master's thesis/project);
- educational program - a single set of basic characteristics of education, including objectives, results and content of training, organization of the educational process, ways and methods of their implementation, criteria for evaluating the results of training;
- students - persons who are studying on bachelor's and Master's degree programs;
- compulsory component - a list of academic disciplines and the corresponding minimum amount of credits, established by the State Educational Standards of the Republic of Kazakhstan and studied by students in a mandatory manner under the program of study;
- online proctoring - a system of identity verification and confirmation of the results of online exams, which provides record retention, recognition and identification of the individual, analysis of head and body movements, with noise level detection, multi-face recognition, request for room recording in 360 degree mode, logging of suspicious events;
- online learning - a form of education in specific areas of training, in which the student

receives higher and (or) postgraduate education through information and communication technologies and the Internet for interaction between the teacher and the student regardless of spatial and temporal distance;

- main educational program (Major) - educational program defined by the learner for study for the purpose of formation of key competencies;

- office Registrar - an academic service, which registers the history of educational achievements of students, taking into account the credits mastered by them, organizes interim and final attestations of students and calculates their academic rating;

- recrediting - a procedure for recognizing the equivalence of the content of the discipline, studied in another institution or another curriculum, the discipline of the working curriculum for the specialty, approved and in force at the current time, with the introduction of the discipline and the score received on it in the transcript of the student;

- transfer point GPA - annually established for each year of study the level of weighted average assessment of academic achievements required for transfer to the next course of study;

- repeated study of the discipline (Retake) - retaking the discipline in case of receiving the final grade “unsatisfactory” (“F”).

- Postrequisites - disciplines and (or) modules and other types of academic work, for the study of which requires knowledge, skills, skills and competencies acquired at the end of the study of the discipline and (or) modules;

- prerequisites (Prerequisite)- disciplines and (or) modules and other types of academic work, containing knowledge, skills, skills and competencies required for mastering the studied discipline and (or) modules;

- pre-diploma practice - a type of professional practice, conducted before the start of the diploma design in order to collect the necessary material for the student to perform the bachelor's graduate work;

- program of the discipline (Syllabus) - curriculum, including a description of the discipline, the goals and objectives of the discipline, a brief summary of its content, topics and duration of their study, assignments of independent work, consultation time, schedule of tests of students' knowledge, requirements of the teacher, criteria for assessing the knowledge of students and a list of references;

- industrial practice - a type of professional practice aimed at consolidating theoretical knowledge on basic and profiling cycles of disciplines by means of practical, real performance by the student of the duties of a specialist, acquisition of practical skills and mastering of advanced experience of professional and organizational work on the profile of the future specialty. In the process of industrial practice the direct preparation of the student for professional activity in all directions in real production conditions is carried out;

- intermediate attestation of students - a procedure for assessing the level of educational achievements (knowledge, skills, abilities and competencies) of students in accordance with the program of the academic discipline after the completion of its study;

- professional practice - a type of educational activity aimed at consolidation of theoretical knowledge, skills, acquisition and development of practical skills and competencies in the process of performing certain types of work related to future professional activity;

- professional competence is readiness and ability to act expediently in accordance with the requirements of the work sphere, to solve tasks and problems in a methodically organized

and independent manner, as well as to self-evaluate the results of one's activity;

- work study plan - a study document developed by the University independently on the basis of the educational program and individual study plans of students;
- learning outcomes - the amount of knowledge, skills, abilities, skills, acquired, demonstrated by the student on mastering the educational program, and formed values and attitudes, confirmed by assessment;
- register of educational programs - information system “Unified system of higher education management” of the authorized body in the field of science and higher education, which includes a list of educational programs developed by the University;
- term control - control of students' academic achievements upon completion of a section (module) of one academic discipline;
- independent work of the student - work on a certain list of topics allocated for independent study, provided with educational and methodological literature and recommendations; depending on the category of students it is divided into independent work of the student, independent work of the master's student; the entire volume of IWS is confirmed by tasks that require the student's daily independent work;
- independent work of the student under the guidance of the teacher - the work of the student under the guidance of the teacher, conducted on a separate schedule, which is determined by the University or the teacher himself; depending on the category of students it is divided into: independent work of the student under the guidance of the teacher, independent work of the master's student under the guidance of the teacher;
- syllabus - curriculum of the discipline, which includes a description of the discipline under study, goals and objectives of the discipline, a brief summary of its content, topics and duration of their study, assignments of independent work, consultation time, schedule of tests of students' knowledge, requirements of the teacher, criteria for assessing the knowledge of students and a list of references;
- learning management system (LMS) - a platform for administration of training courses, including a set of training materials and tools that provide distance learning and online learning for interaction between participants of the educational process;
- Grade Point Average (GPA) - a red-weighted assessment of the level of learning achievements of a student for a certain period of time on the selected program (the ratio of the sum of the product of credits to the digital equivalent of points of the final grade for all types of academic work to the total number of credits for these types of work for a given period of study);
- cross-section of students' knowledge - assessment of students' academic achievements for the academic period of study;
- current control of students' progress - a systematic review of knowledge, skills and abilities of students on specific topics, sections, modules in accordance with the program of academic discipline, conducted by the teacher in classroom and extracurricular activities according to the schedule during the academic period;
- theoretical education - part of the educational program, which includes the study of cycles of general education, basic and profile disciplines according to standard curricula, disciplines of state compulsory, social and communication and professional modules - according to the main curriculum;
- model curriculum (hereinafter - MC) - a training document of the discipline of the

mandatory component of the educational program, which determines the content, scope, recommended literature in accordance with subparagraph 5-2) of Article 5 of the Law “On Education”;

- tutor - a teacher acting as an academic adviser to the student on mastering a particular discipline and (or) module;

- transcript - a document containing a list of mastered disciplines and (or) modules and other types of academic work for the relevant period of study with the indication of credits and grades;

- learning achievements of students - knowledge, skills, skills and competencies of students, acquired by them in the learning process and reflecting the achieved level of personal development;

- learning module - a structural element of the educational program, aimed at the acquisition by students of specific learning outcomes, from which the competencies acquired by them are formed in whole or in part;

- educational-methodical complex of the discipline - a set of normative and educational-methodical documents that define the content of the discipline, teaching and control tools, necessary and sufficient for the quality organization of the study of the discipline of the educational program, according to the curriculum;

- student service center - academic service, engaged in the registration of the history of educational achievements of students, taking into account the credits mastered by them, the organization of interim and final attestation of students and the calculation of their academic rating;

- advisor - a teacher who performs the functions of an academic tutor of the student, assisting in the choice of learning path (formation of an individual educational plan) and mastering the educational program during the period of study;

- examination session - period of intermediate attestation of students;

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

- electronic journal of attendance and progress - an on-line journal filled in by teachers continuously during the academic period.

1 GENERAL REGULATIONS

Kostanay Engineering and Economics University named after M. Dulatov (hereinafter - the University) provides training of specialists under the programs of higher and postgraduate education on credit technology of education.

Academic policy of the University (hereinafter - the Policy) is based on the mission, vision, quality policy, principles of academic integrity, internal regulatory documents and normative-legal acts of the Ministry of Higher Education of the Republic of Kazakhstan, which determines the effective organization of the educational process on educational programs of higher and postgraduate education in order to ensure integration into the European Higher Education Area.

The aim of the Policy is to provide quality educational services and promote the University as a leader in training competitive, socially responsible specialists with entrepreneurial and business thinking skills.

The policy is a system of measures, rules and procedures for planning and management of educational activities and effective organization of the educational process, aimed at improving the quality of education and implementation of student-centered learning.

The University has defined the following strategic directions of development:

- high academic reputation of the university;
- development of the university as an entrepreneurial type university;
- development of the university, taking into account further profiling and specialization;
- creation of a research scientific environment.

The University identifies the following core values in academic endeavors:

- critical and problem-oriented thinking, lifelong learning;
- communication, leadership, teamwork;
- entrepreneurship, innovation and risk-taking;
- creativity;
- ethics and values-based learning;
- multidisciplinary and interdisciplinary approaches;
- academic integrity.

The basic principles of the University's academic activity:

- providing equal opportunities for all students to receive quality and accessible education;
- not to discriminate against students with special needs, on racial, national, ethnic, religious, gender, as well as on the basis of social status, marital status, physical ability, age or other subjective criteria;
- implementing the principles of academic integrity;
- supporting talented applicants and students through grants, scholarships and discounts;
- expanding partnerships with universities in other countries, building close relationships with the business community in order to involve them in the process of continuous improvement and updating of educational programs;
- ensuring transparency of academic processes and supporting the involvement of students in their management;
- involvement of all stakeholders in the processes of ensuring the quality of education.

Academic policy is mandatory for all structural units of the University, faculty, staff and students.

Failure to comply with the Policy is the basis for the application of disciplinary measures

to university officials, faculty, staff and students in accordance with the current legislation of the Republic of Kazakhstan and internal regulatory documents of the university.

The Regulations may be revised in case of changes in the normative-legal acts of the Ministry of Education and Science of the Republic of Kazakhstan, internal regulatory documents, Charter, Strategy and Development Plan of the University.

In case of force majeure, the University develops an instruction on the peculiarities of the implementation of the educational process in specific conditions.

2 UNIVERSITY ADMISSION RULES

2.1. The University's admission procedure is based on the principles of openness and transparency and on certain criteria used for decision-making in the selection of students.

2.2. Rules and procedure of admission, admission requirements are implemented in accordance with the Standard Rules of admission to training in educational organizations, implementing educational programs of higher education, implementing educational programs of higher and postgraduate education, as well as the IND **“Rules of admission to training in educational programs of higher and postgraduate education in Kostanay Engineering and Economics University named after M. Dulatov. M. Dulatov”**.

2.3. The applicant must be responsible for the choice of educational program, comply with the requirements of the Admissions Committee to submit documents, comply with the rules and regulations of the University, when submitting documents for paid department, responsibly to fulfill the obligations under the contract of services.

2.5. The University admits to the Bachelor's degree programs persons having general secondary, technical and vocational, technical and vocational or post-secondary education with the qualification of “middle-level specialist” or “applied Bachelor”, higher education.

2.6. Admission of citizens with general secondary education, who served military service, to study at the University on a paid basis is carried out within two years after completing military service on the results of the interview conducted by the Admissions Committee during the calendar year. At the same time, the enrollment of citizens who have served a fixed-term military service is carried out in accordance with the academic calendar 5 (five) days before the beginning of the next academic period.

2.7. Admission of persons to the Master's program is carried out on a competitive basis based on the results of the comprehensive test (hereinafter referred to as the CT) or entrance examinations.

2.8. Admission of persons who have served military service to the specialized Master's degree program on a paid basis within three years after military service is carried out without entrance examinations, based on the results of the interview conducted by the admission committee during the calendar year. In this case, the enrollment of citizens who have served a fixed-term military service is carried out in accordance with the academic calendar 5 (five) days before the beginning of the next academic period.

2.9. Admission of foreign citizens to study under educational programs of Bachelor's degree on a paid basis is carried out based on the results of the interview conducted by the Admission Committee during the calendar year. At the same time enrollment of foreign citizens is carried out in accordance with the academic calendar 5 (five) days before the beginning of the next academic period. At the same time, the admission of foreign citizens on the basis of educational grant and on a paid basis is carried out by the University, accredited in accordance with Article 9-1 of the Law.

2.10. Admission of foreign citizens to the Master's degree program is carried out on a paid basis. Obtaining by foreigners on a competitive basis in accordance with the state educational order of free postgraduate education is determined by international treaties of the Republic of Kazakhstan, except for the scholarship program on Master's degree programs.

2.11. Admission of persons entering the University is carried out on their applications on a competitive basis in accordance with the points of the certificate issued by the results of the unified national testing (hereinafter - UNT) or the results of the entrance exam, interview, conducted by the Admissions Committee of the University.

2.12. Admission of persons to the University who have technical and professional, post-

secondary education (colleges), on related specialties for training on shortened terms on a paid basis is carried out according to the results of entrance tests conducted by the Admissions Committee of the University.

2.13. Admission of persons with higher education, on the group of educational programs, providing shortened terms of study on a paid basis, is carried out according to the results of entrance tests conducted by the Admissions Committee of the University.

2.14. Persons entering the scientific and pedagogical Master's program, pass the CT, including a test in a foreign language (English, German, French), a test on the profile of groups of educational programs, a test to determine readiness for training in Kazakh or Russian language. Persons entering the specialized Master's program, take the CT, including a test on the profile of groups of educational programs of choice in the Kazakh or Russian language.

2.15. The procedure for conducting CT is approved in accordance with the Rules for Comprehensive Testing. According to the results of CT, an electronic certificate is issued, which is confirmed on the website of the National Testing Center of the Ministry of Education and Science of the Republic of Kazakhstan.

2.16. According to the IND **“Regulations on the procedure for the re-credit of learning outcomes of the previous level of formal and non-formal education”**, as well as the results of professional qualification, in case of coincidence of the profile of the educational program of higher education with the educational program of technical and vocational education of higher education, the previous learning outcomes are recognized by the Commission for the Recognition of Learning Outcomes of Formal Education, the Commission for the Recognition of Learning Outcomes of Non-Formal Education” and the term of the recognition is determined.

2.16. Enrollment in the number of students studying at the University at the expense of the national budget or local budget, the order of third-party organizations and other sources, or on a fee basis is held by the Admissions Committee in the period from June 20 to August 25 of the calendar year for training in the Kazakh, Russian languages by order of the Rector of the University.

2.17. Enrollment in the Master's program is conducted on the following dates: from August 15 to August 28 of the calendar year and from December 26 to January 10 of the calendar year.

2.18. When admitting students, the University informs about the system of discounts and benefits, which are awarded on a competitive basis for specific educational programs, language departments in accordance with the IND **“Regulations on Social Support of Students”**.

3 ORGANIZATION OF THE ACADEMIC PROCESS ACCORDING TO THE CREDIT TECHNOLOGY OF EDUCATION

3.1 Planning and organization of the training process

3.1.1 The University implements educational programs of higher and postgraduate education using credit technology of education.

3.1.2 Planning the content of education, the way of organization and conduct of the educational process is carried out by the University independently on the basis of credit technology of education, the main task of which is the development of students' abilities to self-organization and self-education on the basis of the choice of educational trajectory within the framework of regulation of the educational process and accounting for the amount of knowledge in the form of credits.

3.1.3 Educational programs of higher education are aimed at training highly qualified personnel in accordance with the needs of industries with the award of the degree “Bachelor”.

3.1.4 Educational programs of postgraduate education are aimed at training personnel with the award of the degree “Master”.

3.1.5 The structure of educational content is determined in accordance with the established requirements for accounting and measuring instruments of education: curricula and programs, volume of academic load, duration of academic periods, types of academic classes, volume of educational material.

3.1.6 Planning and organization of educational activity of students is implemented on the basis of educational programs, catalogs of elective disciplines, individual curricula, working curricula and academic calendar.

3.1.7 For each EP the University develops the CED, which is a systematized annotated list of all disciplines of the university component and elective component. CED reflects the prerequisites and post-requisites of each elective discipline. CED provides students with an opportunity for alternative choice of elective disciplines.

3.1.8 On the basis of the educational program and CED, the student with the help of an enquirer makes ISP, which is approved by the head of the FOS. The ISP is developed for the academic year on the basis of students' ISPs and is approved by the decision of the Academic Council of the University. ISP serves as a basis for scheduling classes and calculating the workload of the teacher according to the IND **“Regulations on the formation of the educational program, catalog of elective disciplines, individual and working curriculum”**.

3.1.9 The content of academic disciplines of the general education disciplines cycle is determined by the standard training programs (STP) and/or working training programs (syllabuses). Working curricula (syllabuses) are developed for all disciplines of the curriculum and approved by the Chairman of the Educational and Methodological Council of the University.

3.1.10 The academic calendar reflects the periods of academic classes, interim and final certification, professional practice and other types of academic work during the academic year, days of rest (vacations and vacations). Vacations are provided to students at least 2 times during the academic year, their total duration is not less than 7 weeks, except for the final year. Academic calendar is approved by the decision of the Academic Council of the University and brought to the attention of students and faculty.

3.1.11 For higher education programs, the academic year begins in September and ends according to the academic calendar. For postgraduate education programs, the academic year begins in September and January and ends according to the academic calendar

3.1.12 An academic year consists of academic periods (periods of theoretical study), periods of interim certification, practical training and vacations. In the final year of study, the

academic year includes the period of final attestation.

3.1.13 The academic period at the University is organized in the form of a semester and has a duration of 15 weeks.

3.1.14 Each academic period ends with a period of interim certification of students, the duration of which is not less than 1 week.

3.1.15 During the period of intermediate attestation the final control of all studied disciplines is conducted. The final assessment of the discipline is exhibited according to the weight shares: 60% - the result of the rating of admission of the student, 40% - points obtained at the intermediate attestation (exam).

3.1.16 Planning of theoretical training and interim certification is carried out by a single volume of credits, i.e. the total number of credits for each discipline includes both its study and preparation, and passing the forms of interim certification for this discipline according to the IND **“Regulations on planning of academic work and pedagogical load of the teaching staff”**.

3.1.17 Heads of departments, providing the educational process, assign teachers to the disciplines of the department in accordance with the WC EP for the next academic year, until the end of the current academic year.

3.1.18 The teaching load of teaching staff is made in the context of all types of academic work, based on the WC. The schedule is prepared by DP&OEP for each semester and approved by the Vice-Rector for AD, brought to the attention of faculty and students no later than two weeks before the beginning of the academic period.

3.1.19 Educational classes are organized for students from 9.00 hours to 20.50 hours depending on the availability of free classroom fund.

3.1.20 The volume of academic load of the student is measured in academic credits, mastered by him during the academic year for each academic discipline or type of academic work. One academic credit is equal to 30 academic hours for all types of academic work. One academic hour for all types of academic work is equal to 50 minutes.

3.1.21 Planning of teaching load of the teaching staff is carried out in academic hours, according to the IND **“Regulations on planning of academic work and teaching load of the teaching staff”**.

3.1.22 During an emergency, temporary restrictions may be applied to the educational process in accordance with the Emergency Law.

3.2. Academic counseling and registration for disciplines

3.2.1 Academic advising is conducted by advisors - teachers who perform the functions of academic tutors of students on educational programs, assisting in the choice of learning path (formation of an individual educational plan) and mastering educational programs during the training period.

3.2.2 Advisors are approved by the order of the Rector of the University on the basis of submissions from the heads of departments. Advisors are accountable to the Heads of Departments, the Department of Youth Policy (hereinafter - DYP) and FOS according to the IND **“Regulations on the organization of the work of the adviser”**.

3.2.3 When determining an individual trajectory of study within the university component and (or) component of choice, the student chooses disciplines on the main educational program (Major) and (or) on the additional educational program (Minor).

3.2.4 The order of selection and mastering of disciplines in the additional educational program is carried out to obtain additional competencies in related or profile educational programs, as well as to meet the personal needs of the student.

3.2.5 The volume of disciplines selected for an additional educational program is

established by the University independently. In this case, the disciplines of the additional educational program are studied by students within the framework of disciplines UC or EC and their volume is included in the total volume of academic credits required for awarding the appropriate degree in the main educational program.

3.2.6 The order of studying disciplines is carried out in accordance with the logic of academic interrelation and sequence of studying disciplines, with indication of prerequisites and post-requisites.

3.2.7 Upon admission, a Master's student must have all prerequisites necessary for mastering the relevant professional Master's degree program. The list of required prerequisites is determined by the University.

3.2.8 In the absence of the necessary prerequisites, a Master's student is allowed to master them on a paid basis. As prerequisites, a Master's student may provide the results of non-formal education of the corresponding level, the recognition of which is carried out by the University.

3.2.9 In case of transfer/reinstatement of students ISP is formed after the release of the order.

3.2.10 For those admitted before the beginning of the academic period, the deadlines for registration for disciplines are indicated in the academic calendar.

3.2.11 Other students are registered for disciplines of the next academic year and repeated study of academic disciplines (Retake) during the registration period specified in the academic calendar.

3.2.12 In case the student transferred to the next course in the established term did not pass the registration for academic disciplines and did not form his individual educational plan, then for the basis of his training is taken as a working curriculum of the course.

3.2.13 The choice of disciplines by students is carried out by means of registration for disciplines according to the IND **“Regulations on the formation of the educational program, catalog of elective disciplines, individual and working curriculum”**.

3.2.14 Academic streams and groups are formed on the principle of sufficient number of students enrolled in a given discipline and to a given teacher, according to the IND **“Regulations on planning of academic work and teaching load of the teaching staff”**.

3.2.15 Planning of the academic stream for lecture classes is not more than 70 students, academic group - not more than 30 people, academic subgroup - not more than 20 people.

3.2.16 In the case of registration for the academic discipline of students in the number exceeding the maximum established number, an additional academic stream is formed for this discipline.

3.3 Attendance policy for study sessions and other academic work

3.3.1 The University's mandatory requirements for students are:

- attendance of classroom training;
- timely attendance at the base of professional practice;
- fulfillment of all types of training tasks and works within the terms established by the University in accordance with the academic calendar, ISP, IPWM, schedule of professional practice, working training program (syllabus);
- timely submission of the report on professional practice for defense, reports by students;
- timely passing all types of progress control, including academic attestation on the subject of fulfillment of the individual work plan of the master student;
- writing and defense of thesis (projects), master's thesis (projects) and (or) passing comprehensive examinations.

3.3.2 Students are obliged to attend all types of classes in accordance with the approved

schedule of classes. Absence of classes without a valid reason (failure to timely attend the base of professional practice, failure to attend the exam during the interim certification, failure to attend the defense of the report on professional practice, the final certification and others) is not allowed.

3.3.3 A valid excuse for absenteeism is considered to be:

- medical evidence confirmed by a health certificate submitted to the SSC within 3 days after discharge from a medical institution;
- death of close relatives (father, mother, grandmother, grandfather, sibling, child, spouse) with the submission of a supporting document to the SSC not later than 10 working days from the date of the event;
- participation in sports and other events of the national level with the consent of the university administration, with the submission of a supporting document to the SSC, before leaving for the competition;
- force majeure circumstances, confirmed by documents, not later than five working days from the date of occurrence of these circumstances.

3.3.4 In the presence of a valid reason for missing classes, the student writes a statement to the head of the FOL on admission and work off missed classes. Signed statement with the visa of the head of the department allows working off the existing absences from the leading teacher.

3.3.5 Absence of a student from classes while participating in the social life of the University is formalized by a memo from the DYP to the Vice-Rector for AD with an indication of the reason for absence and is brought to the attention of the heads of departments.

3.4 Rules for organizing education with the use of DETs

3.4.1 The university provide distance learning:

- 1) students who have a conclusion of the medical advisory commission on the state of health;
- 2) participants of international, national training camps, sports competitions, intellectual and creative competitions and festivals for the period of participation;
- 3) students in the areas of staff training at the University shall be transferred to distance learning not more than fifty percent of the total number of disciplines for the entire period of study.

When studying disciplines with the use of distance learning, training sessions are conducted through synchronous learning format, except for disciplines, the mastering of which is provided with the use of MOOCs according to the Order of the MES of the RK “On approval of requirements for educational organizations to provide distance learning and rules for the organization of the educational process of distance learning and in the form of online learning on educational programs of higher and (or) postgraduate education”.

When studying disciplines with the use of distance learning is provided for transfer to distance learning no more than twenty percent of the total volume of each discipline, except for disciplines, the mastering of which is provided with the use of mass open online courses in accordance with the “On Approval of the Rules for the organization of the educational process on credit technology of learning in organizations of higher and (or) postgraduate education”.

- 4) For the education of students on programs of academic mobility is allowed to transfer to the distance learning format no more than twenty percent of the total amount of academic credits for the entire period of study.

For the training of students on double-diploma programs and exchange programs students are allowed to transfer to the distance learning format no more than fifty percent of the total

amount of academic credits for the entire period of study.

3.4.2 In emergency situations of social, natural and man-made nature, including the prevention and treatment of diseases of the population, sanitary and anti-epidemic and sanitary-preventive measures, it is allowed to study the student more academic credits with the use of distance learning through academic mobility programs and the implementation of dual degree and (or) joint programs.

3.4.3 At distance learning the labor intensity of academic disciplines and types of academic work in accordance with the current educational program is preserved.

3.4.4 The list of disciplines and (or) modules, allowed for distance learning regardless of the form of education, is determined by the DP&OEP jointly with the CDL and approved by the Rector's order.

3.4.5 In conditions of restrictive measures, including quarantine, social, natural and man-made emergencies, professional practice, research and experimental work, laboratory and studio classes, the implementation of which is impossible in the online format, when switching to distance learning are transferred to subsequent academic periods.

3.4.6 Students master certain disciplines of the educational program in agreement with the University through non-formal education, including MOOCs, the results of which are recognized in the order established by the University independently according to the IND **“Regulations on the organization of the educational process using distance learning”**, **“On the order of re-crediting the learning outcomes of the previous level of formal and non-formal education”**, totaling no more than twenty percent of the total amount of academic credits for the entire period of study

3.5 Organization of the summer semester

3.5.1 To meet the needs for additional training, elimination of academic arrears or differences in curricula, study of academic disciplines and mastering credits of students in other universities with mandatory recredit them at the University, increase the grade point average (GPA), mastering of related or additional educational program, it is allowed to introduce a summer semester (except for the final year).

3.5.2 The duration of the summer semester (at least 6 weeks) is determined by the Academic Calendar of the educational process in the context of educational programs and courses.

3.5.3 Students have the right to take a summer semester:

- to meet the needs for additional training;
- those who have “good” and “excellent” (for additional accelerated training, including students from other higher education institutions);
- not admitted to interim certification by the results of the rating of admission;
- who have academic debts for previous academic periods;
- in order to increase the average grade point average (GPA) through repeated study of individual disciplines;
- having an academic difference in case of reinstatement, transfer, return from academic leave;
- those studying from other universities within the framework of academic mobility.

3.5.4 Education in the summer semester contains the following types of academic work:

- study of academic disciplines provided by the educational program;

– receiving consultations.

3.5.5 In the summer semester all types of control of academic achievements are applied: current, end-of-term control of academic progress, interim certification in the form of testing and is assessed by the point-rating letter system of knowledge assessment.

3.5.6 Registration for the summer semester is held annually in the terms established by the Academic Calendar, on a fee basis in accordance with the IND **“Regulations on the current control, interim and final attestation of students”**.

3.5.7 During the summer semester, a student is entitled to take no more than 20 credits.

3.5.8 Students from other institutions of higher education, who have studied in the summer semester of the University within the framework of academic mobility, are given a transcript for re-crediting credits for mastered disciplines.

3.5.9 For students who transferred to the University with a state grant, the order and terms of liquidation of the difference in the disciplines of the curriculum is approved by the Rector's order. If the disciplines of academic difference are not included in the schedule of academic classes of the current academic period, the student is enrolled in them in the summer semester.

4 EDUCATIONAL PROGRAM

4.1. The University independently develops educational programs of Bachelor's and Master's degree programs focused on learning outcomes in accordance with the requirements of the State Educational Standards of the Republic of Kazakhstan, rules of credit technology of education and relevant professional standards within the framework of comprehensive development of the National Qualifications System.

4.2. Educational programs are developed by the Academic Committee for the development of educational programs, which includes representatives of academic staff, employers and students.

4.3. The composition of the heads of the EPs and ACDEP shall be approved by separate orders of the Rector of the University.

4.4. The main criterion for the completion of the Bachelor's degree programs is the student's mastery of at least 240 academic credits for the entire period of study, including all types of learning activities of the student.

4.5. The main criterion for the completion of training on Master's degree programs of scientific and pedagogical profile is the mastering by the student of not less than 120 academic credits for the entire period of training, including all types of educational activities of the Master's student.

4.6. The main criterion for the completion of training on the programs of profile Master's degree is the mastering by the student of at least 90 academic credits for the entire period of study, including all types of educational activities of the Master's student.

4.7. The University in case of development of joint, double-diploma programs with foreign partner universities takes into account the requirements of the State Educational Standards of the Republic of Kazakhstan and the partner university.

4.8. The list of disciplines of the educational programs of both parties is taken into account when drawing up an individual educational plan of the student. Also, the student in full goes through all types of practices and final certification.

4.9. The implementation of joint, double-diploma EPs is carried out both on the basis of the university and on the basis of the partner university. Training on double degree programs is implemented on the basis of agreed with the partner HEI EP and curricula, mutual recognition of the results of training in partner HEIs.

4.10. At the end of each academic year, the partner university that implements the relevant module of the program, gives the student a transcript.

4.11. DP&OEP conducts the examination of EP, analyzes the correctness of compiling the EP as a whole, the content of the program passport, compliance with the established requirements of the State Educational Standards of the Republic of Kazakhstan and the Rules for the organization of educational process on credit technology of education in organizations of higher and (or) postgraduate education.

4.12. EPs are subject to examination by employers.

4.13. EPs are discussed at the AMC of the University, approved by the Rector of the University based on the decision of the Academic Council of the University.

4.14. The University is responsible for inclusion in the Register of EPs and exclusion from it, as well as for timely updating of EPs on the basis of continuous monitoring and periodic evaluation, according to the IND **“Regulations on the formation of the educational program, catalog of elective disciplines, individual and working curriculum”**.

5 RULES OF TRANSFER, REINSTATEMENT, EXPULSION OF STUDENTS. ACADEMIC LEAVE

5.1 A student has the right to transfer from KEnEU to another HEI, from another HEI to KEnEU, from one educational program to another within the University, from one language department to another.

5.2 Transfer and reinstatement of students is implemented during winter and summer breaks.

5.3 In case of introduction of the state of emergency, emergencies of social, natural and technogenic character, wartime, as well as in conditions of armed, military conflicts in the country of study, transfer and reinstatement of citizens of the Republic of Kazakhstan, kandas from foreign universities is carried out during the academic year. The learner is transferred or restored in any HEI regardless of the terms of expulsion at restoration, except for educational organizations under the President of the Republic of Kazakhstan.

5.4 In case of voluntary termination of the license and (or) annex to the license to engage in educational activities or the liquidation of the HEI, the student of this HEI is transferred to other HEIs to continue training during the current semester from the date of voluntary termination of the license and (or) annex to the license or the liquidation of the HEI. In case of suspension, withdrawal or expiry of accreditation, the student of this HEI is transferred to other HEIs for continuing education within one month from the date of decision on suspension, withdrawal or expiry of accreditation.

5.5 Transfer of a student from the paid basis to training on the state educational order is performed by awarding educational grants, released in the process of training.

The University places on the website kineu.edu.kz an announcement about the open competition with the number of vacant grants.

The awarding of vacant grants is carried out during the summer and winter vacations on a competitive basis by the decision of the Republican Competition Commission.

At the same indicators of the average GPA, the preferential right has the students who have grades only A, A- (“excellent”), in the next turn - grades from A, A- (“excellent”) to B+, B, B-, C+ (“good”), further - mixed grades for the entire period of study.

Based on the decision of the commission, the Ministry of Education and Science of the Republic of Kazakhstan issues an order of the Ministry of Education and Science of the Republic of Kazakhstan on awarding educational grants. Based on the order, the National Testing Center issues a certificate of awarding educational grants and transmits the data to the University within three working days.

On the basis of the certificate the Rector of the University issues an order for further training under the educational grant.

5.6 A student studying on an educational grant is transferred with the educational grant to another HEI.

5.7 Students enrolled under educational grants approved for individual universities within the allocated quota are transferred to another university only on a fee basis.

5.8 Transfer of students, listeners from other HEIs to the national HEI or other HEI is carried out on condition of additional payment by students of the difference of the cost of educational grant according to the “Model rules of activity of organizations of higher and postgraduate education”

5.9 When transferring a student, his/her direction of training, profile of the educational program, academic achievements, as well as cases of violation of academic integrity are taken into account.

A student is transferred or reinstated after expulsion if he/she has fully completed the first academic period of the mastered program according to the individual educational plan.

5.10 In case of transfer or reinstatement for re-crediting of previously mastered learning outcomes, a commission from among the faculty members shall be created and approved by the order of the Rector of the University.

5.11 When transferring foreign nationals from a foreign educational organization, the following shall be submitted:

- a document on mastered educational programs (academic certificate or transcript);
- a document on completion of the previous level of education, which must undergo the procedure of nostrification in the Republic of Kazakhstan in the order established by the Rules of recognition and nostrification of documents on education of the Ministry of Education and Science of the Republic of Kazakhstan.

5.12 The procedure for transferring a student from another HEI of the RK is conducted in the following order:

1. a student submits an application for transfer to the Rector of the HEI where he/she is studying and, having received a written consent to transfer, sealed, applies to the Rector of the University;

2. the application for transfer to the Rector of the University shall be accompanied by:
– official transcript signed by the head of the HEI where the student is enrolled at the time of transfer, sealed;

– copy of the certificate of UNT / CT;

– copy of the certificate of the holder of the educational grant (if any);

– application (or copy) on transfer to the head of the HEI, where the student studied (with the head's signature and seal).

3. The application and attached documents shall be submitted to the University's SSC and forwarded to the Registrar's office;

4. The RO submits the submitted documents to the Commission for the recognition of the results of formal training. Based on the submitted documents, the Commission conducts recredit and determines the term of study, the difference of disciplines in the curriculum. Based on the conclusion of the Commission, the RO forms the ISP of the student;

5. On the basis of the visa in the application, the Vice-Rector for AD, the SSC prepares a draft order on the transfer of the student for approval by the Rector of the University;

6. Within three working days from the date of issuance of the order of the SSC sends a written request to the HEI, where the student was previously trained, on the transfer of his personal file. A copy of the order on enrollment of the student transfer is attached to the request.

5.13 Reinstatement to the number of students of persons previously expelled from the University or from another HEI is made on the basis of the student's application during the winter and summer vacations as follows:

– a student submits an application for reinstatement to the Rector of the University. Applications are accepted and registered in the journal;

– the application is accompanied by a transcript or academic transcript, or an archival certificate of completed academic disciplines;

– the RO submits the submitted documents to the Commission for Recognition of Formal Learning Outcomes. Based on the submitted documents, the Commission conducts re-credit and determines the term of study, the difference of disciplines in the curriculum. On the basis of the Commission's conclusion, the RO forms the FOS of the student;

– on the basis of the visa in the application of the FOS, RO and Vice-Rector for AD, the SSC prepares a draft order on the reinstatement of the student for approval by the Rector of the University.

5.14 On the basis of the order of transfer/reinstatement of students, the SSC forms a

personal account with the data of the student in the information system of the University, then the link for the formation of login and password is transmitted.

5.15 Transfer of a student to the next course of study is carried out at the end of the academic year (taking into account the results of the Summer semester) and the average grade point average (GPA). The transfer of students from one course to another is formalized by the Rector's order. GPA values for transfer from course to course for the next academic year for all levels of education and educational programs are approved annually by the Academic Council of the University.

5.16 A student on the educational grant, who has reached the established transfer point and transferred to the next course, in the presence of academic debt eliminates it on a paid basis, while maintaining the educational grant.

5.17 Holders of the state educational grant, who have not gained at the end of the academic year (taking into account the results of the summer semester) the established average grade point average (GPA), remain for a second year of study and are deprived of the state educational grant.

5.18 A student shall be expelled from the University in the following cases:

- at their own will;
- in connection with death, as well as in case of being recognized by court decision as missing or dead;
- in connection with transfer to continue studying in another HEI;
- for academic failure, failure to fulfill the curriculum within the established timeframe for unjustified reasons, or receiving an unsatisfactory grade at the final attestation;
- for systematic violation of the duties stipulated by the University Charter and Internal Regulations;
- in case of entry into legal force of a court sentence, by which the student is deprived of liberty or other punishment that excludes the possibility of continuing studies;
- for violation of the conditions stipulated by the agreement on the provision of educational services, including for non-payment of tuition fees;
- in case of submission by the student of false documents or knowingly false information related to his/her enrollment and (or) training at the University;
- for committing unlawful and immoral actions, denigrating the title of the student;
- in connection with failure to leave the academic leave;
- on other grounds provided by the current legislation of the Republic of Kazakhstan.

5.19 Students expelled from the University or completed training (graduates) in the mandatory order to fill out a bypass sheet (a document to verify the debts of the student). The certificate with an attachment / diploma of previous education with an attachment, diploma with an attachment, without passing the bypass sheet are not issued.

5.20 Academic leave of absence is granted to students on the basis of:

- a medical advisory commission's (MAC) opinion at an outpatient and polyclinic organization for a period of 6 to 12 months due to illness;
- summons to military service;
- birth, adoption or adoption of a child under the age of three.

5.21 The conditions of transfer, reinstatement, academic leave, expulsion, change of personal data of students are reflected in the IND **“Rules of transfer, reinstatement, expulsion of students. granting academic leave”**.

6 RULES OF CURRENT CONTROL OF ACADEMIC PROGRESS, MID-TERM ATTESTATION OF STUDENTS

6.1 Current progress control and interim attestation are held to determine the degree of mastery of students EP and SOSE of the RK.

6.2 Educational achievements of students in all types of control are assessed by point-rating letter system of assessment of educational achievements.

6.3 Organization of the system of control of educational achievements of students is carried out by the RO, which keeps a history of educational achievements of students during the entire period of study.

6.4 Current progress control is carried out in order to check the quality of students' mastering of educational material. Current control of students' progress is carried out by the teacher in the classroom and independent work of the student.

6.5 The authority and procedure for conducting current progress control, interim and final attestation of students in order to ensure compliance with uniform requirements and protection of their rights are regulated by the IND **“Regulations on the current control, interim and final attestation of students”**.

6.6 Intermediate rating is carried out for systematic control of students' achievements, possession of the formed knowledge and skills at the compulsory level.

6.7 Intermediate attestation of students is carried out in accordance with the academic calendar, WC for educational programs.

6.8 Control of students' academic achievements is carried out in the form of: testing, oral, written, project defense, etc.

6.9 Intermediate attestation of students in the Bachelor's program is held in the form of examinations and is defined as an examination session. The results of professional practice of students are taken into account in summarizing the results of intermediate certification.

6.10 Intermediate attestation of students in the Master's degree is conducted in the form of examinations, defense of reports on research work, pedagogical, research, industrial practice and is defined as an examination session.

6.11 When summarizing the results of interim certification in the discipline takes into account the assessment of admission rating and the score obtained in the exam. The assessment of current progress control (admission rating) is 60% of the final assessment of knowledge in the discipline, and the assessment of the exam is 40% of the final assessment of knowledge in the discipline.

6.12 Positive assessment of intermediate attestation serves as a basis for crediting the mastered credits in the established volume on the relevant academic discipline.

6.13 In case of receiving a grade “FX” - “unsatisfactory” is allowed to retake the final control (exam) in accordance with the academic calendar of the University without retaking the program of academic discipline (module) not more than once on a paid basis.

6.14 In the case of receiving a grade of “F” “unsatisfactory” and repeated receipt of “FX” - the student is re-enrolled in this academic discipline (module) on a paid basis, attend all types of classes, perform all types of academic work, according to the program and retake the final control.

6.15 The transcript records all academic disciplines and (or) modules studied by the student with the indication of the final grade, including grades FX and F.

6.16 In order to resolve disputes in the conduct of all types of educational achievements of students by order of the Rector creates an appeal committee.

6.17 The student who disagrees with the result of any type of control, submits an application for appeal to the e-mail address commit@kineu.kz until 13.00 of the next working day.

6.18 The Commission consists of teachers whose qualifications correspond to the profile of the appealed disciplines.

6.19 The Commission considers the applications for appeal within two working days after the submission of the application. The decision of the appeal commission is formalized by the protocol, according to the IND **“Regulations on the current control, interim and final attestation of students”**.

6.20 According to the results of examination sessions for the RO course, the transfer grade point average (GPA) is calculated.

6.21 Students who have achieved the minimum transfer score are transferred to the next course by the Rector's order.

6.22 A student who has not achieved the minimum transfer score, remains on a repeated course of study or is expelled from the student body.

6.23 A student who has completed the course program in full, but did not achieve the minimum transfer score, in order to increase his/her grade point average, is given the opportunity in the summer semester to re-study certain disciplines on a paid basis and retake examinations on them.

6.24 In case of a positive result of retaking the examination, the final grade is calculated again and recorded in the examination list. When calculating the average score, the last grades in the academic discipline are taken into account.

6.25 A student who had retakes or retakes of exams during the entire period of study does not receive a diploma with honors.

6.26 The learner, left on a repeated course, is trained on the newly formed individual educational plan.

6.27 A person expelled from the University is issued a transcript.

7 PROFESSIONAL PRACTICE

7.1 Professional practice is a mandatory component of the educational training program and is conducted in accordance with the approved academic calendar, as well as the individual study plan of the student.

7.2 The University determines the following main types of professional practices:

- 1) for Bachelor's degree programs: academic, industrial (technological), pre-diploma;
- 2) for Master's degree programs: research, pedagogical, industrial (for profile Master's degree in the PD cycle).

7.3 When organizing the educational process it is allowed to pass professional practice both with a break from theoretical training and in parallel (without a break from theoretical training).

7.4 Types, terms, scope and content of professional practice are determined by the educational program. Duration of professional practice of students is determined in academic credits. One academic credit of practice is 30 academic hours or one week (6 hours per day with a 5-day work week).

7.5 Organizational arrangements for the practice include:

- determination of the practice base;
- conclusion of contracts according to the established forms;
- preparation of the necessary documentation.

7.6 As a base for the professional practice of students are defined organizations, whose activities correspond to the profile of training specialists and the requirements of the educational program, having qualified personnel to manage the professional practice and material and technical base.

7.7 All types of practice are conducted in accordance with the cross-cutting training programs of professional practice. The program is developed by the graduating department taking into account the profile of the educational program.

7.8 Students who have not passed the professional practice, who have not fulfilled the program of professional practice, who have received a negative feedback on the work or unsatisfactory assessment when defending the report, are sent again to practice in the next academic period or in the summer semester on a paid basis.

7.9 The results of professional practice are taken into account when summarizing the results of interim certification.

7.10 Organization of professional practice at the University is carried out on the basis of the IND **“Rules on the procedure for organizing and conducting professional practice and determining enterprises (organizations) as practice bases”**.

8 FINAL ATTESTATION OF STUDENTS

8.1 The purpose of the final attestation is the assessment of learning outcomes and key competencies achieved upon completion of the study of the EP of higher and postgraduate education.

8.2 The authority and procedure of current control of progress, intermediate and final attestation of students in order to ensure compliance with uniform requirements and protection of their rights are regulated by the IND **“Regulations on the current control, intermediate and final attestation of students”**.

8.3 Final attestation is 8 academic credits (12 academic credits for students enrolled until 2023) in the total volume of educational programs. Duration and terms of the final attestation of students are provided by the academic calendar and working curriculum of educational programs.

8.4 Final attestation of students in the bachelor's degree is held in the form of writing and defense of the diploma work (project) and passing one comprehensive exam. One or several students may participate in the development of the diploma project.

Formalization of diploma works (projects) is carried out in accordance with the IND **“Methodological guidelines for the organization and design of diploma works (projects)”**.

It is allowed instead of defending the diploma thesis (project) to pass two comprehensive examinations on the profile disciplines of the educational program at the request of the student.

8.5 The form of final attestation is determined by the student in the formation of ILP in the pre-graduation course.

8.6 Final certification of students in the Master's program is held in the form of writing and defense of a master's thesis (project). Master's thesis (project) is formalized according to the IND **“Guidelines for Master's thesis (project)”**.

8.7 For the final attestation of students, an attestation commission is created. The composition of the Attestation Commission (chairman, members and secretary) is approved by the Rector's order on the basis of the Academic Council of the University not later than November 10 of the current academic year and is valid during the current academic year. The Attestation Commission is formed upon the submission of the heads of departments. The maximum number of members of the Attestation Commission, as a rule, consists of 5-7 people.

8.8 The duration of the meeting of the Attestation Commission should not exceed 6 academic hours per day.

8.9 Admission of undergraduate students to the final attestation is formalized by the order of the Vice-Rector for AD on the basis of the list of students with the indication of names, surnames, patronymics (if any), educational programs of students from the heads of departments with the coordination with the RO (monitoring of the implementation of the curriculum of the student for the full period of study), accounting (monitoring of payment), not later than in one week

8.10 Not later than one working day before the start of the final attestation to the attestation commission are presented orders on admission of students to the final attestation.

8.11 Not later than one day before the defense of the final works to the secretary of the final attestation by the head of the department hand over the following documents:

- graduate work in a binder;
- review of the supervisor;
- review;
- act of implementation (if any)

- decision of the graduating department on the recommendation for defense (excerpt from the minutes of the department meeting);
- certificate on the results of checking the text document for the presence of borrowings;
- other documents if necessary.

8.12 Admission to the final attestation of Master's students is formalized by the order of the Rector of the University according to the list no later than one week before the final attestation and is submitted to the Attestation Commission.

8.13 Graduation works are submitted by students to be checked by the system “Anti-Plagiarism”. Only works that pass uniqueness through anti-plagiarism can be evaluated. Uniqueness: Bachelor - not less than 65%, Master - not less than 70%.

8.14 Repeated passing of the comprehensive examination or defense of the diploma thesis (project), Master's thesis (project) in order to increase the positive evaluation is not allowed.

8.15 The retake of the comprehensive examination, as well as the re-defense of the thesis (project), master's thesis (project) to persons who received a grade of “unsatisfactory” during this period of final certification is not allowed.

8.16 The student who received a grade of “unsatisfactory” on the final attestation is expelled from the University by the Rector's order as “not fulfilling the requirements of the educational program: not defending the thesis (project) or master's thesis (project)” or “not fulfilling the requirements of the educational program: not passing the comprehensive examination”.

8.17 The student who passed the final attestation and confirmed the mastering of the educational program of higher and (or) postgraduate education, by the decision of the attestation commission is awarded the degree of “Bachelor” or “Master” and issued on a free basis diploma with an appendix.

The annex to the diploma (transcript) indicates the latest grades according to the point-rating letter grading system for all types of educational and (or) research (experimental-research) work with the indication of their volume in academic credits and hours.

8.18 The University determines the forms and requirements for filling out own-type education documents in accordance with the IND “**Rules for issuing education documents (diplomas), duplicates and/or replacement of own-type diplomas**”. The numbering for each type of own-type education document is generated using a special service.

Generation of numbers of own-type education documents is carried out on the basis of information about students, entered in the information system of the authorized body in the field of science and higher education of the Republic of Kazakhstan.

Diplomas of own samples have the following series established by the authorized body in the field of education: diploma of higher education with the award of Bachelor's degree - BD; diploma of postgraduate education with the award of Master's degree - MD.

8.19 Documents on education of own sample, which do not have generated numbers and QR codes are considered invalid.

8.20 A student who has final grades A, A - “excellent”, B-, B, B+, B+, C+ “good” in academic disciplines and other types of academic activities (except for final attestation) with an average grade point average (GPA) not lower than 3.5, as well as passed the final attestation with grades A, A - “excellent”, is awarded a diploma with honors (without taking into account grades in additional types of training).

8.21 The list of graduates who graduated from educational programs of higher and (or)

postgraduate education, indicating their surname, first name, patronymic (if any), educational programs and numbers of issued diplomas, is placed in the information system of the authorized body in the field of science and higher education.

8.22 The University ensures the employment of at least 50% of graduates in the context of the direction of training during the year of graduation, including the provision of continuous employment for at least 3 (three) months - 50%.

8.23 The University ensures monitoring of the number of jobs created for graduates.

8.24 In cases of implementation of restrictive measures by the relevant state bodies, introduction of the state of emergency, emergencies of social, natural and man-made nature, the University provides employment of at least 50% of graduates in the context of the direction of training within two years after graduation.

8.25 The number of employed graduates includes graduates:

- who continued their studies in the programs of second higher education and master's degree, on a full-time basis;
- doctoral programs;
- summoned for military service in the ranks of the Armed Forces of the Republic of Kazakhstan;
- persons on parental leave until the child reaches the age of 3 (three) years.

8.26 The University determines one of the following types of documents confirming employment:

- certificate from the place of employment;
- copy of the employment contract;
- copy of the labor book;
- a letter from the employer;
- copy/extract from the order of enrollment or a certificate from the university;
- certificate from the military enlistment office;
- copy of the exchange card/ temporary disability certificate for pregnancy and childbirth;
- child's birth certificate.

8.27 The Career and Business Leadership Center ensures monitoring of the number of jobs created for graduates.

9 ACADEMIC AND CREDIT MOBILITY

9.1 The objectives of academic and credit mobility are to improve the quality of education, introduction of new forms and technologies of education, participation in the international education system, creating conditions for the subsequent expansion of employment spheres of university graduates, ensuring their competitiveness in the international labor market, as well as increasing the prestige of the university in the educational market.

9.2 Academic mobility of students is carried out on the basis of international agreements (international programs, memorandums and agreements on cooperation, exchange and scholarship programs) and agreements between educational organizations of the Republic of Kazakhstan and foreign countries. The partner HEI and its educational programs should be accredited in their country and included in the register of accredited educational organizations and accredited educational programs. Implementation of the academic mobility program is expedient for students of the 2-3rd year and in the fall semester of the 4th year of the Bachelor's degree, students of Master's degree programs (scientific and pedagogical direction) of the 1st year who have completed 1 academic semester.

9.3 CIC&PI informs students about the beginning of the competition, by holding info-sessions, sending information about the training programs of partner universities, about the list of necessary documents and other requirements of partner universities / MSHE of the RK / Erasmus +, about the deadlines for submission and review of documents, as well as consultations for applicants. Trainees provide

9.4 After receiving the full package of documents, the CIC&PI implement verification of the correctness of the documents submitted for participation in the competition (in the case of applying for a grant of the Ministry of Education and Science of the Republic of Kazakhstan / Erasmus+), verification of the student's compliance with the requirements of partner universities and according to the IND **“Regulations on the academic mobility of students and teachers”**.

9.5 The main criteria for the selection of applicants are:

- completion of one academic period at the university;
- academic performance (GPA);
- absence of academic debts;
- confident command of a foreign language - a certificate confirming the level of Intermediate (B1) and above (IELTS / TOEFL / TOEIC / Language Center of the University, or another foreign language, depending on the language of instruction in the partner university), while partner universities may set other requirements for the level of foreign language proficiency;
- motivation and justification for participation in the mobility program, ability to present oneself and the University, language skills, skills and competencies in the educational program.

9.6 CIC&PI together with the Advisors assists students in the selection and coordination of programs, drawing up the “Learning Agreement” (Learning Agreement) and Individual study plan for the period of mobility. Prior to departure, the learner must be familiarized with the rules of re-credit and is aware that the disciplines studied during the mobility programs must be from related educational programs or disciplines at the base university. The Advisor determines to what extent the disciplines offered by the host university for study correlate with the curriculum for a similar period of study.

9.7 CIC&PI corresponds with the partner HEI to obtain a decision, including positive or negative, regarding the acceptance of the student for training. In case of a positive decision of the partner HEI, the CMCIVP together with the editors and the learner organizes the collection and submission of documents in accordance with the deadlines and the list determined by the partner

HEI.

9.8 Financing the mobility of students can be carried out at the expense of:

- funds of the republican budget;
- funds of the receiving party, including grants of partner HEIs, international organizations, private foundations and other sponsors/grant holders;
- own funds of the university;
- personal funds of students;
- mixed funding, including a combination of different sources, by agreement.

9.9 According to the results of the selection, university students independently undergo administrative procedures of enrollment in the host HEI, in accordance with the rules of the host HEI-partner. The student has the right to participate in the online mobility program, if such an opportunity is provided by the partner HEI under the conditions determined by the partner HEI.

9.10 The learners within the framework of academic mobility in case of force majeure are obliged to inform regularly about the location, measures and decisions taken.

9.11 After completion of training in the host university, learners submit to their University transcript and advance report (in the case of training at the expense of the state grant or other scholarship programs). On the basis of the transcript to the learner in accordance with the Kazakhstani system of recrediting credits on the type of ECTS is implemented mandatory recrediting of credits. The learner is responsible for the results of learning in the host university. At re-credit is put the grade that was received on the results of training. In cases of failure to pass the examinations at the host institution, the learner assumes the responsibility and costs of covering the repeated period of study.

The procedure of academic mobility is regulated by the IND “**Regulations on the academic mobility of students and teachers**”.