|  |  |
| --- | --- |
|  | KOSTANAY ENGINEERING AND ECONOMICS UNIVERSITYnamed after M. DULATOV |

**Academic policy**

**Kostanay, 2023**

Approved by the decision of the Academic Council of KEnEU named after M. Dulatov on August 31, 2023, Minutes No. 11

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

The present academic policy is represented by the rules and procedures, which 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.

Academic Policy of KEnEU named after M. Dulatov is developed on the basis of the current legislation in the field of education, taking into account the priorities and objectives of the University. 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 of the University is drafted in accordance with international documents in the field of education quality, among which are: "European Higher Education Area"; Joint Statement of European Ministers of Education, Bologna, June 19, 1999; "Bologna Process 2020-Space for European Higher Education in the New Decade"; Communiqué of the Conference of European Ministers Responsible for Higher Education, Leuven / Louvain-la-Neuve, April 28-29, 2009; Standards and Recommendations for Quality Assurance in the European Higher Education Area (ESG), 2015, EFQM Excellence Model-2013, ISO 9001:2015, and the Sustainable Development Goals.

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

**CONTENTS**

[SYMBOLS AND ABBREVIATIONS 4](#_bookmark0)

[TERMS AND DEFINITIONS 5](#_bookmark1)

1. [GENERAL PROVISIONS 11](#_bookmark2)
2. [UNIVERSITY ADMISSION POLICY 13](#_bookmark3)
	1. [Admission procedure by level of study 13](#_bookmark4)
		1. [Admission procedure for bachelor's degree programs 13](#_bookmark5)
		2. [Procedure for conducting a special or creative examination 14](#_bookmark6)
		3. [Admission procedure for Master's degree programs 16](#_bookmark7)
	2. [Enrollment in the University 18](#_bookmark8)
	3. Policy on the re-crediting of courses taken in previous vocational education................................[18](#_bookmark9)
	4. [KEnEU Grants and Scholarships 19](#_bookmark10)
		1. [Grants of the Rector of KEnEU 19](#_bookmark11)
		2. [KEnEU Scholarship 20](#_bookmark12)
3. [ACADEMIC ORGANIZATION 22](#_bookmark13)
	1. [General provisions of the organization of the educational process 22](#_bookmark14)
	2. [Study planning 22](#_bookmark15)
	3. [Organization of the training process 23](#_bookmark16)

3.4. [Academic advising 25](#_bookmark17)

* 1. [Registration for disciplines 26](#_bookmark18)
	2. [Policy on attendance at training sessions and other academic work 27](#_bookmark19)
	3. [Rules for organizing training with the use of DET 30](#_bookmark20)
	4. Organization of the summer semester 33
	5. Teaching load of students 34
1. EDUCATIONAL PROGRAM POLICY35
	1. General provisions35
	2. Management of the educational program39
	3. Audit of educational programs40
	4. Closure of educational programs41
2. RULES OF TRANSFER, REINSTATEMENT, DISMISSAL OF STUDENTS. GRANTING OF ACADEMIC LEAVE..........................................................................................................................43
	1. General provisions 43
	2. Procedure of transfer from another institution to the University 43
	3. Rules and procedure of transfer from KEnEU to another university 45
	4. Intra-university transfer (form, educational program, language department) 45
	5. Transfer from course to course 46
	6. Reinstatement in the number of students 47
	7. Dropping out of the university 48
	8. Granting of academic leave 49
3. RULES OF CURRENT CONTROL OF ACADEMIC PROGRESS, INTERIM ATTESTATION OF STUDENTS....................................................................................................................................50
	1. General provisions 50
	2. Procedure of current control of progress of students 50
	3. The procedure of intermediate control of students' academic progress 50
4. PROFESSIONAL PRACTICE 53
	1. Bachelor's Professional Practice. 53
	2. Professional practice of Master's degree 54
	3. Organization and conduct of professional practice 54
5. FINAL CERTIFICATION OF STUDENTS 56
	1. General provisions 56
	2. Organization of final certification of Bachelor's degree students 57
	3. Procedure for defense of the diploma work (project) 58
	4. Organization of final attestation of students in the Master's program 59
6. ACADEMIC MOBILITY 61

**DESIGNATIONS AND ABBREVIATIONS**

ECTS - European Credit Transfer and Accumulation System;

GPA - Grade Point Average;

AK - attestation committee;

AD - academic development; BD - basic disciplines;

UC - university component;

PRLS - point-rating letter system;

MAC - medical advisory commission;

HEI - higher education institution;

SOSE RK - state obligatory standards of education of the Republic of Kazakhstan;

SOS HE - state obligatory standard of higher education;

SCSPE – state compulsory standard postgraduate education;

SE - state exam;

SEC - State Examination Commission;

DET - Distance Education Technologies; UNT - Unified National Testing;

IEP - individual education plan;

EC - elective component;

KEnEU - Kostanay Engineering and Economics University;

CDEP - Committee for Development of Educational Programs;

CT - Comprehensive Testing;

CED - catalog of elective disciplines;

MSHE RK - Ministry of Science and Higher Education of the Republic of Kazakhstan;

SPMD - Scientific and Pedagogical Master's Degree;

GED - general education disciplines;

CC - compulsory component;

EP - educational program;

DPOEP - department of planning and organization of educational process;

PD - profile disciplines;

SMDP - specialized master's degree program;

TS - teaching staff;

WC - working curriculum;

HK - History of Kazakhstan;

IWS - independent work of the student;

IWST - independent work of the student under the guidance of the teacher;

IWS - independent work of the student;

SC - standard curriculum;

STP - standard training program;

FULL NAME - last name, first name, patronymic;

CMAC - Centralized Medical Advisory Commission;

SSC - Student Service Center;

OR - Office of the Registrar;

CIC&PD - Center for International Cooperation and Project Development.

**TERMS AND DEFINITIONS**

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

* academic honesty - a set of values and principles that express the honesty of the student in learning when performing written work (tests, term papers, essays, thesis, dissertation), answering examinations, in research, expressing his/her position, in relations with academic staff, teachers and other students, as well as assessment;
* academic mobility - the movement of students or teachers-researchers 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-credit 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 indication of rest days (vacations and holidays);
* academic period - a period of theoretical training, established independently by the educational organization in one of three forms: semester, trimester, quarter;
* academic credit - a unified unit of measurement of the volume of scientific and (or) academic work (load) of the student and (or) teacher;
* 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 (schedule of the educational process), 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;
* Appeal - a procedure conducted to identify and eliminate cases of biased assessment of knowledge of the student;
* Attestation Commission - an expert group including leading faculty members 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, the statutory activity of which 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 mastery 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 digital equivalent, and allowing to establish the rating of students;
* Dual degree education - the possibility of parallel study under educational programs and curricula in order to obtain two equivalent diplomas or one main and the second additional diploma;
* thesis - a graduate work that represents a generalization of the the results of the student's independent study of the actual problem corresponding to the profile of the educational program;
* diploma project - the student's final work, which is 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 projects of creative nature and other projects.
* descriptors (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 and academic credits;
* Distance Education Technology (DET) - a technology based on the use of technical devices and means of remote access that allow the educational process to be mediated;
* additional educational program (minor) - a set of disciplines and (or) modules and other types of academic work, determined by the student to study in order to form additional competencies.
* additional types of training - additional types of training include military training and other training activities determined by the student independently;
* The European Credit Transfer and Accumulation System (ECTS) is a way 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 - the procedure of preliminary enrollment of students in academic disciplines;
* foreign scientific internship - departure of students of educational programs of Master's degree to foreign organizations of education and science for training and/or collection of material in order to perform research work on the topic of the thesis research;
* thesis defense - public presentation of the student's completed thesis/project, master's thesis/project at a meeting of the State Attestation Commission, following the results of which a decision is made to award an academic/scientific degree.
* individual study plan - study plan of the student, independently formed by him for each academic year with the help of the adviser on the basis of the catalog of elective disciplines;
* information technology of distance learning - technology of creation, transfer and storage of educational materials on electronic media, info-telecommunication technologies of organization and support of the educational process;
* information-educational portal - a system-organized interconnected set of information resources and Internet services, containing administrative and academic educational and methodological information, allowing to organize the educational process using DET;
* information and educational resources - formalized ideas and knowledge of educational nature, various data, methods and means of their accumulation, storage and exchange between sources and consumers of information;
* research practice - a type of professional practice of master's degree students, which is carried out in order to familiarize 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 dissertation research;
* final certification of students - a procedure for assessing the theoretical level of knowledge of graduates, formed professional competencies, readiness to perform professional tasks and compliance of their training with the requirements of the educational program;
* final control - control of students' academic achievements 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;
* ECTS (ESG) international standards and guidelines for quality assurance in 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 the purpose of study, brief content (main sections) and expected results of study (knowledge, skills and competencies acquired by students). Catalog of elective modules (disciplines) is 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 ESG- based internal quality assurance system;
* elective component - a list of academic disciplines and corresponding minimum credits (or academic hours) offered by higher education institutions, independently chosen by students 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 course of training in professional activities;
* credit - a unified unit of measurement of the volume of academic work of the student/teacher. One credit of training is 30 academic hours;
* credit technology of education - training based on the choice and independent planning of students of the sequence of study of disciplines and (or) modules with the accumulation of academic credits;
* control of students' educational achievements - verification of students' knowledge level by various forms of control (current, end-of-term and final) and attestation, determined independently by 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.;
* Master's degree - a level of postgraduate education aimed at training personnel with the award of the degree of "Master" in the relevant educational program with a mandatory mastery of at least 60 -120 academic credits;
* Master's degree is an academic degree awarded to individuals who have mastered professional educational programs of Master's degree;
* module - an autonomous, completed in terms of learning outcomes structural element of the educational program, which has clearly articulated knowledge, skills, abilities and competencies acquired by students adequate assessment criteria;
* modular learning - a way of organizing the educational process based on the modular construction of the educational program, curriculum and academic disciplines;
* modular construction of the educational program is a 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 is a complex of hardware and software that allows the user to work in dialog mode with heterogeneous data (graphics, text, sound, video);
* research work of a student/magistrate 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;
* supervisor/consultant - academic tutor of the student, under the guidance of which the student performs graduate work (thesis/project, master's thesis/project);
* educational program - an approved set of modules or course units required for the award of a particular degree/diploma. The development of educational programs usually takes into account the outcomes to be achieved and a structured set of learning procedures and situations that will lead to the achievement of the specified outcomes;
* students - persons who are studying on bachelor's and master's degree programs;
* compulsory component - a list of academic disciplines and corresponding minimum credit volumes, established by the State Educational Standards and studied by students in a compulsory manner;
* basic educational program (major) - educational program defined by the student for study for the purpose of formation of key competencies;
* Office of the Registrar - an academic service engaged in the registration of the history of academic achievements of students, taking into account the credits mastered by them, the organization of interim and final attestations of students and the calculation of their academic ratings;
* re-credit - the 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 received on her assessment in the transcript of the student;
* transfer grade GPA - annually established for each year of study the level of weighted average grade of academic achievements required for transfer to the next course of study;
* re-crediting of credits - the procedure of recognizing the equivalence of the content of the discipline, studied in another institution or under another curriculum, discipline of the working curriculum for the specialty, approved and in force to date, with the discipline and the grade received on it entered on the student's transcript;
* repeated study of the discipline (Retake) - retaking the discipline in case of receiving a final grade of "unsatisfactory" ("F").
* post-requisites - disciplines and (or) modules and other types of academic work, for the study of which requires knowledge, skills, skills and competencies acquired upon completion of the study of the discipline and (or) modules;
* prerequisites - disciplines and (or) modules and other types of academic work, containing knowledge, skills, skills and competencies necessary for mastering the studied discipline and (or) modules;
* pre-diploma practice - a type of professional practice conducted before the start of the diploma project in order for the student to collect the necessary material for the fulfillment of the bachelor's final work;
* discipline program (Syllabus) - curriculum, which includes 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 is carried out direct preparation of the student for professional activity in all areas in real production conditions;
* interim certification of students - a procedure for assessing the level of educational achievements (knowledge, skills, abilities, skills 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 the 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-assess the results of one's activity;
* working curriculum - a document developed by the HEI independently on the basis of the educational program (until 2019-2020 academic year - standard curriculum) and individual study plans of students;
* registration for academic discipline - the procedure of enrollment of students in academic disciplines of the upcoming academic period/year;
* Routine control - control of students' academic achievements at the end of a section (module) of one academic discipline;
* Syllabus (Syllabus) - the curriculum of the discipline, 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 knowledge of students, the requirements of the teacher, the criteria for assessing the knowledge of students and a list of references;
* Average grade point average - weighted average assessment of the level of learning achievements of the student for one academic year in the selected program (ratio of the sum of the product of credits to the digital equivalent of points of evaluation of interim certification on disciplines to the total number of credits for the current period of study).
* current control of students' progress - systematic verification 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 training - a part of the educational program, including the study of cycles of general education, basic and profile disciplines according to standard curricula, disciplines of state compulsory, social-communicative and professional modules - according to the main curriculum;
* standard curriculum - a document regulating the list and scope of disciplines of the educational program, the order of their study and forms of control;
* standard curriculum (hereinafter - SC) - 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;
* tutor - an instructor who acts as an academic advisor to the student in mastering a particular discipline;
* 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;
* training module - a structural element of an educational program aimed at the acquisition of specific learning outcomes by students, 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 defining the content of the discipline, means of training and control, necessary and sufficient for the qualitative 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 students' academic achievements, taking into account the credits mastered by them, the organization of interim and final attestations of students and the calculation of their academic rating;
* adviser - a teacher who performs the functions of an academic tutor of a student in the relevant educational program, assisting in the choice of learning path (formation of an individual educational plan) and mastering the educational program during the training period;
* examination session - a 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 educational organizations, reflecting the individual training of the student, taking into account the specifics of socio-economic development and the needs of a particular region, established scientific schools.
* Electronic Attendance and Progress Log - an on-line log completed by faculty members continuously during the academic period.
1. **GENERAL PROVISIONS**

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

The mission of the University is to provide education by meeting the needs of society and business in competitive specialists for the innovative development of the region, developing and supporting entrepreneurial thinking.

The University has identified the following strategic development priorities:

* Quality assurance of higher and postgraduate education;
* transformation of the university into a socio-entrepreneurial university through the integration of education, science and business;
* improvement of the university management system;
* development and realization of youth potential in the interests of the country.

This Academic Policy (hereinafter - the Policy) is determined by the mission and strategic goals, developed in accordance with the current regulatory documents of the Ministry of Education and Science of the Republic of Kazakhstan and internal documents of the University.

Academic 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 identifies the following core values in academic endeavors:

* Critical and problem-oriented thinking, lifelong learning;
* Communication, leadership, teamwork and compromise skills;
* Entrepreneurship, innovation and risk-taking readiness;
* creativity;
* Ethics and values-based learning.
* multidisciplinary, interdisciplinary and transdisciplinary approaches. The main principles of the University's academic activities are:
* The University provides equal opportunities for all students to receive quality and accessible education
* The University does not discriminate against students with special needs, on the basis of race, nationality, ethnicity, religion, gender, as well as on the basis of social status, marital status, physical ability, age or other subjective criteria.
* The University supports talented applicants and students through grants and scholarships.
* The University actively integrates online-technologies into the learning process and teaching methodology, successfully using the latest technologies to make education even more accessible and effective;
* The University expands partnerships with universities in other countries, builds close relationships with the business community in order to involve them in the process of continuous improvement and updating of educational programs.

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

Provisions of the Academic Policy may 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 enacted for all students regardless of the year of enrollment at the University.

1. **UNIVERSITY ADMISSION POLICY**

The admission procedure at KEnEU is based on the principles of openness and transparency, and is based on clearly defined criteria used for decision-making in the selection of students.

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 and postgraduate education, as well as the Rules of admission to training under educational programs of higher and postgraduate education in KEnEU.

The University may establish additional admission requirements based on the Development Strategy and development plans of educational programs. The decision to establish additional admission requirements shall be made by the Academic Council of the University.

All information about admission rules and procedures is posted on the University's website, in the University's booklets and brochures, which are distributed during Open Days. Information about such days is posted on the University's website.

Requirements for applicants are specified in brochures, leaflets, posters available to applicants and other interested parties, distributed during campaigning campaigns conducted by the Admissions Office.

The University is interested in enrolling talented applicants who will be able to achieve high results in the professional field in the future. The University values and welcomes students who will bring a lively diversity to the student life, as well as demonstrate leadership skills in extracurricular activities and community service.

The University admits students without regard to race, national or ethnic origin, sex, age, disability (in the absence of contraindications), religion, with all the rights and privileges accorded to students at the University.

The applicant must take a responsible approach to the choice of educational program, comply with the requirements of the Admissions Committee for the submission of documents, comply with the rules and regulations of the University, when submitting documents for a fee-paying department to be responsible for the fulfillment of obligations under the concluded contract of service provision

* 1. **Admission procedure by level of study**
		1. **Admission Procedure for Bachelor's Degree Programs**
			1. Admission of students to the university is carried out on the basis of the Model rules of admission to training in educational organizations, implementing educational programs of higher and postgraduate education, approved by the order of the Minister of Education and Science of the Republic of Kazakhstan on October 31, 2018 No. 600 (as amended and supplemented).
			2. The University admits persons with general secondary, technical and professional, higher education to the Bachelor's degree programs.
			3. Admission of persons entering the university is carried out on their applications to the

on a competitive basis in accordance with the points of the certificate issued according to the results of the Unified National Testing (hereinafter - UNT) or the results of the entrance examination, interview conducted by the University PC.

* + - 1. Admission to training on educational programs, specialties requiring special or creative training is carried out taking into account the results of special or creative examinations.
			2. Citizens of RK, having technical and professional, post-secondary or higher education, are accepted for training on educational programs of higher education, providing shortened terms of study.
			3. Admission to the university of persons who have technical and vocational or post-secondary education with the qualification " middle-level specialist" or

"Applied Bachelor's degree in related fields of higher education, providing for shortened terms of study, entering for paid training is carried out by the Admission Commission of KEnEU. The list of related specialties is approved by the authorized body in the field of education.

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.

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.

* + - 1. Entrance tests are conducted to determine the ability of entrants to master educational programs of higher education and can be conducted in the following forms: oral examinations, written examinations, form testing, interview.

The form of entrance examinations is approved annually by the decision of the Academic Council of the university not less than 10 days before the beginning of the admission process.

* + - 1. Admission of foreign citizens to study at the University on a paid basis is carried out in the presence of accreditation of the university and according to the results of the interview conducted by the PC during the calendar year. In this case, the enrollment of foreign citizens is carried out in accordance with the academic calendar 5 (five) days before the beginning of the next academic period.
		1. **Procedure for conducting a special or creative examination**
			1. Admission to training on groups of educational programs of higher education, requiring special and (or) creative training, is carried out taking into account the results of special and (or) creative examinations.
			2. The list of groups of educational programs for which special and (or) creative examinations are held is established by the Model rules of admission to training in educational organizations implementing educational programs of higher and postgraduate education.
			3. To conduct all types of examinations, by order of the Rector of the University, examination commissions are created, which consist of an odd number of members, including its chairman. The composition of examination commissions is determined by the requirements of the current Standard Rules.
			4. Acceptance of applications from applicants for the creative examination shall be implemented from June 20 through July 7 of the calendar year.
			5. The Creative Examination shall be administered from July 8 through July 13 of the calendar year.
			6. Persons entering the group of educational programs of higher education, requiring creative training, who have documents on general secondary, technical and professional or post-secondary education, take two creative examinations.

Persons entering the group of educational programs of higher education, requiring creative training in related areas of training of higher education, providing shortened terms of study, take one creative examination.

* + - 1. The form of special and (or) creative examinations shall be established in accordance with the Standard Rules for admission to training in educational organizations implementing educational programs of higher and postgraduate education.
			2. For persons with secondary or technical and professional, post-secondary education, entering the group of educational programs of higher education, requiring creative training, points on the history of Kazakhstan, reading literacy (language of instruction) are taken into account.
			3. For persons entering the group of educational programs of higher education, requiring creative training in related areas of training of higher education, providing for shortened terms of study, points in a special discipline are taken into account.
			4. The programs of special and/or creative examinations are developed by supervising departments and approved by the chairman of the admission committee.
			5. The schedule of special and/or creative examinations (form of examination, date, time and place of examination, consultations) is approved by the Chairman of the Admissions Committee and brought to the attention of applicants before the beginning of the admission process. In this case, special and/or creative examinations shall be held in classrooms (rooms) equipped with video and (or) audio recording.
			6. Admission to the auditorium (room) of special and (or) creative examinations is carried out upon presentation of an identity document.

Prior to the start of the special and/or creative examinations, applicants are given the examination material and the procedure for the design of the cover sheets is explained, as well as the start and end times of the special and/or creative examinations, the time and place of the announcement of the results, and the procedure for filing an appeal.

* + - 1. Creative examinations for entrants with documents on general secondary or technical and vocational, post-secondary education are evaluated on a 40-point system.

The creative examination for entrants in related areas of higher education, providing for shortened terms of study, is evaluated on a 20-point system.

The special examination for entrants in the fields of education "Pedagogical Sciences" and "Health and Social Welfare (Medicine)" is assessed in the form of - "admission" or "ineligibility."

* + - 1. The results of the creative examination are formalized by a score sheet, the results of the special examination are formalized by an admission sheet, the protocol of the commission in the arbitrary form and handed over to the responsible secretary of the Admissions Committee for the announcement of the results. The protocol of the commission shall be signed by the chairman and all present members of the commission.
			2. Results of special and/or creative exams are announced on the day of the exam.
			3. For the period of examinations, in order to comply with the requirements for special and/or creative examinations, to resolve disputes, and to protect the rights of persons taking the relevant examinations, an appeal committee consisting of an odd number of members, including its chairperson, shall be established by order of the Rector.
			4. The application for appeal shall be submitted to the chairman of the appeal committee in person by the person who took the special or creative examination, shall be accepted until

1 p.m. on the day following the announcement of the results of the special or creative examination and shall be reviewed by the Appeals Committee within one day.

* + - 1. The decision of the appeal commission shall be considered competent if at least two thirds of its members are present at the meeting. The decision on the appeal about disagreement with the results of a special or creative examination shall be made by a majority of votes from the number of present members of the commission. In case of equality of votes of the members of the appeal commission, the vote of the chairman shall be decisive. The work of the appeal commission shall be formalized by a protocol signed by the chairman and all present members of the commission.
			2. The University on the day of completion of the special and/or creative examination transfers to the information system of the National Testing Center of MES RK the results of the special and/or creative examination of entrants for participation in the competition for awarding educational grants of higher education at the expense of the national budget and (or) enrollment in the university for paid training.
			3. Clauses 2.1.2.11, 2.1.2.12 shall be suspended for the period of state of emergency in the Republic of Kazakhstan.
		1. **Procedure for admission to Master's degree programs**
			1. Admission of students to the university is carried out on the basis of the Standard rules of admission to training in educational organizations, implementing educational programs of higher and postgraduate education.
			2. Formation of the contingent of undergraduates of the University is carried out by means of placement of the state educational order for personnel training in scientific and pedagogical and profile directions, as well as payment of tuition at the expense of own funds of students and other sources.
			3. Persons who have mastered educational programs of higher education are admitted to the Master's program.
			4. 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 ACT) or entrance examinations.

Admission of foreigners 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.

* + - 1. Admission of foreign citizens to study on a paid basis is based on the results of an interview conducted by the University's Admissions Committee during

calendar year. Enrollment of foreign citizens is carried out in accordance with the academic calendar 5 (five) days before the beginning of the next academic period.

* + - 1. For the admission of documents at the university an admission committee is established. The Chairman of the Admission Committee is the Rector.

The composition and functions of the Admissions Committee shall be approved by the Rector's order. The Admissions Committee shall:

1. consulting the entrants on the selected group of educational programs of postgraduate education, familiarization with the procedure of complex testing (hereinafter referred to as CT) and/or entrance (creative) examination;
2. organization of admission and verification of documents of applicants;
3. ensuring the issuance of CT passes and CT certificates of the established pattern;
4. organization of the entrance (creative) examination by groups of educational programs.
	* + 1. Applications for admission to the Master's program are accepted by the Admissions Committee and (or) through the information system. The application period is from June 15 to July 15 of the calendar year.

CT in the Master's program is held from August 1 to August 15 of the calendar year. Enrollment - until August 28 of the calendar year.

* + - 1. Persons entering the Master's program, pass the CT, including a test in a foreign language (optional English, German, French), a test on the profile of groups of educational programs, a test to determine readiness for training in Kazakh or Russian.

Persons entering the Master's program with the English language of education, pass the CT, including a test on the profile of groups of educational programs in English and a test to determine the readiness to study at choice in Kazakh or Russian or English.

Persons entering the Master's program groups of educational programs requiring creative training pass:

* CT, including a foreign language test (English, German, French optional), a test to determine readiness for learning optional in Kazakh or Russian;
* two creative examinations on the profile of educational program groups.
	+ - 1. The procedure for conducting CT is approved by the normative documents of the Ministry of Education and Science of the Republic of Kazakhstan.

CT is conducted by the National Testing Center of the Ministry of Education and Science of the Republic of Kazakhstan in the points of CT, determined by the Ministry of Education and Science of the Republic of Kazakhstan.

According to the results of CT, an electronic certificate is issued, which is confirmed on the website of the National Testing Center of the MES RK.

* + - 1. Persons who have international certificates confirming foreign language proficiency in accordance with the Common European Competencies (standards) of foreign language proficiency are exempted from the foreign language proficiency test CT. In this case, the language list of standardized foreign language proficiency tests is approved by the regulatory documents of the Ministry of Education and Science of the Republic of Kazakhstan.

The authenticity and validity of the submitted certificates are verified by the admission committee of the university.

* + - 1. Applicants to the Master's program indicate one group in the application form educational programs and up to three (3) universities.
			2. The results of CT, entrance (creative) examinations are announced on the day of their realization.
	1. **Enrollment in the University**
		1. Enrollment of incoming students in the number of students of the University is carried out by the Admissions Committee from August 10 to August 25 of the calendar year by order of the Rector.

Holders of educational grant of higher education at the expense of the republican budget or local budget, as well as payment of tuition at the expense of own funds of citizens and other sources choose an educational program from the appropriate group of educational programs.

* + 1. Enrollment in the University is conducted separately for educational programs of higher education and language departments.

Enrollment in educational programs of higher education, for which creative examinations are established, is carried out taking into account the scores on these examinations, except for applicants for related areas of training of higher education personnel, providing for shortened terms of study.

* + 1. Persons with secondary, technical and vocational or post-secondary education, except for those entering in related areas of training of higher education, providing for shortened terms of study have not reached the threshold score on the results of UNT, are enrolled in the University on a full-time basis on a paid basis until the end of the first academic period.

Upon completion of the 1st (first) academic period of study, these persons shall retake the UNT within the established terms in accordance with the Rules of Unified National Testing.

* + 1. Persons who have received a certificate of award of educational grant of higher education are enrolled as students by the order of the Rector.

Citizens of the Republic of Kazakhstan, entering on the basis of a state grant, conclude a contract on working for at least 3 (three) years in the order determined by the Government of the Republic of Kazakhstan.

* 1. **Policy on the re-crediting of disciplines studied in previous professional education**
		1. Bachelor's training is carried out on the basis of general education training programs of general secondary education, technical and vocational education, post-secondary education, higher education (in case of obtaining a second higher education).
		2. In case of coincidence of the profile of the educational program of higher education with the educational program of technical, vocational education or post-secondary education, the previous learning outcomes are fully recognized, the period of study is reduced. In another case, the study is carried out on a full program of higher education.
		3. Selected courses from the previous level of formal education, as well as learning outcomes from informal education at the appropriate level, may be counted as prerequisites.
		4. The term of study may be shortened by re-crediting disciplines of the General Education and Basic Cycles.
		5. The re-credit is understood as the transfer of the discipline mastered by a person in the previous professional education, with the received grade in the documents on the mastering of the program of the received higher professional education.
		6. Re-credit can be carried out both for shortened programs, mastered on the basis of higher professional education, and disciplines studied during the mastering of the program of higher education on the basis of post-secondary (secondary vocational) education.
		7. To carry out re-credit for programs studied on the basis of higher education in the admission committee of the university at the time of admission to provide an annex to the diploma with grades and hours for the disciplines studied in the previous higher professional education.
		8. Re-crediting of these disciplines is made by profile departments during the first semester of study.
		9. Records of re-credited disciplines, as studied, are entered in the electronic credit books of students, and at the end of training - in the diploma supplement (transcript).
		10. In case of impossibility to re-credit the discipline, students studying in shortened educational programs are given the opportunity:
* take an exam after independent study of the discipline in accordance with the received methodological recommendations;
* to study this discipline as part of the summer semester.
	+ 1. In case of inconsistency of the profile of the educational program of Master's degree with the educational program of higher education, the Master's student shall be established prerequisites for mastering them on a paid basis.
		2. Mastery of prerequisites occurs according to an approved schedule.
		3. If there are separate prerequisites in the appendix to the diploma of higher education, graduating departments make a decision on their re-crediting at the meeting of the department.
	1. **KEnEU grants and scholarships**

KEnEU is a socially responsible university. The realization of the principles of social responsibility is carried out, among other things, through the system of grants and scholarships.

* + 1. **Grants of the Rector of KEnEU**
			1. KEnEU Rector's Grant - a targeted amount of money provided to the learner under the terms and conditions established by this Policy to pay tuition fees at KEnEU.
			2. There are three types of grants awarded at the university:
* "Gold" grant - with the first year's tuition paid at 100% of the annual tuition.
* "Silver" grant - with payment of the first year of study in the amount of 75% of the annual tuition fee.
* "Bronze" grant - with the first year's tuition paid at 50% of the annual tuition.
	+ - 1. Grants are awarded on competitively on a competitive basis for specific educational programs, language departments and forms of education in accordance with the scores of certificates based on the results of the unified national testing (UNT).
			2. In the competition for the award of the KEnEU Rector's Grant, scores in Kazakh history, mathematical literacy, reading literacy (depending on the language of instruction), and two core subjects are taken into account.
			3. In the competition for awarding the grant of the Rector of KEnEU for educational programs providing for shortened terms of study, points in general professional discipline and special discipline are taken into account, except for those entering educational programs requiring creative training.
			4. In the competition for awarding the KEnEU Rector's grant for educational programs requiring creative training, the scores on the history of Kazakhstan, reading literacy (depending on the language of instruction) and the results of two creative exams are taken into account.
			5. The competition for awarding educational grants is conducted by the Commission created by the University and approved by the Rector.
			6. The Commission is formed from among the staff (Vice-Rectors, members of the Admissions Committee), as well as representatives of the public. The Chairman of the Commission is appointed by the Rector or a person acting in his/her capacity.
			7. The number of members of the Commission shall be an odd number. Meetings of the Commission shall be deemed competent if at least two thirds of its members are present.
			8. Commission meetings shall be held prior to September 1.
			9. To participate in the competition for the award of the grant, the applicant submits to the Admissions Committee an application to the Rector indicating the chosen educational program. Grant applications are accepted from August 15 to August 25.
			10. In the course of the competition, in the case of the same score in the awarding of Rector's Grants, preference shall be given to:
* orphans and children left without parental care;
* disabled persons of groups I and II;
* persons equated in terms of benefits and guarantees to war participants and war invalids;
* disabled children;
* disabled children who, according to the conclusion of a medical and social expert assessment, are not contraindicated to study in the relevant educational organizations;
* persons who have educational documents (certificates, certificates, diplomas) with honors.
	+ - 1. In the case of equal scores and in the absence of preference, grants shall be awarded to those with high grade point averages on the certificate, certificate or diploma.
			2. In the case of equal scores and in the absence of preferential right, as well as the same average scores of the certificate, certificate or diploma, the scores obtained in the major subject shall be taken into account.
		1. **KEnEU Scholarship**
			1. KEnEU Scholarship is awarded to full-time students.
			2. The procedure and terms of granting the scholarship are determined by the Academic Council in accordance with the Regulations "On the Rector's Grant and the procedure for awarding the KEnEU Memorial Scholarship".
			3. The scholarship is awarded for one semester.
			4. The scholarship is awarded to the same applicant no more than twice.
			5. The right to nominate students as applicants for the scholarship is granted to the Academic Council of KEnEU, chairs, Student Council.
			6. Scholarship applicants must:
* successfully master the relevant educational programs (students must have excellent and good grades for the past semester;
* engage in research work, the success of which is confirmed by diplomas or other documents;
* be the authors of discoveries, inventions, scientific articles in the central publications of the Republic of Kazakhstan and abroad;
* win republican and the program is aimed at promoting the development of the youth program in the region,
* take an active part in the social and sports life of the university.
	+ - 1. Not eligible to participate in the competition:
* persons who by the time of the competition have received other personal scholarships and grants of the RK, as well as those studying within the framework of budget programs;
* students who have violations of the university's Bylaws, student ethics, or the university's Academic Integrity Policy.
	+ - 1. The Academic Council of the University makes a preliminary selection of candidates at the departments for the appointment of personal scholarships. To select applicants for KEnEU scholarship, commissions are created at the departments, which consider candidates for proposal to the Academic Council of the University. The commission consists of representatives of administration, teachers and representatives of student self-government bodies.
			2. The decision on awarding personal scholarships is made by the Academic Council of the University. The decision is made by open voting, simple majority of votes and is formalized by the minutes of the Academic Council meeting.
			3. The following documents shall be submitted to the Academic Council meeting to make a decision on the scholarship appointment:

-Statement of scholastic achievement;

* characteristic of the student, signed by the head of the department and adviser;
* copies of documents confirming the special successes of the student;
* excerpts from the minutes of the department meeting.
	+ - 1. The name scholarship can be withdrawn by the decision of the Academic Council of the University on the basis of the submission of the Department, Student Council of the University, in case of expulsion of the student from the University, gross or systematic violation of the Charter of KEnEU, Internal Labor Regulations, Academic Integrity Policy.
1. **ACADEMIC ORGANIZATION**
	1. **General provisions of the organization of the educational process**
		1. The University implements educational programs of higher and postgraduate education.
		2. 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. Educational programs of postgraduate education are aimed at training personnel with the award of the degree "Master".
	2. **Planning the learning process**
		1. Planning of 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.
		2. The structure of the content of education shall be determined in accordance with the established requirements for accounting and measuring tools of education: curricula and programs, the volume of academic load, the duration of academic periods, types of academic classes, the volume of educational material.
		3. Planning and organization of educational activities is carried out on the basis of curricula.
		4. Curricula are developed in two forms individual (IEP) and working (WEP).
		5. For each EP the university develops a CED, which is a systematized annotated list of all disciplines of the university component and elective component. The CED reflects the prerequisites and post-requisites of each elective discipline. The CED provides students with an opportunity for alternative choice of elective disciplines.
		6. On the basis of the educational program and the CED, the student with the help of an enquirer makes FTI. FTI determines the individual educational trajectory of each student.

The FTI includes disciplines of compulsory component (CC), university component (UC) and optional component (OC), as well as types of educational activities (practices, research/experimental-research work, forms of final certification).

* + 1. The RUP is developed for the academic year on the basis of students' IUPs and approved by the Academic Council.

The WEP defines the list of disciplines for the academic year and their labor intensity in credits, the order of study, types of classes and forms of control, as well as other types of learning activities.

* + 1. The WEP serves as a basis for scheduling classes and calculating the labor intensity of a teacher's academic work.
		2. The form, structure, procedure for the development and approval of the CED, FTI and WEP are determined by the University independently.
		3. The content of all academic disciplines is determined by the standard curricula programs (SCP) and/or work study programs (syllabuses).

SCPs are developed for the disciplines of the mandatory component of the GED cycle at the undergraduate level.

Working curricula (syllabuses) are developed for all disciplines of the curriculum and approved by the Vice-Rector for Academic Affairs. At the same time, their development for disciplines of compulsory component is based on the SCP, and for disciplines of the component of choice - the university independently.

* 1. **Organization of the training process**
		1. The organization of the educational process during one academic year is based on the academic calendar.
		2. The academic calendar reflects the periods of academic classes, interim and final certification, professional practices and other types of academic work during the academic year, rest days (vacations and vacations).

The academic calendar is approved by the Chairman of the Academic Council on the basis of the decision of the Academic Council and brought to the attention of students and teachers no later than one month before the beginning of the academic year.

* + 1. The 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 certification.
		2. The academic period, depending on the form, has a duration:
* for a semester is 15 weeks;
* for a trimester, 10 weeks;
* for the quarter, seven to eight weeks.
	+ 1. Each academic period concludes with a period of interim assessment attestation of students, the duration of which is not less than 1 week.
		2. During the period of interim certification the final control on all studied disciplines is carried out and taking into account the grades of current academic performance (arithmetic mean of grades on the results of current and end-of-term controls) the final grades on disciplines are deduced.
		3. Planning of theoretical training and intermediate 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 intermediate certification on this discipline.
		4. At credit technology of training independent work of students is divided into two parts: on independent work, which is carried out under the guidance of the teacher (IWST), and on the part that is carried out completely independently (IWS).

IWST is an extracurricular work of students, which is performed by them in contact with the teacher. IWST is not included in the general schedule of classes. IWST includes consultations on the most complex issues of the curriculum, homework, coursework, control of term papers, reports and other types of assignments IWS.

The entirety of the IWS is supported by assignments that require the learner to work independently on a daily basis.

* + 1. The ratio of time between the contact work of the student with the teacher and IWS on all types of learning activities is determined by the University independently. The volume of classroom work is not less than 30% of the amount of

of each discipline.

* + 1. 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.
		2. Professional practice is a mandatory component of the curriculum of higher education. The main types of professional practice are academic, industrial and pre-diploma practice.
		3. When organizing the educational process, it is allowed to introduce professional practice both separately from the academic period and in parallel with the academic period.
		4. The results of professional practice are taken into account when summarizing the results of interim certification.
		5. The duration of practical training is determined in weeks based on the normative time of a student's work on practical training during the week, equal to 30 hours (6 hours per day in a 5-day working week).
		6. The educational program of scientific and pedagogical Master's degree includes two types of practices, which are conducted in parallel with theoretical training or in a separate period:
* pedagogical in the DB cycle - at the university;
* research in the PD cycle - at the place of dissertation fulfillment.
	+ 1. The educational program of the specialized Master's degree program includes

industrial practice in the PD cycle.

* + 1. The final attestation of students is held in the forms established by the State Educational Standards and the university, the duration and timing of which are provided by the academic calendar and IWS EP.
		2. Final certification of Bachelor's degree students is conducted in the form of writing and defense of the diploma work (project). It is allowed instead of defending a thesis (project) to pass two comprehensive examinations on the major disciplines of the educational program at the request of the student.
		3. Final attestation of students in the Master's program is conducted in the form of writing and defense of the Master's thesis (project).
		4. It is allowed to introduce a summer semester (except for the final year) of at least 6 weeks in the academic year to meet the needs for additional training, elimination of academic arrears or differences in curricula, study of academic disciplines and credits in other universities with their mandatory re-crediting in KEnEU, to increase the grade point average (GPA), to master a related or additional educational program, including in the framework of dual degree education.
		5. Liquidation of academic debts or differences in curricula and additional training is carried out on a paid basis.
		6. The final stage of educational process planning is the preparation of the academic timetable. The academic timetable is prepared on the basis of the IWS by the specialists of the Academic Planning Department and approved by the Vice-Rector for Academic Development.
		7. Heads of departments, providing the educational process in all forms of education, are obliged to assign teachers to the disciplines of the department in accordance with the IWS EP for the next academic year until the end of the current academic year.
		8. The academic timetable is prepared for each semester (trimester, quarter), course, OP, academic group, language department, and is communicated to faculty and students.

* + 1. In order to ensure individual trajectory and choice of teachers at credit technology of education, the schedule of classes is made in the context of academic disciplines and teachers.
		2. Training sessions are organized for full-time students - in one or two shifts from 8.30 hours to 20.50 hours, depending on the availability of free classroom fund.
		3. 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.
		4. Planning of teaching load of teaching staff is carried out in academic hours. In this case, the teaching load in classroom classes is calculated on the basis of the norm that 1 academic hour is equal to 50 minutes. The teaching load for other types of academic work is calculated on the basis of time standards established by the university.
		5. During the entire period of study at the University, the student must master the required number of credits determined by the SOSHE and SOSPE.
		6. The academic calendar, the IWS and the average annual teaching load of the teaching staff are approved by the decision of the Academic Council.
	1. **Academic advising**
		1. An inseparable part of the academic process is academic advising or support of students in the process of their study at the University. This task is solved by the Institute of Editorship.
		2. The service of advisors is created at all departments of the University. The activity of advisors is coordinated by the heads of departments. Only qualified teachers of the graduate departments with extensive teaching experience should be appointed as advisors.

The main purpose of the advisors is to assist students in determining their individualized learning trajectory and in registering for courses.

* + 1. The list of editors is approved by the Rector's order on the basis of submissions by the heads of departments.
		2. In the first year of study, advisors not only advise on academic issues, but also help freshmen to adapt to the learning environment, understand the structure of the university, the system of values, the main requirements and peculiarities of the organization of the academic process.
		3. Compiling the RTI and registering for disciplines is a joint effort between the trainee and the enquirer.
		4. In the process of forming the PMI, the adviser should:
* Know the requirements of the EP and the University's policies and procedures;
* help in choosing a learning trajectory and guide the selection of skills, abilities and competencies necessary for the future profession;
* Advise on how to improve the student's personal competitiveness;
* Be available to trainees through office hours and schedule determination

of tenure at the department.

* + 1. When compiling their RTI, the student should:
* get acquainted with the Academic Policy of the University, the Catalog of Elective Disciplines;
* Understand the purpose of the EP, know the graduation requirements for a bachelor's degree;
* Track your learning outcomes, know the number of credits you have completed and the grades you have received;
* comply with the established registration deadlines.
	+ 1. The number of credits included in the FTI of the student must be at least 30 credits, established in the SESA for one academic period.
		2. Students can form their own FTI with fewer credits than it is established for the mastering of the educational program of the corresponding level, in this case, it increases the term of study.
		3. Formed FTI is printed out by the student and signed by the enquirer if there are no comments. Then the enquirer submits the FTI for approval by the head of departments. The approved FTI is registered in the OR and stored in the OR.
	1. **Registration for disciplines**
		1. Training sessions for each discipline and the formation of the schedule are carried out on the basis of registration of students for disciplines.
		2. The learner must register for a certain number of credits as stipulated in the RUP of the EP.
		3. The student when determining an individual trajectory of study within the university component and (or) the component of choice chooses disciplines on the main educational program (Major) and (or) on the additional educational program (Minor).
		4. Registration of the student for the study of academic disciplines is carried out with the methodical and advisory assistance of advisors, teachers of departments.
		5. Registration deadlines are listed on the academic calendar.
		6. Prior to the start of registration, the student must contact advisers to develop their individual trajectory. Adviser advises and explains to students on the choice of disciplines, according to the model curricula and the catalog of elective disciplines.
		7. The basis for access to registration is:
* completion of all prerequisites required for a discipline;
* No financial indebtedness for tuition.
	+ 1. Registration for the summer semester is done at the end of the even-numbered semester.
		2. Academic streams of students are formed on the principle of a sufficient number of students registered for a given discipline.
		3. The maximum required number of registrants for undergraduate disciplines, except for EP disciplines with a small contingent of students, is:
* lectures - up to 80 people (under quarantine conditions up to 30 people);
* practical training - up to 30 people (under quarantine conditions - up to 15 people);
* language, laboratory classes - no more than 10-12 people.
	+ 1. Academic flows of students in the disciplines of EP with a small contingent of students are formed on the principle of registration of all students for one discipline.
		2. In the case if the number of students is less than the minimum established, the discipline is not opened. Learners who registered for the course are warned about this and within 3 days after the end of registration are asked to re-select the discipline.
		3. In the case of registration for this academic discipline of students in the number exceeding the maximum established number, an additional academic stream on this discipline is formed.
		4. Transferred/reinstated students are registered for courses in the COC (OR), immediately after the order is issued.
		5. If a student decides not to take a course for which he/she has registered, without apparent objective reasons, the student cannot be unconditionally transferred to another course.
		6. If a student withdraws from a course after more than half of the classes have been completed, the student does not receive a rating of admission to the final examination in the discipline, credits for the course are not counted.
	1. **Policy on attendance at training sessions and other academic work**
		1. The mandatory requirements of the university for students are:
* classroom attendance;
* timely attendance at the base of professional practice;
* fulfillment of all types of academic assignments and works within the terms established by the University in accordance with the academic calendar, individual study plan, individual work plan of a master student, schedule of professional practice, working training program (syllabus);
* timely submission of the professional practice report for defense, reports on the implementation of individual work plans of master's students;
* timely completion of all types of academic progress control, including master's students' attestation, and final attestation.
	+ 1. KEnEU students are obliged to attend all types of classes in accordance with the approved schedule. Absences without a valid reason, confirmed by documentation, are not allowed.
		2. The following reasons are considered as valid reasons for missing classes, not showing up to the professional practice base in time, not showing up for the exam during the interim certification, defense of the professional practice report, for the final certification:
* illness (personal or minor child), confirmed by a certificate in form 095/y, submitted to the COC within 3 days after discharge from a medical institution;
* death of close relatives (father, mother, grandmother, grandfather, sibling, child, spouse),
* business trip, industrial necessity;
* participation in sports and other events at the national level with the consent of the university administration;
* force majeure circumstances confirmed by documentation.
	+ 1. For good cause:
* approved schedule of classes can be changed at the written request of students after prior agreement with the teacher no later than during the first two weeks of the academic semester.
* is allowed to work off missed classes in the case if the number of absences does not exceed 50% of classes in the discipline. For this purpose, the student submits an appropriate application to the head of the department with supporting documents. The decision to work off is made collegially (the head of the department, the head of the COC, the head of the department of youth policy).

In the case of missing classes, stages of passing the current and boundary control for a valid reason, the student is given the opportunity within the IWST to work off missed classes and get points for control activities. For this purpose, the student, legal representative or relatives of the student must within three days, to inform in writing about this fact with an indication of a valid reason for the head of the department and the first day of attendance at the University, the student presents original documents of the established sample (medical certificates, summonses, and other documents), confirming the reasons for absence.

Head of the Department together with the head of the COC, head of the Department of Youth Policy, within one day considers the application of the student to finalize the points and the submitted documents confirming the presence of a valid reason, the authenticity of the documents is determined, a decision is made to allow or not to allow the finalization of points by the student on the basis of the Academic Policy, Academic Integrity Policy, other internal regulatory documents in accordance with the academic calendar.

In the case of absenteeism, stages of passing the current and boundary control for a valid reason, but without timely informing the head of the department and / or not timely submission of documents confirming the presence of a valid reason, late submission of the statement of the student in the COC, the head of the department recognizes these absences of training sessions and stages of passing the current and boundary control as absences without a valid reason.

* + 1. If the student missed more than 50% of training sessions in the discipline, he automatically receives a grade of "F" - "unsatisfactory" and is not allowed to the final control of the discipline. The student is re-registered to study this discipline in the subsequent or summer semester on a paid basis.
		2. Students who do not attend classes due to illness for more than 5 weeks must inform their advisor and have a trusted person process a medical leave of absence. Otherwise, students are subject to expulsion from the university for violation of academic policy.
		3. In the case of late attendance at the base of professional practice, not appearing at the exam during the interim certification, defense of the report on professional practice for valid reasons, the student, legal representative or relatives of the student must within three working days, to inform in writing about this fact, indicating a valid reason for the head of the department and on the first day of attendance at the University, submit original documents of the established sample (medical certificates, summonses, and other documents), confirming the cause Also on the first day of attendance at the University, the student submits an application to the COC for permission to change the terms of practice, extension of the interim certification, change the date of the defense of the report, to which he attaches documents confirming the presence of a valid reason explaining the following late arrival at the base of professional practice, failure to attend the examination during the interim certification, defense of the professional practice report.
		4. The head of the department with the head of the COC, head of the Youth Policy Department within one day considers the student's application for permission to change the terms of practice, extension of interim certification, change the date of defense of the report on professional practice and the submitted documents confirming the presence of a valid reason, determines the authenticity of the documents, makes a decision on satisfaction or dissatisfaction of the student's application on the basis of the Academic Policy, the Policy of Academic Integrity, and other internal documents.
		5. In the case of late attendance at the base of professional practice, not appearing at the examination during the interim certification, defense of the report on professional practice for a valid reason, but without timely informing the head of the department and / or not timely submission of documents confirming the presence of a valid reason, the late submission of the statement of the student in the COC, the head of the department recognizes the student's failure to attend these training activities as a failure to attend without a valid reason.
		6. Changing the terms of professional practice of students, the date of defense of the report on professional practice without a valid reason without taking into account the terms of the academic period in accordance with the academic calendar is not allowed.
		7. Extension of interim certification deadlines without a valid reason is not allowed.
		8. In case of non-appearance at the final attestation student, legal representative or relatives of the student must not later than the day of the exam or defense of the thesis (project), master's thesis (project), to inform in writing about this fact with an indication of a valid reason for the chairman of the Commission on final attestation and the first day of appearance at the University, to submit original documents of the established sample (medical certificates, summonses, and other documents), confirming the reasons for absence. Also on the first day of attendance at the University, the student submits an application to the COC in the name of the chairman of the Commission on final attestation on the authorization to change the timing of final attestation, which attaches documents confirming the presence of a valid reason explaining the non-appearance at the final attestation.
		9. The Chairman of the Commission on Final Attestation within one day considers the application of the student to change the terms of final attestation and the submitted documents confirming the presence of a valid reason, determines the authenticity of the documents, makes a decision on the satisfaction or dissatisfaction of the application of the student on the basis of Academic Policy, Academic Integrity Policy, other internal regulatory and legal documents in accordance with the period of final attestation on the academic calendar.
		10. In the case of non-appearance at the final attestation for a valid reason, but without timely informing the chairman of the Commission on final attestation and / or not timely submission of documents confirming the presence of a valid reason, untimely submission of a statement, the student in the COC chairman of the Commission on final attestation, recognizes non-appearance at the final attestation as a non-appearance without a valid reason.
		11. Changing the terms of final certification without a valid reason, without the approval of the chairman of the commission on final attestation, and outside the terms established by the academic calendar, is not allowed.
		12. The participation of students in the social life of the University is considered by the head of the department individually with the issuance of the appropriate order on the validity of the reason for absence from classes, stages of passing the current and boundary control.
		13. In the case of provision of false documents by the student, indicating the presence of valid reasons, including medical certificates and other documents, the student is subject to disciplinary measures in accordance with the Policy of Academic Integrity up to expulsion from the University.
	1. **Rules for organizing training with the use of DET**
		1. The academic policy of the University supports the active use of innovative teaching methods and the integration of e-learning tools into the academic process in order to equip students with the skills of independent work and obtain additional competencies.
		2. The purpose of application of distance education technologies (DET) in KEnEU is to expand the access of different categories of population to educational technologies and educational content according to the trends of development of modern information society, individualization of learning in order to ensure the quality of education.
		3. Distance education technologies can be used at the University, both in full and partially in the implementation of educational programs of any level in all forms of education and their combination, in the conduct of any types of classes, practices, current control, interim and final certification of students.
		4. When implementing educational programs with the use of DET, the University provides access of students and trainees, regardless of their location, to the electronic information and educational environment, including electronic information and educational resources, a set of information and telecommunication technologies.
		5. A prerequisite for the organization of the educational process on DRT is the availability of the university:
* information and educational portal with pages containing educational and methodological, organizational and administrative information for students;
* equipment with access to the telecommunication network (Internet, satellite TV);
* multimedia classroom and electronic reading room;
* educational content (own and/or purchased) on CD, DVD disks;
* of the testing facility;
* Networked learning management systems;
* Learning content management systems.
	+ 1. DOTs apply to:
* students who have a conclusion of the medical advisory commission on the state of health;
* participants of international, national, training camps, sports competitions, intellectual and creative contests and festivals on period of participation;
* to the students of the higher education institution of higher education not more than the volume established by these Rules on the certain list of directions of personnel training.
* all students of KEnEU during the pandemic declared by the World Health Organization, based on the resolution of the Chief State Sanitary Doctor of the Republic of Kazakhstan;
* all students of the university in conditions of quarantine, state of emergency and other force majeure situations.
	+ 1. DET is also applied to non-formal, additional education, retraining and professional development, including in foreign languages.
		2. The realization of the educational process is carried out by means of the distance educational system (DES).
		3. Distance learning system is a software package designed to develop e-courses and organize e-learning, which is a component of the University's virtual educational environment.
		4. The learning process at the University is carried out using distance learning systems "Elsyma", "Moodle" and other systems.
		5. Admission to training with the use of distance education technologies is carried out on the basis of the Model rules of admission to training in educational organizations implementing educational programs of higher and postgraduate education, approved by the order of the Minister of Education and Science of the Republic of Kazakhstan on October 31, 2018 No. 600 (as amended and supplemented).
		6. Persons who have expressed a desire to study on DET write an application in free form to the rector of the university with a motivated justification for the possibility of using DET. Applications of students are considered by the rector within five working days from the moment of submission.
		7. If the issue is solved positively, the order of the Rector of the University on the use of DET of students is issued within three working days. The order is accompanied by:
* learners' statements;
* individual training plans of students.
	+ 1. The process of learning with the use of DET is carried out in accordance with the Rules of organization of educational process with the use of distance education technologies in KEnEU.
		2. Within three working days, the University familiarizes students with the plan and schedule of the educational process, applied in the process of training on DET and conducts introductory classes to explain the principles and capabilities of DET, as well as issued a user manual DET.
		3. After enrollment in training with the use of DET the student is formed a personal account, login and password, the necessary educational and methodological materials, focused mainly on independent study and provided with network access to them
		4. All types of learning activities are carried out by means of communication of the tutor with the student using telecommunication means or direct contact in the educational organization (on the initiative of the student) and independent work of the student with the means of education (educational-methodical complex, additional literature).
		5. Training sessions are conducted in "on-line", "off-line" modes.
* on-line training sessions envisage the process of educational interaction in real- time mode with the use of digital technologies (webinars, videoconference, via Internet messaging);
* off-line training sessions provide for the process of educational interaction, in which the communication between the teacher and the learner takes place asynchronously (e-mail, work of the learner with the textbook on the task of the teacher with the subsequent passing of the boundary and (or) final control, etc.).
	+ 1. Independent work of the student under the guidance of the teacher-tutor includes interactive consultations on all educational materials of the discipline (through chat, forum, online classes) and independent study of theoretical material by the student.
		2. Consultations in the implementation of educational training programs with the use of DET can be conducted in various forms: remote individual (reviews of written work, by phone, e-mail, chat, forum, online consultations); face-to-face individual (on the initiative of the student); remote group (via chat, etc.).
		3. Current control of progress and interim attestation of students on DET is carried out in accordance with the working curriculum, academic calendar and working educational programs
		4. Current control of academic progress and interim attestation is carried out by means of:
* direct communication of learner and instructor in on-line with the use of telecommunication means;
* automated testing systems;
* checking written individual assignments (in case technology).
	+ 1. The results of the current control of progress and interim attestation of students are recorded in the information system, protected from unauthorized access and falsification through the use of electronic methods of access restriction and independent evaluation.
		2. The student is allowed to intermediate certification in the discipline after the implementation and passing of all control activities established by the working curriculum.
		3. Interim and final attestation of students on DET is carried out in accordance with the rules of current control of academic progress, interim attestation of students (Section 6 of this academic policy).
		4. In case of academic debts at the end of academic periods, the student is obliged to pass the examination procedure in the summer semester. In order to eliminate the academic debts of students studying with the use of DET, as well as to meet the need for accelerated learning is organized summer semester.
		5. The procedure of passing academic debts in the summer semester involves the performance of tasks of disciplines in the distance format and passing examinations on disciplines of academic debts according to the terms of the organization of the summer semester. The results of examinations on the disciplines mastered during the summer semester are taken into account in the transferable grade point average (GPA). All grades received by the student in the disciplines studied are reflected on the transcript.
		6. Control over compliance with the rules of certification using DET is carried out by an authorized employee of the CDC.
		7. Distance learning educational technology can be

is used by the University in the event that the educational process cannot be organised due to the introduction of the state of emergency in the Republic of Kazakhstan, emergency situation, quarantine due to high morbidity of students, etc.

**Academic policy**

3.7.30 When implementing educational programmes with the use of DOT for the reasons specified in clause 3.6.29 the absence of classroom training is allowed and the place of educational activities is the University's distance learning system, regardless of the location of students;

3.7.31 The organisation of the educational process in the conditions specified in clause 3.6.29, namely the conduct of training, laboratory and practical classes, current control, interim and final certification, defence of professional practice reports is implemented through Internet classes, webinars, on-line assignments, skype sessions, sending assignments by e-mail, cloud services, etc. in accordance with the approved schedule. Classes are held in the amount of hours envisaged by the curriculum.

* 1. **Organisation of the summer term**
		1. To meet the needs for additional training, elimination of academic arrears or differences in curricula (except for the final year), study in coordination with other universities of academic disciplines and the mastering of credits by students with the mandatory re-credit in their university is held summer term of at least 6 weeks.
		2. The summer term is conducted on a fee-paying basis within the time frame defined by the University's Academic Calendar.
		3. During the summer term, the learner is entitled to study a maximum of 2 credits per week.
		4. The summer term is not organized for final year students.
		5. The following categories of students are allowed to register for the disciplines of the summer term:
			+ who have not earned a transfer grade in order to improve their grade point average (GPA);
			+ participants in academic mobility programs;
			+ students who have academic debts on disciplines of previous academic periods;
			+ students studying on international programs, double degree programs (free of charge);
			+ students transferred from other universities, transferred from one educational program to another within KEnEU, who have academic debts due to the difference of disciplines of the working curriculum;
			+ students from other universities who wish to take University courses with a transcript;
			+ students who are studying on the basis of a contract for reimbursable services and who plan to accelerate the process of studying at the University to the minimum permissible period of time.
		6. Registration for the Summer Term is conducted annually according to the deadlines set by the Academic Calendar.
	2. **Teaching load of students**
		1. The study load is measured by the time required by a student to study an academic discipline, module or the entire educational program and is necessary to achieve the established learning outcomes of the educational program.
		2. The study load includes all learning activities of the student - lectures, seminars, coursework (projects), practical and laboratory work, studio classes, practice at work (dual training), professional practice, scientific or professional internship, scientific research work (experimental-research work), thesis (project), master's thesis (project), independent work, including under the guidance of a teacher.
		3. The study load of students is determined by the number of academic credits. One academic credit is equal to 30 academic hours for all types of academic work of the student. One academic hour for all types of academic work is equal to 50 minutes.
		4. The full course load of one academic year is at least 60 academic credits or 1800 academic hours.
		5. The study load specified in 3.8.4 represents a typical study load. Students master a smaller or larger number of academic credits per semester. For individual categories of students, depending on the form and technology of study, the actual time to achieve the learning outcomes may differ and is calculated by the University independently.
1. **EDUCATIONAL PROGRAMME POLICY**
	1. **General Provisions**
		1. Educational programs at the university are developed and implemented in accordance with the mission and development strategy, based on the Quality Assurance Policy of the university.
		2. In order to develop and update the OP, the University has Committees for the Development of Educational Programs (hereinafter - CDEP), the work of which is regulated by the Regulations on the Committee for the Development of Educational Programs, dated 29.08.2019.
		3. CDEP plans and develops EP in accordance with the interests of stakeholders based on the principles of systematicity, competence-based approach, structured planned learning outcomes, integrativity, student-centredness.
		4. EPs are developed in line with the National Qualifications Framework, Sector Skills Framework and professional standards and are learner outcome orientated.
		5. Learning outcomes are defined on the basis of the Dublin Descriptors of the respective level of education (Bachelor's, Master's, Doctoral) and expressed through competences:
			* Knowledge and understanding in the field of study;
			* application of knowledge and understanding: at the professional level - to solve professional problems in the field of study, in educational activities - of facts, phenomena, theories and complex dependencies between them in the field of study and to solve educational and practical problems;
			* judgement formation;
			* learning skills;
			* communication skills.
		6. Learning outcomes are formed both at the level of the whole program and at the level of the module, individual discipline, using Bloom's Taxonomy.
		7. The formation of the educational program begins with the definition of the purpose, objectives of the educational program, the list of general and professional competences from the definition of the list of modules and disciplines of cycles DB and PD.
		8. EPs of all levels of training are built according to the modular principle. The EP includes general, special, additional and interdisciplinary modules, which are represented by compulsory and elective disciplines of general education, basic, profile cycles, additional training.
		9. The main principles of modular learning are:
			* systematic approach к construction structure educational program, a particular discipline and the definition of their content;
			* structuring knowledge into discrete elements and an explicit approach of co-operation between the trainers and the learners;
			* Ensuring that all types of learning activities within and between each module are methodologically well aligned;
			* flexibility of the structure of the modular course design and the educational program themselves;
			* effective control of students' knowledge, dispersal of control activities throughout the semester;
			* the possibility of realising the methodological principles of developmental learning, which creates prerequisites for the creative activity of students.
		10. EPs are subject to peer review (internal and external).
		11. The purpose of the expert evaluation of the EP is to determine the degree of achievability of its learning outcomes and to establish the conformity of the EP to the declared direction of training of personnel with higher and postgraduate education.
		12. Internal evaluation is a critical analysis and examination of the developed programs with the participation of employers for the use of educational technologies adequate to the objectives and planned results, including methods of assessment of students' achievements, as well as assessment of the relevance and modernity of the EP.
		13. The result of the internal evaluation is the expert opinion of practitioners and invited experts from leading universities.
		14. Based on the results of the expert review, the EP passport is formed for entering the EP into the Register of EPs of higher and postgraduate education (information system).

"A Common Platform for Higher Education").

* + 1. External evaluation is carried out through such procedures as accreditation, certification, independent examination of EPs at inclusion in the Register of educational programs of higher and postgraduate education of the Ministry of Education and Science of the Republic of Kazakhstan, etc.
		2. Register of educational program - an information system that includes a list of educational programs developed by higher education institutions of the Republic of Kazakhstan
		3. Inclusion of educational program in the Register is carried out in 4 stages:
			- submission of the HEI's application to enter an educational program into the Register;
			- verification of correctness of filling in the Application;
			- Expertise of the EP Passport;
			- entering the Passport of the educational program into the Register.
		4. The independent accreditation procedure is carried out in accordance with specialized accreditation standards developed by accreditation bodies.
		5. The process of accreditation of educational programs includes the following consecutive stages:
			- submission of an application for specialized accreditation to the selected accreditation

body;

* + - * conclusion of a contract with the agency for specialized accreditation and granting the

status of a candidate for accreditation;

* + - * organization of a training seminar with participation of the accreditation body to explain the criteria and procedure of specialized accreditation;
			* self-assessment of the HEI's activity with indication of current achievements, shortcomings in the HEI's activity and educational programs, as well as determination of further prospects according to the requirements set by the accreditation body;
			* preparation of the self-assessment report and its submission to the accreditation body;
			* elaboration of a development plan for the educational program.
		1. The possibility of opening new educational programs of higher and postgraduate education is defined by the Charter of the University.
		2. The decision to open new educational programs may be based on the following factors:
			- results of marketing research of the regional labor market;
			- requirements of potential employers;
			- the results of demand for educational services on the part of applicants and their parents.
		3. The graduating department should or can initiate the opening of new educational programs.
	1. **Structure and content of educational programs**
		1. The main EP (Major) of the Bachelor's degree contains:
			+ theoretical training and professional practice.
			+ additional types of training;
			+ final certification.
		2. Academic disciplines and professional practices are grouped into cycles of general education disciplines (GED), basic disciplines (BD) and profiling disciplines (PD). The GEC cycle includes disciplines of compulsory component (CC), university component (UC) and/or elective component (EC). The DB and PD cycles include disciplines of UC and AC
		3. At KISEEU, the additional EP (Minor) consists of 3 (three) WC disciplines of the DB cycle and one WC discipline of the PD cycle of 5 academic credits each, combined into a single module.
		4. The volume of the disciplines of the higher education EP BC and CC cycles of GED, BD, PD is from 5 to 10 academic credits, in exceptional cases 3, 4 credits are allowed.
		5. The postgraduate component includes:
			+ theoretical training, including the study of cycles of basic and specialized disciplines;
			+ practical training of Master's students: various types of practical training, professional internships;
			+ research work, involving fulfilment Master's thesis/project;
			+ experimental research work, including fulfilment of a Master's project;
			+ final certification.
		6. The volume of disciplines of the EP of postgraduate education UC and CC of the BD cycle is determined in accordance with the State Educational Standards, the PD cycle is 3 or more academic credits.
		7. In order to inform students about the content of elective disciplines for each OP of higher and postgraduate education is developed Catalogue of Elective Disciplines (CED), which is a structural element of the EP. The Catalogue of Elective Disciplines (CED) includes all disciplines of GEC cycles of GED, DB and PD.
		8. CED provides an opportunity for alternative choice of elective disciplines to form an individual educational trajectory.
		9. The design of the EP is carried out in the following sequence:
			+ formulation of the purpose of the educational program;
			+ development of qualification characteristics of a graduate;
			+ development of graduate competences;
			+ formation of modules, disciplines included in them;
			+ development of a map of correspondence between pre- and post-requisites of disciplines;
			+ development of the content of the educational program (theoretical training, additional types of training, final certification).
		10. Qualification characteristics graduate represents a structured description of the planned professional activity of an EP graduate and includes the sphere of professional activity, objects of professional activity, subjects of professional activity, types of professional activity, as well as key competences (universal competences, general professional competences, professional competences).
		11. On the basis of the qualification characteristics of the graduate the design of EP modules is carried out.
		12. The allocation of modules and components to courses and semesters is carried out with due regard to maintaining the logical sequence of their study.
		13. In the variable part of the program components of elective modules are developed to create the possibility for the student to flexibly and independently determine an individual learning path. The list of components of elective modules is determined on the basis of proposals of the graduating department in accordance with the projected results of mastering the educational program and competencies of the graduate.
		14. Types of professional practices, diploma theses and master's/doctoral dissertations are included in the relevant modules of the educational program depending on the interrelation of objectives with academic disciplines. At the same time, each type of professional practice should belong to different modules.
		15. The volume of one module is determined by the developers of the educational program independently and includes two or more academic disciplines or in combination of one or more disciplines with other types of academic work.
		16. The process of studying educational disciplines on modular program in each academic period should provide for intermediate or final control of the level of knowledge of students.
		17. The following can be used as assessment tools for achieving the competences stated in the module: control questions and standard assignments for practical classes, laboratory and control works, colloquiums, exams; tests and computer testing program; sample topics of coursework/projects, essays, as well as other forms of control, allowing to assess the levels of educational achievements and the degree of competences formation.
		18. The final control is conducted in the form of either a comprehensive examination for all disciplines of the module, or for each discipline separately.
		19. In the case of a comprehensive examination in the program of final control includes questions on all disciplines of the module. According to the results of the comprehensive examination, the mark is given for the module as a whole and for each discipline included in it separately.
		20. If a student has an unsatisfactory grade on the module positive marks for individual disciplines included in it are not counted.
		21. Completion of all types of work and obtaining positive grades in each discipline of the module is the basis for the award of academic credits.
		22. For each module a form is developed, which is a document containing the module name and code, name of the lecturer responsible for the module, module type (general compulsory module / specialization module, etc.), module level (BA/MA), number of credits, number of hours per week, form of study, semester, number of students, module prerequisites, module content, module results of study, form of final control, conditions for obtaining credits, module duration, literature, date of update.
		23. Formation of the content of the educational program is based on the curriculum of the modular educational program. It shows the logical sequence of mastering the cycles of the program. The volume of modules of disciplines, practices in academic credits, as well as their total and classroom labor intensity in hours is specified.
		24. In order to inform students about the content of elective disciplines for each EP of higher and postgraduate education is developed Catalogue of Elective Disciplines (CED), which is a structural element of the EP. The Catalogue of Elective Disciplines (CED) includes all disciplines of AC and AC cycles of GED, DB and PD.
		25. The content of academic disciplines, forms of organization of the educational process are determined by the standard curricula of the disciplines of the GED cycle and working curricula (syllabuses) of disciplines.
		26. Working study programs (syllabuses) are developed for all disciplines of the educational program by the lecturer conducting lecture classes and approved by the University UMC.
		27. The working curriculum should reflect the latest achievements of science, technology, culture and other spheres of social activity related to the discipline; the priority of those or other sections and issues of the program related to the peculiarities of the region, the republic, the area of scientific interests of the department and the authors.
		28. The teacher who has not placed the approved working curriculum (syllabus) of the discipline in the electronic library of the University is not allowed to conduct a training session. At each training session the teacher must have an approved working curriculum (syllabus) of the discipline.
		29. To implement the educational program, teachers develop teaching and learning materials (textbooks, teaching aids, teaching and methodological complexes of disciplines, teaching aids, methodological guidelines and recommendations, lecture courses, tests, electronic educational publications, etc.).
		30. Teaching and educational and methodical materials are developed by the teaching staff in accordance with the approved individual plans of the teacher, Work Plans of the departments, Plans for the publication of teaching and educational and methodical literature.
		31. The Head of the Department is responsible for the provision of students with working curricula (syllabuses) of disciplines, educational-methodical complexes, curricula of practical training, methodological recommendations for professional practice, methodological recommendations for the implementation of theses (projects), master's theses (projects), etc. before the beginning of the academic year.
	2. **Management of the educational programme**
		1. The educational program is managed at academic and administrative level.
		2. At the level of an individual educational program, academic governance is represented by: the head of the EP and the committee for the development of the educational program.
		3. The administrative management of the educational program is carried out by the department where it is implemented.
		4. The administrative management functions of the EP include:
			+ organization and management of logistical and infrastructural support of the EP,
			+ information and educational and methodological support of the EP in terms of providing access to information, library and other general resources of the department,
			+ participation in the recruitment of departmental staff.
		5. Academic management of an individual educational program is carried out by the head of the EP and the educational program development committee.
		6. The objectives of the academic governance of the EP are:
			+ organization of collegial development of the educational program, namely: curricula of MEPs; competencies and list of key learning outcomes; methodological and information support of the educational process of the educational program, including program of academic disciplines (modules), professional practices;
			+ participation in the collegial development of the educational program;
			+ quality control of the work of EP teachers.
			+ analyzing and introducing the best experience of world and national education in the content and technology of the EP implementation.
			+ Co-ordinating outreach to potential applicants to the EP.
			+ interaction with research units of research work, practice of students of the educational program.
			+ interaction with employers and graduates of the program to clarify the requirements to graduate competences and to assess the selected technologies of the program implementation and the quality of graduate training.
			+ preparation of the educational program for various quality assessment procedures (including accreditation, certification, expertise), organization of self-evaluation of the educational program.
	3. **Audit of educational programs**
		1. The audit of educational programs is carried out in order to organize monitoring of the content of the University's educational programs and is carried out on educational programs at all levels of study: bachelor's and master's degrees. The audit of educational programs is conducted annually.
		2. The purpose of the audit is to update (update) existing programs and/or create new programs so that the components of the educational program and their content contribute to the training of high-level specialists possessing a set of competencies required by the employer.
		3. The educational program may be updated annually in terms of all components, except for the mission (objectives) and the main planned educational outcomes.
		4. The basis for updating the educational program may be:
			+ Initiative and proposals of the Committee for the development of educational programs and/or program teachers;
			+ the results of quality assessment of the educational program;
			+ objective changes in infrastructural, personnel and/or other resource conditions for the implementation of the educational program.

Updates are reflected in the relevant structural elements of the educational program (curriculum of the modular educational program,

competences, work programs of academic disciplines, practice programs, etc.).

* + 1. Modernization of an educational program implies a more significant change in its content and conditions of implementation than in the case of planned renewal, and may also affect the goals, mission, planned educational outcomes of the educational program. A change in the type of educational program also refers to modernization. A special case of modernization of an educational program is the inclusion of new learning pathways in it.
		2. Modernization of the educational program can be carried out:
			- on the initiative of the department or university management, in case of unsatisfactory conclusions about its quality as a result of self-inspection or analysis of the dynamics of enrolment of students;
			- on the initiative of the Educational Program Development Committee when there is no enrolment of applicants;
			- if there are conclusions about insufficiently high quality of the educational program based on the results of various quality assessment procedures;
			- at the initiative of developers in order to take into account the changes that have occurred in the scientific professional field in which the EP is implemented, as well as changes in the educational services market or labor market.
		3. Representatives of key employers and experts external to the educational program should be involved in the modernization of educational programs.
		4. Re-approval of educational programs takes place on the initiative of the developers or the department that implements the educational program, in case of its significant update. A significant update of the educational program composition (composition of disciplines, practices and their labor intensity) is considered to be more than 50%.
		5. Key requirements for the work of the members of the CROP, heads of departments on educational and methodological support of the EP:
			- a clear vision of the graduate model of the educational program/specialty;
			- defining the list of qualifications that should be possessed by the teacher of each discipline/course of the EP;
			- a clear understanding of what textbooks and teaching materials will be used in the process of studying EP disciplines;
			- 100% readiness of the teaching staff for the beginning of the academic term to teach a specific discipline: syllabuses with detailed description of the course, methods and criteria of assessment, types and forms of knowledge control, students' responsibilities and behavioral requirements; new cases based on the Kazakhstani economy and the needs of society, examination materials for interim and final assessment of mastering the discipline;
			- 100% of the disciplines of each semester of the EP are provided with qualified teachers who fulfil a given set of qualifications, to the maximum extent possible within the University.
	1. **Closure of educational programs**
		1. An educational program may be excluded from the list of educational programs implemented by the University:
			+ on the initiative of the faculty, upon refusal to implement it;
			+ on the initiative of the University in case of lack of enrolment of applicants to the educational program for 2 years;
			+ in case of transformation of two or more educational programs into one; in this case, the united educational program is developed and approved as a new one, and the enrolment of applicants to the previously existing separate educational programs is stopped, upon completion of the last year of study of the already admitted students, the educational program is excluded from the list of educational programs implemented by the university;
			+ at the initiative of the university, if as a result of any of the procedures of external or internal assessment of the quality of the EP the conclusions on the low quality of the implemented EP were received.
		2. The decision to exclude an educational program from the number of implemented EPs is made by the Academic Council of the University.
		3. In case of refusal to implement an educational program on the initiative of the faculty, the decision of the Faculty Council is taken to submit the issue of termination of admission to this program to the Academic Council of the University. In the case of a positive decision of the Academic Council of the University, the enrolment of applicants is terminated for this program, it is not included in the new Admission Rules, and upon completion of the last year of students already admitted to the program, the program is excluded from the list of educational programs implemented by the University.
1. **RULES OF TRANSFER, REINSTATEMENT, EXPULSION OF STUDENTS. ACADEMIC LEAVE**
	1. **General Provisions**
	2. A student has the right to transfer from KEnEU to another HEI, from another HEI to KIHEU, from one educational program to another within the University, from one form of education to another, from one language department to another.
	3. Learners include:
2. students of the university, mastering educational programs of higher education - bachelor's degree;
3. Master's students of the university, mastering educational programs of postgraduate education in the Master's program.
	1. The prerequisites for transfers and reinstatements are:
		* completion by the student of the first academic period of the mastered program according to the individual curriculum;
		* a certificate of the Unified National Testing (UNT) with a score not lower than the established threshold score.

Transfer and reinstatement of students is carried out during winter and summer holidays.

* 1. The student is reinstated to any university regardless of the terms of expulsion upon reinstatement.
	2. When transferring a student, his/her direction of training, profile of the educational program, academic achievements, as well as cases of violation of academic honesty are taken into account.
	3. In case of transfer or reinstatement, a commission shall be established for the re- crediting of learning outcomes. The commission must include the head of the department, the educational program adviser, as well as the most qualified teachers providing the educational process of the educational program.

5.6 Transfer of a student from groups of educational programs of higher education, requiring creative training to other groups of educational programs is carried out in the presence of a certificate of unified national testing with a score not lower than the established threshold score in accordance with the Standard Rules for admission to training in educational institutions implementing educational programs of higher and postgraduate education.

* 1. **Procedure of transfer from another higher education institution to the University**
		1. Transfer of students from other universities to the University is carried out both on the basis of the Contract of Paid Services, and with the state grant awarded to the student (if any).
		2. The student submits an application for transfer to the Rector of the HEI where he/she is studying and, having received a written consent to the transfer, sealed, applies to the Rector of KEnEU.

The application for transfer to the Rector of KEnEU shall be enclosed:

* + - * an official transcript signed and stamped by the head of the institution where the student is studying at the time of transfer;
			* A copy of the UNT/CT certificate;

-copy of the educational grant holder's certificate (if available);

* + - * application for transfer to the head of the university where he/she studied (with the head's signature and stamp).
		1. The application and attached documents shall be submitted to the Student Service Centre (hereinafter - SSC) of the University.
		2. After the registration of the application the student is given a receipt of acceptance of documents for consideration of transfer and informs the time of repeated application for familiarization with the decision. The receipt indicates the registration number and date of receipt of the application, surname, name, patronymic (if any) of the person who accepted the application and the time of receipt of the package of documents.
		3. When transferring a learner from an overseas educational organization, it shall be submitted:
			- document on the mastered study programs (academic transcript or transcript);
			- document on completion of the previous level of education, which must undergo the nostrification procedure in the Republic of Kazakhstan in accordance with the procedure established by the Rules of recognition and nostrification of documents on education, approved by the order of the Ministry of Education and Science of the Republic of Kazakhstan.
		4. Students' applications for transfer are considered during the summer and winter holidays.
		5. Commission on the basis of the documents submitted:

-conductsre-crediting of the credits taken in accordance with educational program;

* + - * determines the academic difference of disciplines in the curricula and according to the mastered prerequisites;
			* establishes a course of study;
			* approves the individual learning plan (ILP) of the student in which the terms of study of disciplines of academic difference and discipline of the current academic year are indicated.
		1. In case of refusal to satisfy the application, the department chair puts the reason for the refusal in writing and submits it to the COC together with the package of documents. The final decision to deny transfer or reinstatement is made by the Vice-Rector for Academic Development.
		2. Re-crediting of mastered disciplines is carried out on the basis of comparison of educational programs, content of the list of mastered disciplines, their volume, final learning outcomes.
		3. Academic differences in the disciplines of the working curricula are determined on the basis of the list of disciplines studied, their programs and volumes in academic hours or credits reflected in the transcript or academic reference.
		4. To eliminate the academic difference in the disciplines of the working curriculum student is enrolled in these disciplines, attends during the academic period all types of classes, passes all types of current control, gets admission to the final control.
		5. If the disciplines of the 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 term and, accordingly, the individual study plan does not include the post-requisites of this discipline.
		6. The order and terms of elimination of academic differences in disciplines of curricula are formalized by the order of the COC and are included in the individual study program learner's curriculum.
		7. The academic difference in the disciplines of the working curriculum, not eliminated in the academic period of the current academic year and/or in the summer term, is further accounted as an academic debt.
		8. On the basis of the visa of the Vice-Rector for AR the Rector's order on the transfer of the student to KEnEU is issued.
		9. A student transferring from another university who has academic debts or academic difference of more than 15 credits will not be admitted to the graduation course.
		10. It is allowed to transfer Master's students of the profile direction (with a study period of 1.5 years) to Master's program of scientific and pedagogical direction after the first year.
		11. The transfer of a student on an educational grant to a lower course (in case of failure to master prerequisites) is possible only on a paid basis.
	1. **Rules and procedure of transfer from KEnEU to another university**
		1. The student may transfer to another HEI on condition of successful completion of the first academic period of the program in accordance with the approved individual study plan.
		2. A student wishing to transfer from KEnEU to another HEI must obtain written consent for the transfer.

For this purpose, it is necessary:

* + - * submit a free-form application to the COC for transfer to the Rector. Applications are accepted and registered in the journal;
			* get a visa, accounting, library and turn in your application to the COC;
			* in the Student Service Centre, the specialist signs this application with the Head of the Department, Vice-Rector for Academic Development, and seals it with the university seal;
			* the application shall be submitted to the Rector for consideration.
		1. If the decision is favorable, the student at the COC will receive:
			- original application signed and stamped by the Rector;

-Official transcript with the visa of the supervising vice chancellor;

* + - * copy of the certificate of the state educational grant holder (if any).
		1. Upon receipt of a request from the HEI to which the student is transferred to send his/her personal file, an order is issued to expel the student from KEnEU due to transfer to another HEI.
		2. Master's students can be transferred to another HEI only on the basis of the Contract of Paid Services.
	1. **Intra-university transfer (form, educational program, language department)**
		1. The transfer of students from one educational program to another is carried out only on a contractual basis, accompanied by the introduction of appropriate changes to the contract and executed by the order of the head of the university.
		2. The transfer of a student from one educational program to another within the university is carried out according to the following procedure:
			+ the student submits an application for transfer to the Rector. The application is accompanied by an academic transcript;
			+ applications are accepted and registered in the journal;
			+ the commission determines the difference of disciplines in curricula and in accordance with the mastered prerequisites establishes the course of study, carries out the re-crediting of mastered credits in accordance with the educational program and approves the individual study plan of the student in coordination with the registration department.
			+ in accordance with the visas of the head of the department of the receiving party and the head of the department from where the student is transferred, the vice-rector for AR and the rector of the university, the student's office issues an order on the transfer of the student from one educational program to another.
		3. When transferring a learner from one language department to another, the holders of the state educational grant have the right to transfer without loss of the state grant.
		4. A student on the state educational grant, who has a conclusion of the medical advisory commission (MAC) on the prohibition to study on this educational program, as a result of the disease acquired during the period of training, is transferred from one educational program to another on the available vacant place on the educational grant.
	2. **Transfer from course to course**
		1. 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 Term) and the average grade point average (GPA). The transfer of students from one course to another is formalized by the Rector's order.
		2. A mandatory condition for transferring a student from one course to another is that they achieve a grade point average (GPA) not lower than the transfer grade established in KEnEU.
		3. GPA values for transfer from course to course for the next academic year for all levels of education and educational program are approved annually by the Academic Council of the University.
		4. Students who are transferred to the next course of study, in case of academic arrears must re-study the relevant disciplines on a fee basis and pass examinations on them.
		5. A student on an educational grant who has reached the established transfer grade and transferred to the next course, in the presence of academic debts eliminates it on a paid basis, while retaining the educational grant.
		6. Courses may be repeated in subsequent semesters, including the summer term, subject to the maximum credits per semester requirement.
		7. Students who do not achieve a grade point average (GPA) at the end of the academic year, including the summer term, are retained for a second year of study.
		8. The 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 forfeit the state educational grant.
		9. A fee-paying student who has financial arrears of tuition fees are not transferred from one course to another.
	3. **Reinstatement**
		1. Students have the right to be reinstated to the University for any form of education, for any educational program regardless of the terms of expulsion upon reinstatement.
		2. Reinstatement to the number of students is only on a contractual basis for the respective course of study.
		3. A mandatory condition for the reinstatement of the student is the full completion of the first academic period in accordance with the individual study plan or the working curriculum of the OP.
		4. The number of credits, mastered by the student before the moment of expulsion, is counted by the University in full, subject to the availability of these academic disciplines in the educational program.
		5. When students are reinstated, the course of study is determined by taking into account the prerequisites.
		6. Re-crediting of mastered credits is carried out on the basis of comparison of educational program, content of the list of mastered disciplines, their volumes, acquired knowledge, abilities, skills and competences, as well as learning outcomes.
		7. The determining condition for the reinstatement of a student is the possibility of successful continuation of education.
		8. Students called up for military service in the Armed Forces of the Republic of Kazakhstan during the period of study are reinstated to the appropriate course of study. In this case, the head of the department determines the list of prerequisites required to pass in the current academic year.
		9. Reinstatement to the number of students of persons previously expelled from the University or from another higher education institution is made on the basis of the student's application during the winter and summer holidays as follows:
			+ the student submits an application for reinstatement to the Rector of the University.

Applications are accepted and recorded in a log book;

* + - * in the statement of the student, the head of the department must necessarily write the date and number of the order of expulsion of the student;
			* a transcript or academic certificate of the established sample (original) on completed academic disciplines (if the student is reinstated from another university) is attached to the application;
			* the head of the department and the educational program's adviser on the basis of the submitted documents determines the difference of disciplines in the curricula and in accordance with the mastered prerequisites establishes the course of study, carries out re-crediting of the mastered credits in accordance with the educational program and approves the individual study plan of the student in coordination with the registration department;
			* in accordance with the visas of the Head of Department, Vice-Rector for AR, an order on reinstatement of the student is issued.
		1. A student who was expelled due to failure to attend the final attestation or as having received a grade "unsatisfactory" (F, Fx) on the results of final attestation is reinstated to the final course on the typical curriculum of the OP, in force at the time of reinstatement. In the case of an academic difference of not more than 15 academic credits, the student is restored to the last

academic period (semester) of the difference. If there is an academic difference of more than 15 academic credits, the student is restored to the last course of study. In the absence of an academic difference student is restored to the final certification.

* + 1. The student on a fee basis, expelled for non-payment of tuition fees, in the case of payment of arrears of payment are reinstated within four weeks from the date of expulsion. Reinstatement is based on the application of the student to the Rector, which is submitted to the COC. Applications for reinstatement, submitted by students after four weeks from the date of expulsion, the COC does not accept and does not consider.
		2. If the student is reinstated to another educational organization, KEnEU, based on a written request of the receiving party, sends the personal file of the student, leaving a copy of the transcript, student ID card and an inventory of the documents to be sent.
	1. **Expulsion from the university**
		1. A learner may be expelled from KEnEU:
			+ for academic failure;
			+ for violating the principles of academic integrity;
			+ for violation of the Internal Regulations and the University Charter;
			+ for violation of the terms of the agreement on the provision of educational services, including for non-payment of tuition fees;
			+ of my own volition.
		2. Students enrolled in the University on a paid basis before the end of the first academic period are expelled from the University if they do not reach the threshold score of UNT at the end of the first academic period of study or did not attend the UNT.
		3. Good reasons for missing classes may be medical evidence, confirmed by a certificate of the medical centre, departure on a foreign business trip, participation in sports and other events at the national level with the consent of the university administration, as well as force majeure circumstances specified in the standard contract with the student.
		4. It is not allowed to expel a student during illness, academic leave or maternity leave.
		5. Expulsion of a student for violation of academic discipline, Academic Integrity Policy, for financial arrears in payment for education, failure to attend the final attestation, receipt of unsatisfactory scene at the final attestation, internal regulations is made on the basis of a motivated representation of the head of the department.
		6. A student wishing to withdraw from the university must write a statement to the Rector requesting withdrawal and submit it to the COC.
		7. In accordance with the visas of the head of the department, vice-rector for AD, the rector is issued an order of expulsion of the student on the submission of the head of the department, which indicates the specific reason for expulsion, provided by these Rules, with an indication of the date of expulsion.
		8. Students who are expelled from the university are issued an academic certificate of the established sample, transcript.
		9. Original documents on previous education are given to the learner, the student shall not be expelled from the university unless he/she has a completed bypass form.
		10. Educational grant holders who are expelled from the University forfeit their educational grant.
	2. **Granting of academic leave**
		1. Academic leave is a period for which students at the University temporarily interrupt their studies.
		2. Academic leave is granted to students on the basis of:
			+ the conclusion of the medical advisory commission (MAC) at the outpatient polyclinic organization for a period of 6 to 12 months due to illness;
			+ summonses for military service;
			+ birth, adoption or adoption of a child until the child reaches the age of three

years.

* + 1. For academic leave of absence, the student submits an application to

to the Rector and submits the documents to the COC. The COC accepts and registers the student's application in the registration log.

* + 1. The university within three working days on the basis of the submitted documents issues an order on granting the student an academic leave of absence with the indication of its start and end dates.
		2. After leaving the academic leave of absence, the student submits an application to the Rector of the university and presents a certificate of the VCC on the state of health from the health care organization that observed the patient, with a conclusion on the possibility of continuing education - when the student is on leave of absence due to illness, or a certificate of demobilization, or the birth certificate of the child. COC accepts and registers the application and documents of the student in the registration log.
		3. On the basis of the submitted documents, the Rector of the university within three working days issues an order on the student's withdrawal from the academic leave, indicating the date of withdrawal, educational program, course, group.
		4. On the basis of the submitted documents, the head of the department determines the difference of disciplines in the working curricula, the course of study and approves the individual study plan of the student in coordination with the COC.
		5. When returning from a leave of absence, the student continues his/her studies from the course (and academic period) from which he/she took the leave of absence.
		6. In case the date of leaving the academic leave or going on academic leave does not coincide with the beginning or end of the academic period, the student on an individual schedule performs all academic tasks and gains points necessary for the rating of admission, or is enrolled in the summer term in the disciplines on which the difference was formed.
		7. To eliminate the difference, the student, in parallel with the current training sessions, during the academic period attends all types of training sessions, performs training tasks, passes all types of current and boundary control, provided by the working curriculum for these disciplines, gets admission and passes the final control in the period of interim certification of students according to the academic calendar.
1. **RULES OF CURRENT CONTROL OF ACADEMIC PROGRESS, INTERIM ATTESTATION OF STUDENTS**
	1. **General Provisions**
		1. Current control of academic progress and interim attestation are carried out in order to determine the degree of mastering of educational program and state obligatory standards of higher and postgraduate education by students.
		2. The powers and procedure for the current control of academic progress, interim and final attestation of students in order to ensure compliance with uniform requirements and protection of their rights are regulated by the Regulations on the current control of academic progress, interim and final attestation of students.
		3. When organizing current progress control and interim certification with the use of distance technologies, the educational process is implemented in accordance with the Regulations on the current progress control and interim certification with the use of distance education technologies of KEnEU named after M. Dulatov, approved by the meeting of AC, Minutes No. 9 of 26.05.2020.
		4. The academic achievements of students in all types of control are assessed according to the point-rating letter system of assessment of academic achievements.
		5. The organization of the system of control of students' academic achievements is carried out by the Office of the Registrar, which maintains the history of students' academic achievements throughout the period of study.
	2. **Procedure of current control of students' academic progress**
		1. Current control of students' progress is carried out on each topic of the discipline and includes the control of knowledge in classroom and extracurricular activities.
		2. The schedule of performance and delivery of assignments in the discipline is determined by the working program (syllabus) of the discipline.
		3. During the academic period (in the 8th and 15th week of the semester, in the 5th and 10th week of the trimester, in the 4th and 8th week of the quarter) teachers calculate the intermediate rating. The results are recorded by teachers in rating sheets and submitted to the OR.
		4. Evaluation of the current control of progress (evaluation of the rating of admission) is made up of evaluations of current control (within the framework of classroom and independent work of the student), evaluations of end-of-term control and evaluations of intermediate rating.
		5. In order to obtain the rating of admission to interim certification in the academic discipline it is necessary to score at least 50% of the maximum grade. Admission rating is calculated as the arithmetic mean of interim rating assessments. If the student for a valid reason within the established time frame did not gain admission rating, he has the right, with the appropriate permission from the head of the department, to work off unfulfilled tasks.
	3. **Procedure for interim control of students' progress**
		1. Intermediate attestation of students is carried out in accordance with the State Standard of Higher and Postgraduate Education, academic calendar, working curriculum for educational program.
		2. Intermediate attestation of students is carried out in the form of delivery of

examinations, defence of coursework (projects) and reports on professional practice with mandatory grading and is defined as an examination session.

* + 1. The form of examination for each academic discipline is approved by the Academic Council of the University within a month from the beginning of the academic period. Heads of departments prepare a presentation with the forms of examination, then the OR prepares a summary, which is submitted to the Academic Council for approval.
		2. Organization and conduct of interim certification (examination session) is carried out by the OR together with the department of planning and organization of educational process
		3. Examinations are held according to the schedule and serve as a form of verification of students' academic achievements.
		4. The dates of examination sessions are determined by the academic calendar, which is approved annually by the Academic Council of the University at the last meeting of the academic year.
		5. The schedule of examinations is approved by the Vice-Rector for Academic Development and brought to the attention of teachers and students no later than two weeks before the beginning of the session.
		6. Head of Department in some cases (for illness, family and official circumstances) order allows the student to pass the session on an individual schedule.
		7. Students who have not scored the admission rating and who have not passed coursework (projects) are not allowed to take the corresponding exam.
		8. According to the results of interim attestation, the OR makes an academic rating of students.
		9. When summarizing the results of interim certification in the academic discipline, the assessment of admission rating and the grade received at the examination are taken into account. 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.
		10. Positive assessment of interim certification serves as a basis for crediting the mastered credits in the established volume in the relevant academic discipline.
		11. In case of receiving a grade "unsatisfactory" corresponding to the mark

"FX" student has the opportunity to retake the final control without retaking the program of study discipline / module, but not more than once.

* + 1. In the case of an "unsatisfactory" grade, the corresponding sign

"F" student is re-enrolled in this academic discipline / module, in the next academic period or in the summer term attends all types of classes, performs all types of academic work according to the program and reset the final control.

* + 1. The transcript records all courses and/or modules studied by the learner with the final grade, including FX and F grades.
		2. A student who disagrees with the result of the final control shall submit an appeal not later than the day following the examination.
		3. For the period of the examination session, an appeal commission shall be established by the Rector's order. The Commission shall consider applications for appeal and involve teachers whose qualifications correspond to the profile of the disciplines being appealed.
		4. The decision of the Appeal Commission shall be formalized in a protocol, based on the following of which an examination sheet is prepared.
		5. The OR calculates a transfer grade point average (GPA) based on the results of the exams for the course.
		6. The value of the transfer score for transfer from one course to another is approved by the decision of the Academic Council of the University at the last meeting of the academic year. The issue for discussion of the Council is put forward by the OR after agreement in the Educational and Methodological Council of the University.
		7. Students who have achieved the minimum transfer grade are transferred to the next course by the Rector's order.
		8. A student who fails to achieve the minimum transfer grade is retained for a second course of study.
		9. A student who has completed the course program in full, but has not achieved the minimum transfer grade, in order to increase his/her grade point average, is given the opportunity in the summer term to re-study certain disciplines on a paid basis and retake examinations on them.
		10. In case of a positive result of retaking the examination, the final grade is calculated again, which is recorded in the examination certificate. When calculating the average score, the last grades in the academic discipline are taken into account.
		11. A student left for a repeated course is trained according to a newly formed individual educational plan.
		12. The student who has gained the minimum value of the transfer point and transferred to the next course of study, in the presence of academic debts, re-studies the relevant disciplines on a paid basis and eliminates academic debts.
		13. The results of the examination session are discussed at the Rectorate meeting.
		14. A transcript is issued to a person who has been expelled from the University.
1. **PROFESSIONAL PRACTICE**
	1. **General Provisions**
		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.
		2. The organization of professional practices at the university is carried out on the basis of

"Rules on the Procedure for Organizing and Conducting Professional Practice and Identifying Enterprises (Organizations) as Practice Bases".

* + 1. The University defines the following main types of professional practices
1. for Bachelor's degree program: academic, industrial (technological), pre- diploma;
2. for Master's degree program: research, pedagogical, industrial.
	* 1. Types, terms, scope and content of professional practice are determined by the educational program.
		2. As a base for the professional practice of students are defined organizations, the statutory activities of which 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
	1. **Bachelor's Professional Practice**
		1. Students' training practice in structural subdivisions and laboratories of the university, third-party organizations (educational, production, research, design), the main activity of which predetermines the presence of objects and types of professional activities of graduates of this program. Training practice is organized in the first year of all EPs studying under the main educational program.
		2. Industrial practice is organized in organizations (production, research, design), the main activity of which predetermines the presence of objects and types of professional activities of graduates of the program. The aim of the industrial practice is to consolidate professional competence, acquire practical skills and experience of professional activity The bases of the industrial practice are organizations corresponding to the profile of the EP (or related organizations). Industrial practice for students on the shortened EP is carried out from the first year, for students on the main EP is carried out from the second year, during the entire period of training and reflects the professional essence depending on the EP. For EP "Agronomy", "Agrarian engineering and technology" is carried out industrial (technological) practice.
		3. Pre-diploma practice is organized for final year students, who according to the individual curriculum perform a diploma project (work) in order to complete the diploma project (work). During the pre-diploma practice the student collects factual material on the professional activities of the relevant practice base, practical material on the topic of the diploma project (work).
	2. **Professional practice of the Master's program**
		1. Professional practice of Master's degree of scientific and pedagogical direction includes two types of practice: pedagogical - in the educational organization and research - at the place of the thesis. Professional practice of Master's degree in the profile direction includes industrial practice.
		2. Pedagogical practice shall be carried out with the aim of forming practical skills and teaching methods. Pedagogical practice can be carried out during the period of theoretical training without interrupting the educational process. In this case, master's students may be involved in conducting classes on bachelor's degree programs.
		3. The research practice of a master student is carried out with 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. The content of the research practice

/The topic of the dissertation research is determined by the topic of the dissertation research.

* + 1. Master's student's industrial practice is conducted for the purpose of consolidation of theoretical knowledge obtained in the course of training, acquisition of practical skills, competences and experience of professional activity under the program, as well as mastering of best practices.
	1. **Organization and conduct of professional practice**
		1. All types of practice are conducted in accordance with the cross-cutting working curricula of professional practices. The program is developed by the graduating department taking into account the profile of the educational program
		2. Cross-curricular curricula of internship are agreed with the heads of enterprises (institutions, organizations) defined as internship bases, considered at the meeting of the departments participating in their development, the meeting of the Methodical Council of the Faculty, the Methodical Council of the University and approved by the Vice-Rector for Academic Development.
		3. Responsibility for the organization and conduct of professional practice of students shall be borne by the heads of graduate departments.
		4. An agreement on the conduct of internships shall be concluded with organizations (enterprises, institutions) designated as professional practice bases, based on the standard form of the agreement.
		5. Contract with the bases of professional practice is concluded no later than one month before the start of practice. The organization, which is the base of professional practice, provides students with places for practice in accordance with its program and provides students with safe working conditions at the workplace.
		6. The organization of practice at all stages should be aimed at ensuring continuity and consistency of mastering by students of professional skills and competencies in accordance with the requirements to the level of training of the graduate.
		7. Directing students to all types of practice is formalized by the Rector's order with the indication of the terms of practice, practice base and practice supervisor.
		8. When sent to the professional practice the student is given a diary of professional practice including:

direction, individual work plan agreed with the practice base and a report to record the work done in practice.

* + 1. A supervisor is assigned to the students during professional practice. Professors, associate professors, experienced teachers, who are well aware of the specifics of the profession and the activities of practice bases, are appointed as practice supervisors.
		2. The head of practice organizes the necessary preparation of students for practice, provides consultations in accordance with the program of practice, exercises control over the course of practice, checks the reports of students on practice, submits to the department a written review of the practice, conducts the reception of the defence of reports on practice.
		3. The learner in the course of the internship shall:
			- fully complete the practice program, keep a practice diary in the prescribed form;
			- obey the internal regulations in force at the respective practice base;
			- learn and strictly observe the rules of labor protection, occupational health and safety and industrial sanitation;
			- Participate in operational work as assigned by their respective departments;
			- submit a written report, diary, signed by the head of the practice base on fulfilment of all tasks to the head of the practice according to the established form.
		4. At the end of each type of professional practice students submit a report to the appropriate department, which is checked by the head of practice and defended by the student before the commission established by the order of the head of the department. The commission consists of: teachers of the department, providing the organization and conduct of practice, practice supervisors from the university and, if possible, from the enterprise.
		5. The final assessment of professional practice is made up of the results of the student's work in practice (current rating of practice, the assessment of the head of practice from the base of practice, its specific weight of the final assessment is 60%) and defence of the student (rating of the defence of the report, the specific weight of which is 40% of the final assessment). Each type of work is evaluated on a 100-point scale. Evaluation of practice is taken into account in the calculation of GPA.
		6. A student who did not attend the internship for a valid reason (in the presence of supporting documents), shall undergo it in accordance with the Rector's order within the established time limits, without interruption of the educational process. In this case, the training time of practice is doubled.
		7. A student who did not attend the practice for an unjustified reason or received a grade of "unsatisfactory" for the practice, includes it again in the individual study plan, takes the practice during the following academic periods on a paid basis at that the payment of the cost will be determined on the basis of the cost of one credit established by the University for the current academic year.
1. **FINAL CERTIFICATION OF STUDENTS**
	1. **General Provisions**
		1. The purpose of the final certification is to assess the learning outcomes and key competencies achieved upon completion of the study of the educational program (EP) of higher and postgraduate education.
		2. The powers and procedure for the current control of progress, interim and final attestation of students in order to ensure compliance with uniform requirements and protection of their rights are regulated by the Regulations on the current control of progress, interim and final attestation of students.
		3. Final attestation of students is 12 academic credits.
		4. Duration and terms of final attestation of students are provided by the academic calendar and working curricula of educational programs.
		5. To the final attestation are allowed students who have fully completed the educational process in accordance with the requirements of the State Educational Standards, educational program, working and individual curriculum.
		6. The students pass the final certification according to the language of instruction in the group.
		7. The Chairperson and composition of the AC is approved by the Rector's order based on the decision of the Academic Council of the university not later than 10 November of the current academic year and is valid during the current academic year.
		8. Chairpersons of ACs are approved from among professors, associate professors and lecturers with academic degrees, not working at this university, highly qualified specialists of production, corresponding to the profile of the educational program.
		9. The AC is formed from the number of professors, associate professors, highly qualified specialists, corresponding to the profile of the educational program. The AC is formed on the proposal of the head of the department and consists of the chairman, three members of the commission and a secretary; the head of the graduating department may be a member of the AC.
		10. The profile of specialists participating in the work of the AC shall be determined by the correspondence of the educational program to the academic or academic degree or basic education (by diploma). Copies of documents on academic or academic degree or basic education shall be attached to the submission.
		11. The timetable of the AC is drawn up by the Department of Planning and Organization of the Educational Process (hereinafter referred to as the Department of Planning and Organization of the Educational Process), approved by the Rector and communicated to the general public no later than two weeks before the start of the AC.
		12. Final attestation is held in classrooms equipped with video surveillance.
		13. The duration of the AC meeting shall not exceed six academic hours per day.
		14. Documents submitted to the AC about the state of health after receiving an unsatisfactory grade shall not be considered.
		15. It is not allowed to retake the final certification in order to increase the positive grade.
		16. A student who does not agree with the results of the final attestation shall submit an appeal according to the Regulations on Appeal.
		17. At the end of the AC's work, the chairperson shall draw up a report on the AC's work,

which is discussed and approved at the meeting of the Academic Council of the university.

* + 1. Minutes of the AC meeting are kept in the university archive.
		2. A student who has not fulfilled the requirements of the educational program is expelled from the university by the order of the head of the university as not having completed his studies with the issuance of a certificate issued to citizens who have not completed their education, in the form approved by the Order of the Minister of Education and Science of the Republic of Kazakhstan from 12.06.2009 No. 289.
		3. The order on graduation is approved by the Rector on the basis of the report of the Chairman of the AC within five working days from the date of completion of the final attestation of students.
		4. When organising final attestation using distance technologies, the educational process is implemented in accordance with the Provision on conducting final attestation using distance education technologies of KEnEU, approved by the meeting of the Executive Board, Minutes No. 9 of 26.05.2020.
	1. **Organization of final attestation of Bachelor's degree students**
		1. The purpose of the final attestation is to assess the learning outcomes and mastered competencies achieved upon completion of the study of an educational program of higher education. The duration and terms of the final attestation of students are provided by the academic calendar and working curriculum of educational programs.
		2. Final certification is carried out in the form of writing and defence of the diploma work (project). One or several students may participate in the development of the diploma project.

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

* + 1. For carrying out final attestation of students the attestation commission (AC) on educational programs of higher education or directions of training is created.
		2. The AK's remit includes:
			- checking the level of compliance of theoretical and practical training of graduates with the established requirements of educational programs;
			- awarding the graduate a Bachelor's degree in the relevant educational program;
			- development of proposals aimed at further improving the quality of training.
		3. The admission of students to the final attestation is formalized by the order of the Vice- Rector for AD in the form of a list of students with the indication of surnames, names, patronymics (if any), educational programs of students not later than one week before the start of the final attestation.
		4. Not later than one working day before the start of the final attestation shall be submitted to the AC:
			- order on admission of students to final attestation;
			- report on the implementation of the curriculum of students with the calculation of the value of the average grade point average (GPA) for the entire period of study.
		5. Formalization results session AC. Meetings AC are formalized by personal minutes for each student and signed by the chairman and

members of the AC participating in the meeting.

* + 1. If the student did not appear at the IA, then in the minutes opposite to his last name is made a note "did not appear". Minutes of the AC meeting are kept in the university archive.
		2. Upon completion of the AC's work, the chairman prepares a report on the AC's work, which is discussed and approved at the meeting of the Academic Council of the university.
		3. Persons who have received a grade of "unsatisfactory" are not allowed to retake the comprehensive examination or re-defend the thesis (project) during this period of final certification and are expelled from the university by the Rector's order as "not having fulfilled the requirements of the educational program" and "not having defended the thesis (project)" or "not having passed the comprehensive examination".
		4. A person who has not passed the final attestation, in the next academic year not later than one month before the start of the final attestation writes an application to the Rector of KIHEU for admission to the repeated final attestation. Admission to the repeated final attestation is formalized by the Rector's order.
		5. Persons who have completed an educational program of higher education and successfully passed final certification shall be awarded a degree of

"Bachelor" and (or) the corresponding qualification is awarded and a document of education of own sample with an appendix (transcript) and (or) pan-European Diploma Supplement (Diploma Supplement) is issued free of charge.

* + 1. The student who passed the examinations with grades A, A- "excellent", B-, B, B+, B+, C+ "good" and has an average grade point average (GPA) for the entire period of study not lower than 3.5, as well as passed the final certification with grades A, A- "excellent", is awarded a diploma with honors.
		2. The list of graduates of the HEI, who have completed educational programs of higher education, indicating their surnames, first names, patronymics (if any), educational programs and numbers of issued diplomas, signed by the rector, is submitted to the authorized body.
	1. **Procedure for defence of the diploma thesis (project)**
		1. The thesis (project) defence is the final stage of Bachelor's training. The procedure of defending the thesis (project) is aimed at identifying and evaluating the graduate's analytical and research abilities.
		2. The scientific supervisor of the thesis (project) is approved by the Rector's order for each student with the indication of the topic on the basis of the decision of the Academic Council of the university.
		3. The topics of diploma works (projects) are developed by the graduating department, considered and approved by the University Teaching and Methodological Council in May during the pre-graduation course.
		4. Reviewers of diploma works (projects) are approved by the Rector's order by the general list of reviewers as advised by the heads of departments, indicating their place of work and position.
		5. Diploma theses (projects) are submitted by students for checking by the system "Anti-Plagiarism", in accordance with the "Regulations on plagiarism check of written works of students at the university using the system "Anti-Plagiarism", in force at the time of the check.
		6. The thesis (project) is defended at an open meeting of the AC with the participation of at least two thirds of the total number of its members, organized in a public form, with the presence of students, teachers of the graduating department and others.

interested parties.

A reviewer, representatives of organizations on the basis of which the diploma works (projects) were carried out may also be invited to the defence.

* + 1. According to the results of the defence of the diploma work (project) grades on the BRBS assessment of knowledge of students taking into account the level of theoretical, scientific and practical training of the student, as well as feedback from the supervisor and reviewer. Decisions on the evaluation of defence of thesis (project), as well as on awarding a degree or awarding qualification and issuing a diploma of state sample (without distinction, with distinction) are taken by the AC at a closed meeting by open voting by a simple majority of votes of the AC members participating in the meeting.
		2. All meetings of the AC shall be documented in minutes
		3. If the thesis (project) is considered unsatisfactory, the Attestation Commission establishes the possibility of resubmission for defence of the same thesis (project) with revision of at least 30% of the total volume, confirmed by plagiarism check, or development of the thesis (project) with a new topic in the next academic year.
	1. **Organization of final attestation of students in the Master's programme**
		1. Final certification is carried out in the form of writing and defence of the Master's thesis (project).
		2. For conducting final attestation students is created AC for educational programs of postgraduate education.
		3. The AK's remit includes:
			+ verification level conformity theoretical и practical of graduates' training to the established requirements of educational programs;
			+ awarding the graduate a Master's degree in the relevant educational program;
			+ making a decision on granting a Master's degree;
			+ development of proposals aimed at further improvement of the quality of Master's student training.
		4. Within two months after enrolment, each Master's student is assigned a supervisor to supervise the Master's thesis (project). The scientific supervisor and the topic of the Master's thesis are approved by the decision of the Academic Council of the University.
		5. Admission of students to the final attestation is issued by the Rector's order in the form of a list of students with the indication of surnames, names, patronymics (if any), educational programs of students no later than one week before the start of the final attestation.
		6. The defence of the Master's thesis (project) is the final stage of Master's training. The procedure of defence of Master's thesis (project) is aimed at identifying and evaluating the analytical and research abilities of the graduate
		7. Master's theses (projects) are submitted by students for checking by the system "Anti-Plagiarism", in accordance with the "Regulations on the plagiarism check of written works of students at the university with the help of the system "Anti-Plagiarism", in force at the time of the check.
		8. All AC meetings are formalized in minutes. Minutes of AC meetings are kept individually for each graduate.
		9. Resubmission of the final attestation to persons who have received a grade of "unsatisfactory" is not allowed during this period of final certification.
		10. If the Master's thesis (project) is deemed unsatisfactory, the AC establishes the possibility of resubmission for defence of the same work (project), Master's thesis (project) with revision of at least 30% of the total volume, confirmed by plagiarism check, or development of the thesis (project) with a new topic. This decision of the AC is recorded in the minutes of the meeting.
		11. A person who has not passed the final attestation, in the next academic year not later than one month before the start of the final attestation writes an application to the Rector of KEnEU for admission to the repeated final attestation. Admission to the repeated final attestation is formalized by the Rector's order.
		12. A Master's student who has passed the final attestation and confirmed the mastery of the relevant educational program of postgraduate education, by the decision of the attestation commission is awarded the degree, "Master" and issued a diploma of postgraduate education with an appendix (transcript).
		13. The order on graduation is approved by the Rector on the basis of the report of the Chairperson of the AC within five working days from the date of completion of the final attestation of Master's students.
		14. The list of graduates of the HEI who have completed postgraduate educational programs, indicating their surnames, first names, patronymics (if any), educational program and numbers of diplomas issued, signed by the rector, shall be submitted to the authorized body.
1. **ACADEMIC MOBILITY**

Academic mobility of students - the movement of students for training or research for a certain academic period (semester or academic year) in another institution of higher education (within the country or abroad) with the mandatory re-credit of mastered training programs, disciplines in the form of academic credits in their own institution of higher education or to continue their studies in another institution of higher education.

The goals of academic mobility are to improve the quality of education, to introduce new forms and technologies of education, to participate in the international education system, to create conditions for the subsequent expansion of employment of university graduates, to ensure their competitiveness in the international labor market, as well as to increase the prestige of the university in the educational market.

To ensure academic mobility, students study individual disciplines in other educational organizations, including abroad.

Academic mobility of students is carried out on the basis of interuniversity contracts and agreements, as well as joint international educational programs (ERASMUS+, DAAD, BOLASHAK, etc.).

Implementation of the academic mobility program is expedient for the students of the 2nd and 3rd year of Bachelor's degree, for the students of Master's degree - in accordance with the profile and terms of study.

The DPoEP, with the assistance of the staff of the IMS&RM, disseminates information on the call for applications for each semester of open program. Trainees submit the required package of documents to the COC by the specified deadline.

The documents requested may vary depending on the program and university selected. The list of basic documents required for the implementation of academic mobility:

* a copy of the ID card;
* application of the student to the receiving university;
* learner's agreement;
* Student's UTI;
* Transcript;
* characterization of the learner;
* excerpt from the minutes of the department meeting.

Selection of students on academic mobility programs is carried out at the departmental meeting according to the following criteria:

* the learner's grade point average for the previous period of study (GPA - at least 2.5);
* knowledge of a foreign language (for travelling to foreign organizations);
* absence of academic debts;
* No breaches of academic discipline and ethical standards;
* active participation in the scientific and social life of the university.

The COC together with the heads of departments assists the students in selecting and agreeing programs, drafting the "Learning Agreement" (ECTS Learning Agreement). Then the "Learning Agreement" is signed by the Department of DPOEP, heads of departments of the sending and receiving university, the learner.

Before departure, the learner must be familiar with the rules of re-crediting and be aware that the disciplines studied during the mobility programs must be from related educational programs or disciplines at the base university.

Heads of departments of the base university determine to what extent the disciplines offered by the host university for study correlate with the curriculum for a similar period of study.

Students at the receiving institution independently undergo administrative procedures of enrolment in accordance with the rules of the receiving institution.

Academic mobility of students is regulated by the following documents:

* co-operation agreement between universities;
* individual study plan of a student or master's student;
* order on sending a student or master's student to study at a partner institution;
* academic transcript;
* a certificate of academic performance of the student or master's student (transcript) during his/her studies at the Host HEI.

After completion of studies at the host institution, students submit a transcript to their University. The transcript includes information about the program of study: titles of disciplines (module), grades, number of academic credits completed.

Learning outcomes, mastered in full by students in the framework of academic mobility and confirmed by a transcript, are re-credited by the HEI in a mandatory manner.

The learner is responsible for the results of his/her studies at the host HEI. In the case of retakes, the grade that was obtained in the course of study is awarded. In cases of failure to pass the examinations at the host institution, the learner assumes the responsibility and the costs of covering the repeated period of study.

Academic mobility can be financed by:

* of the state budget;
* extra-budgetary funds of the university;
* grants from international foundations;
* own funds of the participants of academic mobility, etc.

Trainees travelling on academic mobility programs at the expense of the republican budget conclude a bilateral agreement on the mandatory implementation of the training plan, scientific or educational internship and the targeted use of budgetary funds. Failure to fulfil the approved training plan, as well as inappropriate use of budgetary funds serves as a basis for bringing the learner to responsibility and return the used budgetary funds.