


<p>СӘТБАЕВ УНИВЕРСИТЕТИ</p> 	<p>MINISTRY OF EDUCATION AND SCIENCE OF THE REPUBLIC OF KAZAKHSTAN</p> <p>NON-PROFIT JOINT-STOCK COMPANY "KAZAKH NATIONAL RESEARCH TECHNICAL UNIVERSITY named after K. I. SATBAYEV"</p>	
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## REGULATIONS

**Credit Technology of Training  
Satbayev University (Bachelor's degree program)**

**Reg. 029-03-01.1.01-2021**

Almaty 2021

## PREFACE

**1 DEVELOPED** by the Office of the Registrar of NJSC "Kazakh National Research Technical University named after K.I.Satbayev"

**2 AGREED:**

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**3 APPROVED** by the Decision of the Board of NJSC "KazNRTU named after K.I.Satbayev" «29» 09 2021 № 26

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## 1 NORMATIVE REFERENCES

Table 1 - List of normative and other documents, links to the documents

№	Title of the document	Storage place
1	Law of the Republic of Kazakhstan "On Education" dated July 27, 2007 No. 319-III	Office Registrar (OR) <a href="http://online.zakon.kz/Document/?doc_id=30118747">http://online.zakon.kz/Document/?doc_id=30118747</a>
2	Law of the Republic of Kazakhstan "On amendments and additions to certain legislative acts of the Republic of Kazakhstan on the issues of expanding the academic and managerial independence of higher educational institutions" dated July 4, 2018 No. 171-VI LRK	OR <a href="http://online.zakon.kz/">http://online.zakon.kz/</a>
3	Order of the Minister of Education and Science of the Republic of Kazakhstan "On approval of the Standard rules for the activities of educational organizations of the corresponding types" dated October 30, 2018 No. 595	OR <a href="http://online.zakon.kz/Document/?doc_id=38721570#pos=0;0">http://online.zakon.kz/Document/?doc_id=38721570#pos=0;0</a>
4	Order of the Minister of Education and Science of the Republic of Kazakhstan "on approval of state compulsory standards of education at all levels of education" dated October 31, 2018 No. 604	OR <a href="http://online.zakon.kz">http://online.zakon.kz</a>
5	Order of the Minister of Education and Science of the Republic of Kazakhstan "On approval of the rules for the provision of public services in the field of technical and vocational, post-secondary education" dated January 20, 2015 No. 19	OR <a href="http://online.zakon.kz/">http://online.zakon.kz/</a>
6	Order of the Minister of Education and Science of the Republic of Kazakhstan "On approval of the standard rules for admission to study in educational organizations implementing educational programs of higher and postgraduate education" dated October 31, 2018 No. 600	OR <a href="http://online.zakon.kz/">http://online.zakon.kz/</a>
7	Law of the Republic of Kazakhstan "On Anti- Corruption" November 18, 2015 No. 410-V LRK	<a href="https://online.zakon.kz/">https://online.zakon.kz/</a>
8	Law of the Republic of Kazakhstan "On Languages in the Republic of Kazakhstan" dated July 11, 1997 No. 151-I	<a href="https://online.zakon.kz/">https://online.zakon.kz/</a>
9	Order of the Minister of Education and Science of the Republic of Kazakhstan "On approval of the methodology of regulatory financing for per capita of preschool education and training, secondary, technical and vocational, post-secondary education, as well as higher and postgraduate education, taking into account credit technology of education" dated November 27, 2017 No. 597	OR Finance and Accounting Department <a href="http://online.zakon.kz/">http://online.zakon.kz/</a>
10	Decree of the Government of the Republic of Kazakhstan "on approval of the rules for awarding an educational grant for higher or postgraduate education with the award of a bachelor's or master's degree payment" dated January 23, 2008 No. 583	OR <a href="http://online.zakon.kz/">http://online.zakon.kz/</a>

№	Title of the document	Storage place
11	Charter of NJSC “Kazakh National Research and Technical University named after K.I. Satpaev”, approved by the order of the Minister of the Ministry of Education and Science of the Republic of Kazakhstan dated February 16, 2021 No. 57	Corporate Development Department
12	No. 36 dated January 30, 2017 "On approval of the Standard Rules for conducting current, midterm and final control"	<a href="https://adilet.zan.kz/rus/docs/V1600013148">https://adilet.zan.kz/rus/docs/V1600013148</a>
13	Internal regulatory documents of KazNRTU	Corporate Development Department

## 2 ABBREVIATIONS, TERMS AND DEFINITIONS

Table 2 - Used abbreviations

Abbreviations	Full title
GPA	Grade Point Average
SGSE	The state general educational standard of education of the Republic of Kazakhstan, see Appendix №7. Higher education
IC	Individual curriculum
KazNRTU, Satbayev University, SU	NJSC "Kazakh National Research and Technical University named after KI Satbayev"
MES RK	Ministry of Education and Science of the Republic of Kazakhstan
SIS	Student independent study
SIST	Student independent work under the guidance of the teacher
GED	General educational disciplines
EP	Educational Program
OR	Office Registrar
SPS	Study program of specialization
MOOC	Massive online open courses
AC	Attestation commission

Table 3 - Terms and definitions within the document

Terms	Definitions
Academic Degree	Degree of mastering the corresponding study programs, awarded to the graduate of the university on the results of the final state attestation
Academic Calendar	Calendar of study process and various control work, professional practices during the academic year, indicating the holidays (holidays and days off)
Academic Term	Theoretical study period: 15 weeks semester, 10 weeks trimester
Academic vacation	Interruption of study process from one to four academic periods (semesters) due to confirmed reasons for the impossibility of studying related to illness, pregnancy, or conscription to active military service.
Academic Transcript	An established document containing a list of completed disciplines for the corresponding period of study, indicating the number of credits, grades and average grade

Terms	Definitions
Academic hour	The time of contact hours of a student and teacher is according to the schedule for all types of study sessions (classroom work) or to a separately approved schedule. An academic hour is equal to 1 contact hour (50 minutes) of lectures, practical (seminar) classes or 2 contact hours (100 minutes) of laboratory classes and physical education classes
Academic Integrity	A combination of values and principles that develop personal integrity in teaching and assessing all participants in the academic process. It can also be interpreted as decent behavior when performing written tests, exams, essays, research, presentations.
Add/Drop week	The period, as a rule, in the first week of study, when a student can withdraw from the discipline and / or enroll in a new one at will.
Appeal	The procedure carried out to identify and eliminate the factors that contributed to the biased assessment of the student's knowledge
Baccalaureate	The level of higher professional education with the award of the academic degree "Bachelor"
Bachelor	Academic degree awarded to individuals who have completed a bachelor's degree program
Specialized Graduate Department	Department that educates and graduates specialists in their specific field
Elective Courses	Elective academic disciplines that are studied by students of their choice in any academic period
Descriptors	Description of the degree and volume of knowledge, skills and competencies acquired by students/cadets upon completion of the educational program of each level (degree) of higher and postgraduate education. Descriptors are based on learning outcomes, competencies developed, as well as the total number of academic credits
Diploma Project	Final attestation of a student (graduate) in the form of a scientific or computational research work with its mandatory defense at the state attestation commission
Enrollment / Registration	The procedure for pre-enrollment of a student for academic disciplines online
Individual Curriculum	A document that is reflecting the educational approach of a particular student, compiled by an independent student for an academic period based on a study curriculum, containing a list of academic disciplines for which they enroll and the number of credits or academic hours
Qualification Examination	Preparation, writing and defense of a diploma (project) to determine the level of competence of a student (graduate) in accordance with the National Qualifications Framework, as a result a bachelor's degree is issued
Final Examination	Checking educational achievements of a student, carried out in the form of a written exam after the completion of the study of the discipline during the examination session. Other forms are possible as well, for example, for SSRW- course project Final attestation also includes the design and defense of SSRW or a course project
Competencies	The ability of students to apply the knowledge, skills and abilities acquired in the learning process in professional activities

Terms	Definitions
Credit Hour	Standardized unit of measurement of the volume of student/teacher educational workload. One credit is equal to 1 academic hour of the student's classroom contact work per week during the academic period. Each classroom hour is accompanied by 2 hours (100 minutes) of SIW
Credit Education	Learning based on the choice and independent planning by students according to the sequence of disciplines studies using credit as a standardized unit for measuring the volume of student and teacher educational workload
Major/Minor	Basic educational program of at least 240 credits with the award of a diploma / additional educational program of at least 30 credits with the award of a Diploma Supplement
Module	Well related volume of disciplines that allows a student to receive a completed level of study within the program
Learners/students	Individuals enrolled in the undergraduate program
Core Subjects	Disciplines studied by all students on a mandatory basis in accordance with the standards of SGSE, as well as at the choice of the University
Curriculum Program	An educational program approved in the Register of Educational Programs of the Center for the Bologna Process and Academic Mobility of the Ministry of Education and Science of the Republic of Kazakhstan to prepare a student with the award of an academic bachelor's degree and a set of competencies of the 6th level of the National Qualifications Framework as part of Major
Office Registrar	A service that registers students for the disciplines they study, registers all their educational achievements throughout the entire period of study, which ensures the organization of midterm and final control and the calculation of the academic rating
Retake	Retaking the discipline in case of receiving the final grade "unsatisfactory" ("F")
Prerequisites / Postrequisites	Disciplines required for mastering before the studied discipline / Disciplines required for mastering after the studied discipline
Proctor	Independent observer among the staff of the University, responsible for compliance with the rules of the exam
Syllabus	Curriculum, including a description of the discipline studied, goals and objectives, a summary, a list of knowledge and skills acquired by a student, topics and duration of each lesson, tasks for independent work, office hours, teacher requirements, knowledge assessment criteria, a work schedule and references
Study Program	A document containing a complete list of academic disciplines of the mandatory component and the optional component, indicating the number of credits, the sequence of studying disciplines, types of study sessions and forms of control

Terms	Definitions
Midterm and End of term	Checking the educational achievements of the student upon completion of the section (module) of the academic discipline; conducted by the teacher of this discipline. The number of midterm controls is determined by the teacher, but as a rule there are two of them - Midterm and End of term
Semester	The academic period of study consists of 15 academic weeks, not counting the examination session
GPA Grade Point Average	The average assessment of the level of educational achievements of a student in the chosen program for the academic period (the ratio of the sum of credit hours to the digital equivalent of the grades of the assessment of the final control in the discipline to the total number of credits for the current period of study)
Current control	Systematic verification of the educational achievements of the student, carried out by a teacher in the current classes in accordance with the curriculum of the discipline (syllabus)
Trimester	Academic period of study, consisting of 10 academic weeks, not counting the examination session
Course	The set of requirements and norms established by these Rules and other internal documents of the University, in terms of the educational process
Advisor	A teacher acting as a consultant on academic issues to a student in the certain specialty, assisting a student in choosing an educational approach and mastering the educational program during the entire period of study
Exam session	The academic period following the academic period of study (semester, trimester), required for passing the final control on the disciplines passed

### 3 GENERAL REGULATIONS

3.1 The University trains specialists in higher education programs (bachelor's) using credit technology of education, the main task of which is to develop students' abilities for self-organization and self-education based on the choice of the educational approach as part of the regulation of the educational process and taking into account the amount of knowledge in the form of credits. Educational programs are developed in accordance with the National Qualifications Framework, Dublin Descriptors, aligned with the European Qualifications Framework and sectoral qualifications frameworks. Dublin descriptors, the first level of higher education (undergraduate) reflect the acquired competencies, expressed in the achieved learning outcomes.

3.2 These Rules are developed in accordance with the regulations specified in section 1 and determine the procedure for teaching students at the University on credit technology, regulate the procedure for registering students for academic disciplines, as well as conducting current, midterm, and final control, final attestation, organizing the completion of practice by students, translation, reenrollment, expulsion, nominating state scholarships, students' knowledge



assessment, etc.

3.3 The educational program is aimed at solving the problems of forming a common culture, adapting the individual to life in society, creating the basis for a conscious choice and mastering the chosen profession with the award of an academic bachelor's degree.

3.4 The volume of the student's workload is measured in credits mastered during the academic year for each academic discipline. 1 academic hour is 50 minutes, 1 academic credit is 15 contact (classroom) academic hours and 15 academic hours of the student's independent work.

3.5 The number of academic disciplines is indicated in the study curricula of educational programs. The volume of a student's academic work in each discipline is, as a rule, 5 credits (rarely - 4 credits). Each discipline, as a rule, is studied during one academic period.

3.6 The academic year consists of academic periods (semester, trimester), final control (examination session), final attestation (for the graduation year), practices and vacations.

The academic period at KazNRTU is one semester lasting 15 weeks or one trimester lasting 10 weeks and at least 2 weeks of the examination session (final control).

3.7 The summer module has a duration of 8 weeks: 7 weeks of theoretical training, 1 week of exams. The minimum number of students required to organize a discipline in the Summer Module is 8 people. The student can choose 15 academic credits for the summer module (3 disciplines, 9 classroom credits).

Registration for the summer module is not allowed if there are financial debts for previous academic periods.

The summer module is organized only on a paid basis for the following groups of students:

1) for those wishing to study disciplines conducted by leading scientists and professors invited to the University, including specialists from far abroad, representatives of national, international companies, etc.;

2) for students with unsatisfactory grades ("F");

3) for re-sitting disciplines for those who wish to improve their GPA;

4) for transferred, reenrolled, returning from academic leave students with a difference in curricula.

3.8 The winter module has a duration of 4 weeks: 3 weeks of theoretical training, 1 week - exams. The minimum number of students required to organize a discipline in the winter module is at least 7 people. The student can choose 10 academic credits for the winter module (2 disciplines, 6 classroom credits).

3.9 The year (course) of study is determined by the year of admission of the learner (student). The term of study is determined by a learner (student) independently on the basis of the chosen approach of study but cannot exceed more than 7 years of theoretical study, excluding a break for academic leave.

3.10 Vacations are provided to students after each academic period. The duration of the total vacation time in the academic year must be at least 15 weeks. If

a student is studying in the summer semester, then the duration of vacation time is reduced accordingly.

3.11 The main criterion for the completion of the educational process is the completing the number of credits required by the curriculum of the educational program in the amount of at least 240 academic credits by a student.

3.12 A student is obliged to observe academic discipline, to attend all types of studied sessions. In case of missing classes, immediately inform the head of the institute, adviser about the reasons for the absence by any means (phone, fax, letter, E-mail, etc.).

3.12.1 If a student miss more than 20% of training sessions in a discipline, the teacher can give the student an “F” grade.

3.12.2 In order to avoid academic failure (including maintaining the state educational grant), students, in case of a long absence of studies (more than 20%), are recommended to apply for academic leave in the manner established by these rules and the legislation of the Republic of Kazakhstan and specified in section 12 of these Rules.

3.13 A student who has an academic debt (debts) must re-take the corresponding disciplines on a paid basis.

3.14 Students who study in foreign universities based on international exchange student educational programs for exchange or partnership programs of KazNRTU, credits gained by them during the period of study abroad in disciplines corresponding to the curriculum of the specialty are counted in the prescribed manner. A student is not allowed to participate in academic exchange programs in the presence of financial debt for previous academic periods.

#### **4 THE PROCEDURE OF SELECTING LEARNING TRAJECTORY BY LEARNERS**

4.1 A student independently creates their educational program in an individual curriculum (IC), compiled as part of the educational program curriculum and the catalog of elective disciplines (CED). To master the appropriate level of education, a student is obliged to fulfill their IC by completing the number of credits required by the curriculum.

A student is responsible for creating the IC and the completeness of study process in accordance with the requirements of the educational program.

The study term for undergraduate educational programs is 4 years (creative specialties 5 years). The term of study for students enrolled based on the college is 3 years. NIS graduates, according to the credits transfer of previously studied disciplines in educational organizations, have an opportunity to complete their studies in an accelerated mode.

4.2 The IC is formed by a learner (student) for each academic period with adviser’s guidance, and the head of the department if necessary. The main duty of an advisor is to assist a student in choosing the optimal learning trajectory, considering the possibility of re-crediting previously taught disciplines, choosing the

correspondent level of difficulty in selecting disciplines. The head of the graduating department consults students on the formation of their individual curriculum and draws up transfers for re-credits with a grade indication of previously completed disciplines. The list of advisers is approved by the order of the director of the corresponding institute.

4.3 While compiling IC, the student must:

- get acquainted with the rules for organizing the educational process on credit technology.

- follow the established deadlines for registration for academic disciplines.

4.4 In order to master the appropriate level of education, the student is obliged to fulfill their individual curriculum, gaining the number of credits required by the curriculum.

The number of credits included in the student's IC is recommended in accordance with the number of credits established by the study curriculum of the student's study program for the corresponding academic period. If necessary, a student can register for additional disciplines, on a fee basis, but not more than 35 credits per semester, 25 credits per trimester. Students with a cumulative 3.5 GPA and above, it is possible to take one more discipline more than the specified limit.

4.5 Selection of elective basic disciplines is carried out considering the professional orientation of a student with their free choice; at the same time, the student's IC may also include disciplines established in the block of basic disciplines in other specialties for recruiting volume under the additional Minor program.

4.6 The created IC is confirmed by a student in the University portal and considered by an advisor. In the absence of comments, the adviser confirms the IC in the portal, if necessary, coordinates it with the Office Registrar and the head of the department.

The Office Registrar monitors the IC creating process.

4.7 A student has the right to vary the IC in terms of disciplines within the framework of the study curriculum of the educational program during the early annual registration period and make changes to the Add/Drop. Adjustment of the IC during the Add / Drop period is recommended for students who have been reenrolled to study or transferred from other educational institutions. Also, students who have not completed the prerequisite disciplines in previous academic periods must make changes to the ICs regarding the relevant postrequisite disciplines. Since before the start of the Add / Drop period, students have already formed a schedule of study process, it is impossible to make changes to the IC that cause overlaps in the schedule.

Before the beginning of the early annual registration, a department forms a catalog of elective disciplines for the future academic period and sends it to the Office Registrar.

4.8 Departments are obliged to provide students with full information on the number and a brief description of elective disciplines in advance through advisors (heads) before the start of the registration period.

4.9 Departments are required to display a description of the disciplines in the

portal before the start of the registration period, and from the first days of classes in each academic period, display a complete Educational and Methodological Complex of Disciplines (EMCD). A full description of the educational program should be presented on the University website.

4.10 Within credit technology, great importance is attached to the student's independent work: student's independent work (SIW), student's independent work under the guidance of a teacher (SIWT). A student must have the skills to independently complete individual assignments, coursework and other research projects, case analysis, etc. Self-study should be carried out in a volume not less than the volume of contact lessons. All types of independent work are described in discipline syllabi, indicating specific tasks and evaluation criteria. The guidelines for all types of study tasks are described and teacher's requirements for the tasks and their implementation, the evaluation criteria.

Completed training tasks are submitted by students in writing on paper and / or electronic media, unless another form of delivery is provided for by the syllabus of the discipline

4.11 SIWT is carried out within office hours. The schedule of office hours is compiled by the department based on the data provided by the teachers and the schedule of students, approved by the director of the corresponding institute, posted on the information boards of the departments, and indicated in the teachers' syllabi. Number of office hours: 4 contact hours per week for each full-time teacher (SIW and SIWT).

## **5 ENROLLMENT TO ACADEMIC DISCIPLINES**

5.1 Students enrollment for the semester disciplines (Enrollment) is organized by the OR with advisers, departments and institutes' methodological and advisory assistance. Enrollment deadlines are indicated in the Academic calendar.

5.2 Students are obliged strictly within established time by the Academic calendar enroll online on KazNRTU educational portal for disciplines. Students need to read the instructions posted on the KazNRTU portal to register on the University portal.

5.3 Before the enrollment, the student must contact advisors to develop an individual learning trajectory. The advisor advises and gives explanations to students on the choice of disciplines within the educational program curriculum and the catalog of elective disciplines.

5.4 The introduction 1st year students into the credit technology takes place during the orientation week, which terms are indicated in the Academic calendar. At this stage, a general acquaintance with the credit technology (CT) is carried out, meetings are held with directors of institutes, heads of departments, advisers, and representatives of the administration. Each student of KazNRTU is assigned an identification number, to enter the internal network of the portal.

5.5 Enrollment is carried out in two stages:

Stage 1 - Formation student's own individual curriculum - enrolment for

disciplines, where a student has a discipline and language of instruction choice.

Stage 2 - Formation student's own schedule - students can create their own schedule, where they are able to choose a teacher, time and flow from among the IC disciplines selected at the 1st stage.

For newly enrolled students at the University, the basis for access to the internal network of the portal is:

- an order for admission to KazNRTU;
- payment for the semester (if the study is carried out on a paid basis).

In the internal network of the University educational portal, the 1st year students receive a ready-made schedule for the first academic period. The second and subsequent academic periods, enrollment for disciplines is carried out in the prescribed manner.

5.6 The rest students are registered for the disciplines of the next academic period and re-passing the disciplines (retake) (stage 1) in accordance with the terms of the Academic calendar and at the end of the previous academic period are registered for the schedule of the next academic period (stage 2).

The basis for access for enrollment is the completing all prerequisites required to study a particular discipline.

By the beginning of the next academic period, the student forms their study schedule of disciplines that they previously added into IC on the University portal.

5.7 During the first week of the academic period (Add / Drop), the student can change the disciplines, the schedule of classes and a teacher. Changes to the schedule can only be made by a student through the Office Registrar. The student must fill out an application for changing the discipline or lesson time (the application form is available on the Intranet) and submit it to the OR. The application will be considered, and appropriate changes will be made to the student's schedule if there are no overlaps with the existing schedule and there are enough available places in groups. At the same time, attending classes according to the existing schedule is strictly mandatory.

Applications are considered only during the "Add/Drop" re-enrollment period.

5.8 The student is recommended to enroll for the number of credits provided by educational program curriculum.

5.9 The maximum number of credits that a student can take in academic periods is recommended in accordance with the number of credits provided by educational program curriculum, usually 30 credits per semester, 20 credits per trimester.

Students wishing to study additional Minor program are required, as part of their studies at the University, to study at least 30 credits in an additional specialty.

5.10 Re-enrolling the discipline (retake) by students with academic debts is carried out on a paid basis for all specialties studying on a state educational grant, a KazNRTU's grant. For students studying on a paid basis, on grants from companies and various organizations, re-study of disciplines (retake) is carried out on a paid basis, in case of exceeding the total amount of credits for a semester according to the approved RPA of the specialty. Registration for Retake is carried out no later than the "Add/Drop" re-enrollment period according to the Academic calendar.

5.11 Academic flow of students are formed on the principle of a sufficient number of students enrolled in each discipline. The minimum group size is 8.

5.12 Adjustment of the schedule of studies is allowed within 2 weeks from the beginning of the academic period.

During this period, the schedule of teachers may be changed. Teachers receive permission to change the schedule from the director of the corresponding institute in confirmation of the head of the department, the head of the Office Registrar and students enrolled in this discipline.

## **6 CONTROL OF STUDENT'S EDUCATIONAL ACHIEVEMENTS**

6.1 The control of the student's educational achievements is carried out in the form of testing student's knowledge in the disciplines studied based on various types of control tasks. It is divided into current, midterm, and final control.

6.2 Current control is a systematic check of student's educational achievements, carried out by a teacher in the current classes in accordance with the curriculum of the discipline (syllabus) and an assessment that is mandatory weekly in the educational portal journal.

6.3 Midterm control – is carried out for a certain period of the semester. The midterm control is obligatory; however, it can be assessed as the sum of grades for all current controls of the specified academic period. The number of midterm controls is determined by the syllabus of a discipline.

6.4 Final control (exam) - verification of the student's educational achievements, carried out after the completion of the study during the examination session.

6.5 All types of control and an assessment is carried out by teacher according to the Academic calendar and the syllabus of the discipline. The syllabus is a normative document that regulates the teacher-student relationship during the discipline accomplishment.

The final grade for a discipline includes current performance assessments, midterm, and final control. Student attendance is mandatory. Student attendance is controlled by the teacher.

Within 7 days from the date of the conducted lessons, the teacher is obliged to fill out an electronic attendance log in the university portal with a current control assessment and attendance. An electronic journal is an official document reflecting student's attendance and academic performance.

Timely completion control of the electronic journal by teachers is provided by the head of a department, the Office Registrar, and the O&EPPD of the University.

6.6 Midterm control is obligatory to be filled in the educational portal journal, it is carried out during the semester according to the syllabus of the discipline. The form, content, and number of midterm controls are determined by a teacher who conducts the discipline. Midterm control can be assessed as the sum of the grades of all current controls for the specified study period.

6.7 There are two students' assessments: 1st assessment (Midterm) - on the 8th week of the semester (5th week of the trimester), 2nd assessment (End of term) - on the 15th week of the semester (10th week of the trimester) according to academic calendar. The results of the 1st assessment (grade gained by the student at the time of the assessment) are filled into the electronic assessment within 7 calendar days after the end of the assessment week. The results of the 2nd attestation are filled into the electronic attestation within 7 calendar days after the end of the attestation week, but no later than 1 day before the exam.

6.8 Students' final control period is called the examination session. The University establishes examination sessions at the end of each academic period. Each session lasts no more than 3 weeks.

The frequency and duration of the examination session are determined in accordance with the study curriculum of the educational program and the Academic calendar approved by the University Academic Council.

6.9 The examination session is organized by an Office Registrar moderator. An examination schedule is drawn up and approved by the supervising vice-rector no later than 4 weeks before the start of the examination session. In addition, the OR monitors examinations for compliance with the rules of the Regulation on the organization and conduct of the examination session.

6.10 The OR appoints proctors without the consent of institutes directors. At the same time, only teachers of those departments who do not conduct lessons in the discipline submitted for the exam, and representatives of the managerial staff of the educational and educational-methodical divisions of the University can be proctors for the exam in a particular discipline. Depending on the number of examinations, the OR may also appoint additional proctors.

6.11 Examinations are held, as a rule, in writing (with questions of a problematic and situational forms), orally, in the form of computer work or in the form of defending a course project. All four forms of the final exam are held only during the session, they are not divided into stages at different intervals. Task types can consist of true/false questions, multiple choice, problem solving, project completion, essay writing, etc. The total duration of the exam is determined by an examiner. The duration of the exam must not exceed three (3) hours.

Differentiated credits are a form of verification of the student's successful completion of laboratory and calculation and graphic work, course projects (works), as well as professional practice in accordance with the approved program.

The state exam in the discipline "Modern History of Kazakhstan" is held in accordance with the Regulations on the organization and conduct of the state exam in the discipline "Modern History of Kazakhstan" in the NJSC "KazNRTU named after K.I. Satpaev".

Normative documents of KazNRTU can also establish a special procedure for organizing and conducting other state exams.

6.12 The test for the discipline "Physical Education" is given during the training sessions during the last week of the semester. The minimum grade for credit is 50 points. The letter equivalents of the credit grade are: "P" (Pass) - "passed" and "NP" (No Pass)

- "not passed". Credit grades do not count toward the GPA calculation, but credit in this discipline is required for graduation.

6.13 The final control on the practice is carried out (taking into account the feedback from the head of practice from the enterprise / organization, the head of practice from KazNRTU) by the commission that accepts the defense of reports on practice.

The deadline for submitting reports and issuing a final grade in an electronic statement in the portal for educational or educational and industrial practice, industrial practice is within 1 month from the beginning of the next academic semester.

6.14 The organization and conduct of the midterm attestation of students is entrusted to the Registrar's Office. Based on the results of the midterm attestation, the OR compiles the academic rating of students. Exam sheets are kept at the Registrar's Office.

6.15 Admission of students to the exam in the discipline is carried out automatically:

- based on the assessment of the admission rating, determined by the results of the current and midterm control of academic performance (the total number of required semester points is at least 25 for two attestations);

- not having debts in tuition fees.

- not having more than 20% absence of training sessions in the discipline.

- not be on academic leave.

6.16 The student is obliged to be on time, without delay, to appear for the exam / test in accordance with the approved schedule; ID card must be presented for identification. When taking exams online, the student must turn on the camera and identify himself with an ID card. The student is obliged to strictly observe the regulation on the organization and conduct of the examination session.

## **7 ASSESSING STUDENTS' KNOWLEDGE. CALCULATING GPA**

7.1 The student's knowledge assessment is carried out according to the grade-rating letter system with the corresponding transfer to the traditional system of assessments according to the following scale of student's knowledge assessment, adopted at KazNRTU.

The grades obtained by students based on the results of passing exams are filled by the teacher in the examination sheet and filled in the database of the Office Registrar portal. The examination sheet signed by a teacher (on paper) is submitted to the OR and the grades filled in the sheet cannot be changed in the future. To consider the academic performance of students, the final statement on paper is taken as the basis.

Students are strictly prohibited from unauthorized (unauthorized) access to teachers' computers, electronic database, and other University (magazines, statements, etc.) documents to increase grades, obtain correct answers to test tasks and with other unfair or inconsistent behavior established in an order.



In case of a disciplinary offense, the student is expelled from the University.

7.2 The final grade for the discipline includes current and final control assessments. The assessment of the current control (admission rating) is 60% of the final assessment, the exam grade is 40% of the final knowledge assessment in particular discipline. Thus, the final grade for each discipline is determined as the sum of points obtained by a student based on the results of the current and midterm controls (rating - maximum 60 points) and the exam (final control - maximum 40 points), which in total is a maximum of 100 points.

These points are distributed for different types of work by a teacher. Each type of work should be evaluated according to clearly developed and presented in the syllabus evaluation criteria. A teacher does not have the right to evaluate a student according to criteria not described in the syllabus or in the examination task.

7.3 A accepted final grade serves as the basis for supplementing the credits with the established number of credits in the corresponding discipline and is recorded in student's transcript.

When a student receives an “unsatisfactory” grade for the final control (exam), the final grade for the discipline is not calculated.

7.4 The scale of assessing student’s knowledge, adopted in KazNRTU:

Letter grading system	Number grade	Points	Description	Traditional grading system
Standard grades				
A	4,0	95-100	Indicate the highest standards of knowledge beyond the scope of the course being taught	«Excellent»
A-	3,67	90-94	Correspond to the highest standards of knowledge	
B+	3,33	85-89	Meet high standards of knowledge	«Good»
B	3,0	80-84	Meet most high standards of knowledge	
B-	2,67	75-79	More than sufficient knowledge approaching high standards	
C+	2,33	70-74	Sufficient knowledge corresponding to general standards	
C	2,0	65-69	Correspond and comply with most common knowledge standards	«Satisfactory»
C-	1,67	60-64	Correspond but does not meet the standards	
D+	1,33	55-59	Correspond minimally, but does not meet the standards for a wide range of knowledge	
D-	1,0	50-54	Minimum corresponding Passing grade with dubious Compliance	
FX	0,5	In case 25 or more points for 2 attestations and 10 to 19 points for the exam are gained	Unsatisfactory low gradess, exam retake required	«Unsatisfactory»
F	0	0-49	No attempt to try to master the discipline. Awards for cheating on an exam	

Other assessment				
P (Pass )	-	50-100	Doesn't count towards GPA calculation	«PASS»
I (Incomplete)	0	не менее 25	Doesn't count towards GPA calculation. A student completed most of the course successfully, who did not complete the final control due to valid circumstances - is filled by the teacher with the approval of the head of the department	«Incomplete»
NP (No Pass)	-	0-49	Not considered while calculating GPA, but when admitted to the final attestation	«No Pass» - F
W (Withdrawal)	-	-	Doesn't count towards GPA calculation. The student voluntarily withdrew from the discipline and did not study it. A student who takes an academic leave or does not attend classes on a systematic basis automatically receives this grade.	«Withdrawal»
AW (Academic Withdrawal)	0	0	"F" Counts in GPA calculation. The grade indicates that the student has been removed from discipline by a teacher for systematic violations of the academic affair and rules	«Academic Withdrawal on academic basis» - «F»
AU (Audit)	-	-	Doesn't count towards GPA calculation. Can be filled without evaluation to both a student and an attendee	«Audit»
IP (In Progress)	-	не менее 25	Doesn't count towards GPA calculation. For disciplines lasting 2 academic periods. Filled at the end of the first academic period, if the student has successfully completed most of the study material. Replaced with a standard grade upon completion of the full course	«In Progress»

7.5 Exam attendance is strictly required for students. If a student who completed the discipline program in full does not appear for the exam, “did not appear” and a mark “F” a note is filled in the attendance sheet opposite his surname. If there is a valid reason, the student is given an “I” grade (see clause 7.12). The attendance sheet is handed over by the proctor to the OR on the day of the exam.

7.6 A student who does not agree with the result of the final control submits an appeal to the corresponding department no later than the next working day from the moment the exam results appear on the university portal. Reasons for an appeal may include:

- an error in the formulation of the task;
- error in the summation of the assessment;
- an error in evaluation according to criteria not described in the syllabus;
- incomplete assessment with loss of assessment according to the criteria described in the syllabus;
- Incorrect entry of the assessment into the database.

7.7 For the examination session period an appeal commission is created from teachers whose qualifications correspond to the profile of the disciplines being appealed by order of the university

7.8 The results of the appeal are documented in the minutes, and based on the decision of the Appeal Commission, an individual examination sheet for the student is drawn up, which is attached to the main examination sheet. The results of the appeal commission are final and cannot be changed.

7.9 The results of the test/exam are filled by the teacher into the portal within 7 calendar days after the end of the test/exam. Examination papers on paper are submitted to the OR after the results of the test / exam are posted. The student can retake individual disciplines to increase the positive grade received in them and the overall GPA on a paid basis. In this case, the originally received grades are filled in the transcript, along with the modified grade; GPA is calculated from the last grade received.

7.10 Students who have received an “F” (“unsatisfactory”) grade in a particular discipline are required to register and re-enrol a discipline on a paid basis in the following academic periods.

In case of receiving an “unsatisfactory” grade at the final control (exam), corresponding to FX points, the student can retake the final control (exam) once during the period of passing the Incomplete exams without re-passing the academic discipline.

7.11 Grades "F" and "FX" (Fail) - "unsatisfactory"

7.11.1 Grade "F" is assigned to the student:

- in case of missing more than 20% of the total number of classroom lessons in the discipline, except for the cases provided for in clause 7.11.3;
- if a student gained less than 25 points (0-24 points) during the semester;
- in case of the established fact of non-independent performance of the final control (exam), including the use of prohibited means and other violations by the student of the Rules of conduct during the exam;
- if the final control (exam) grade is less than 10 points;
- in case of failure to appear for the exam without a good reason.
- when retaking the FX assessment exam, the student was unable to meet 50 or more points requirements.

7.11.2 The “FX” grade is assigned to the student if during the semester the student scored a total of at least 25 points, but at the exam they could not meet 50 or more points requirement.

7.11.3 The rule on giving “F” when missing more than 20% of classes does not apply to students of the 4th year (year of study) with a GPA of at least 2.66, who have employment contracts with companies / organizations and work in a specialized or related specialty of study. At the same time, students must fulfill all the instructions of the syllabuses for each academic discipline (all types of knowledge control, the implementation of the SIW, etc.) on time. A student who meets the above requirements applies to the director of the institute with a copy of the employment contract, a copy of the transcript and the conclusion of the department dealing with the employment of KazNRTU graduates.

The conclusion must be made based on a letter from an organization and inspection of the student's workplace, their job responsibilities for compliance with their specialty of study, opportunities for advanced training and professional growth of the student.

The permission of the Director of the Institute is valid only for the current semester of study. If a decrease in the student's progress, according to the results of the semester is below the established criteria, the permit is canceled.

In all other exceptions (when a student skips a discipline for more than 20, but less than 30% of classes), a consistent positive conclusion is required based on valid circumstances on the admission of the student (in case of positive attestation and active work during the academic period) for an exam from a teacher, head of the department, director of the institute and vice-rector for academic affairs based on valid circumstances.

7.11.4 When establishing the fact of non-self-completion of the final control or the presence of cheat sheets, as well as in other cases of violation by the student of the Rules of Conduct on the exam (cheating, using electronic means of communication, etc.), the student is removed from an exam. At the same time, the final grade "F" is assigned to a student in the discipline, regardless of the number of points gained by him during the semester.

If the facts of using cheat sheets and cheating on the exam are repeatedly revealed during one examination session, a disciplinary sanction is applied to the student, up to expulsion from the University.

7.11.5 In case of obtaining an "F" grade in the discipline of the compulsory component, the student is obliged to retake the discipline (retake) on a paid basis.

To retake the exam from grade F "unsatisfactory" to positive, the student in the next academic period or in the summer / winter module re-attends all types of training sessions provided for by the study curriculum for this discipline, receives admissions and passes the final control.

A student who has received an "F" - an unsatisfactory grade in an elective discipline, has the right to repeat its passage or replace the elective discipline with another one. The change of discipline must be agreed with the adviser.

Re-passing the discipline is carried out for an additional fee for students of the paid department and students at the expense of the state educational grant or the University grant.

7.11.6 Registration for the re-passing of the discipline (retake) is carried out in the general manner through the Office Registrar.

7.12 Grade "I" (Incomplete) - "discipline is not completed"

7.12.1 Grade "I" is set only if a student completed the curriculum of the discipline, gaining 25 or more points from the maximum possible 60 before the start of the examination session for admission to the final exam, does not have more than 20% of absenteeism, but due to a number of unforeseen circumstances did not appear for the final examination.

The contingencies include:

- emergency hospitalization for medical reasons with the provision of an ambulance alert sheet, a medical statement;

- in connection with the birth of a child;
- in connection with the death of close relatives (parents, children, adoptive parents, siblings, grandparents);
- due to a business or educational trip.

All these reasons must be supported by supporting documents.

The student, no later than 3 working days from the date of missing the exam, must submit to the Director of the Institute an application indicating the reasons for missing the exam and attaching the original supporting documents. If the student is not able to personally submit an application, such an application can be sent to the call center of the OR by E-mail or on their behalf parents or close relatives can fill and submit, followed by the provision of supporting documents. In case of illness, a medical certificate from a polyclinic is a supporting document.

The application is reviewed and endorsed by a teacher of the discipline and the director of the institute. If the reason for missing the exam is recognized as valid, the student will be given an "I" grade, subject to the above conditions.

Otherwise, the student gets "F".

7.12.2 In case a student fulfill all the requirements of the syllabus, retake "I" the teacher makes changes to the standard grade ("A", "B", "C", "D", "FX" or "F") in the discipline is carried out during the first week of the next academic period according to the agreed schedule.

7.12.3 In order to convert an "I" grade to one of the grades "A", "B", "C", "D" or "F", a student must pass the final exam. According to the schedule of exams provided by a teacher, the Office Registrar draws up the exam schedule.

7.12.4 If the student has not completed all the requirements within the specified period of time, the grade "I" is transferred to "F", i.e. "unsatisfactory".

7.12.5 In the absence of a teacher at the University who gave the student an earlier grade "I", the head of the department recommends another teacher to the commission.

7.12.6 If a student is expelled from the University for any reason before the end of the established period for correcting the "I" grade, then this grade remains unchanged in the transcript.

7.12.7 An "I" grade is not credited and does not count toward the GPA calculation.

7.13 Assessment "AU" (Audit) - "discipline listened to" is given to a student who wants to attend the discipline without passing the established forms of knowledge control (current, midterm, final) and receiving the final grade. The completion of such disciplines is paid at the cost established in KazNRTU.

7.13.1 A student who has registered for a discipline as a student must report this to the Office Registrar. The examination sheet of such a student is marked "AU" after completing a full theoretical course. If a student misses more than 20% of classes in a given discipline, he is given an "F" grade.

7.13.2 The AU score is not credited and does not count toward the GPA calculation.

7.13.3 Students of disciplines can be both students of the University and individuals who are not enrolled in at the University.

7.13.4 Students of other universities can take certain disciplines at the University with a final grade in the discipline if there is an agreement between the University and the relevant educational organization.

#### 7.14 Grade "W" (Withdrawal)

7.14.1 A student during the first 4 (four) weeks of the semester (or 2 weeks of the trimester) from the beginning of classes can submit an application addressed to the director of the institute with justification of the reasons for his decision to abandon the discipline. The application, obligatorily endorsed by the student's adviser and signed by the director of the institute, if the issue is resolved positively, is transferred to the Office Registrar. In the examination sheet of the student in the discipline, the grade "W" is filled. This assessment can be changed by a teacher only in case of re-registration and completing by a student a discipline.

7.14.2 In case of a later refusal of the discipline, the fee paid for the discipline both at the paid department and under the state grant are received by the University in full without refund to the student.

7.14.3 The W score does not count towards the GPA calculation.

7.14.4 The reasons for refusal of a discipline for which a student has registered may be circumstances when:

- a student underestimated their abilities, having exceeded the recommended number of credits;
- a student has an insufficient level of basic knowledge for studying the discipline;
- a student has an insufficient level of language training, according to which the discipline is read.

7.15 Grade "AW" (Academic Withdrawal) - "administrative withdrawal from discipline" (withdrawal from discipline for academic reasons) grade that is given to a student who has been withdrawn from discipline by a teacher or administration. "AW" has a digital equivalent of 0 points and is considered when calculating the GPA.

The reasons for administrative removal from discipline can be:

- Systematic violation of the rules of conduct in the classroom;
- failure to fulfill individual tasks of the SIW, regular disruption of the task delivery schedule, other violation of the rules of training at KazNRTU.

7.15.1 Administrative removal from the discipline is formalized by the order of the director of the institute on the proposal of the teacher of the relevant discipline.

7.15.2 A student who has received an "AW" grade is not allowed to continue passing exam in the relevant discipline by the decision of a teacher.

The payment made for the discipline is not returned to the student.

7.15.3 Receiving an "AW" grade for a discipline included in the list of compulsory disciplines, the student must re-enroll for the discipline and take it on a paid basis in the next academic period or in the summer / winter semester.

7.15.4 If an "AW" grade is given to a student in more than one discipline, that student will be subject to disciplinary action.

7.15.5 Teachers can indicate in the syllabus additional conditions under which the grade "AW" is filled for the discipline.

### 7.16 Methodology for calculating the average score (GPA).

Average score - Grade Point Average (GPA) - a weighted average assessment of the level of educational achievements of a student. GPA is calculated based on the credit hour system. The final value is the sum of the digital equivalent of the grade and the number of credits assigned to the discipline, divided by the total number of credits for which the student has registered.

*GPA Calculation Example:*

Discipline	Quantity of credits	Letter grading system	Numerical equivalent
Mathematics	3	A	4.00
Informatics	2	B	3.00
Physics	3	F	0

Mathematics	$4.00 \times 3 = 12.00$
Informatics	$3.00 \times 2 = 6.00$
Physics	$0 \times 3 = 0$
Total	$= 12 + 6 + 0 = 18.00$
Total Quantity of credits	$= 3+2+3 = 8$

$$\text{GPA} = \frac{\text{Итоговая величина}}{\text{Общее количество кредитов}} = \frac{18.00}{8} = 2,25$$

7.17 The minimum grade point average (GPA) at the end of the academic year is required for transfer to the next study year at the University: from the 1st year to the 2nd is 1.8, from the 2nd to the 3rd and subsequent years is 2.0

## 8 ORGANIZATION AND COMPLETION OF PROFESSIONAL PRACTICES

### 8.1 General Provisions

8.1.1 Professional practice (hereinafter referred to as practice) of students is an integral part of the educational program of higher education, aimed at developing the practical skills of students' professional activities.

The goals, volumes and types of practice are determined by the state standards of the Republic of Kazakhstan and the study curricula of educational programs.

8.1.2 In accordance with state standards, study curricula and regulatory documents, KazNRTU develops and approves documents regulating the organization and conduct of the practice of students, taking into account the specifics of their preparation: practice programs, practice syllabuses, guidelines for practice, etc.

8.1.3. Financial issues of internship are regulated by the Rules for reimbursement of travel expenses and expenses for internship for students at

KazNRTU, approved by the administration.

## 8.2 Practices

8.2.1 Mandatory professional practice for students of KazNRTU are educational or training and production (field, geological) and production practices. Educational practice includes educational or production practice (introduction into the specialty).

8.2.2 Production practice is both mandatory in the scope of the educational program specified in the curriculum, and voluntary in excess of the established norm at the request of the student. The production practice is organized after the completion of the study of basic disciplines.

8.2.3 The direction of students for all types of practice is issued by order of the Rector, indicating their terms of completion, a base and a head.

The total volume of all types of compulsory professional practice is established by the curriculum.

## 8.3 Program and syllabus of practice

8.3.1 The practice program is developed by the graduating department, taking into account the profile of the educational program, the nature of the enterprise or organization - the object of practice and is approved by the educational council of the institute.

8.3.2 The practice program is a regulatory and methodological document that reflects the reasonable sequence of formation of students' skills and abilities in accordance with future activities. The practice program is developed in accordance with the Methodological recommendations of KazNRTU on the organization and conduct of practice.

8.3.3 The syllabus of practice is compiled by the head of practice of the University for the current academic year and is approved at a meeting of the department. The syllabus reveals the general issues of organizing the practice, the specific timing of its implementation and submission of reports, gives recommendations on the content and leading the diary, forms of control over the practice, communication between the supervisor and the trainee, the procedure for compiling and receiving a report on the practice and grading.

## 8.4 Organization of practice

8.4.1 The organization of practice at all stages should be aimed at ensuring the continuity and consistency of the student's mastering of professional skills in accordance with the requirements for the level of graduate training.

8.4.2 Student practice may be carried out in the educational departments of the University or at enterprises, institutions, and organizations, including affiliated institutions. Industrial practice of students, not earlier than the end of the 2nd year of study, is carried out, as a rule, at enterprises, institutions and organizations that are the bases of practice.

8.4.3 To organize and conduct the practice of students, by order of the university, practice supervisors of the University are appointed among professors and experienced teachers who know the specifics of the profession and the activities of practice bases.



8.4.4 When students undergo practice in third-party organizations, the practice base enterprise appoints a practice supervisor from the enterprise.

8.4.5 Educational and production practices can be carried out both in a continuous cycle and by alternating with theoretical classes by days (weeks), provided that the connection between theoretical training and the production content of the practice is ensured.

8.4.6 The timing of the practice is set by the University in accordance with the curriculum of the educational program and the Academic calendar, considering the possibilities of the educational and production base of the University and organizations - bases of practice, as well as the level of theoretical preparedness of students, but as a rule in any vacation period.

8.4.7 The curricula of educational programs determine the number of credits corresponding to each type of practice. Students register for the appropriate practice and include it in their individual plan.

8.4.8 The final grade for practice is given in the form of a credit P (Pass) and NP (No Pass). The calculation of the volume of practice is determined based on 20 working hours equal to 1 academic credit.

The defense of reports on production practice, as a rule, is carried out within one week after the completion of the practice; the final assessment is filled into the electronic sheet by an individual responsible for the practice or the head of the department. The paper version of the statement is submitted to the Office Registrar within 48 hours after the points are filled into the AIS.

The defense of reports on industrial practice is carried out during the first month of the next academic period by the head of the practice based on the submitted practice diaries, the final grade is filled into the electronic sheet, and the paper version of the sheet is submitted to the Office Registrar signed by the head of the department.

8.4.9 If a student has experience of practical work in the profile of practice or when combining studies with work corresponding to the profile of activity, in agreement with the graduating department, the experience of such work can be credited to the student as practice.

8.4.10 Passage by students of industrial practice at enterprises, institutions and organizations that are the bases of practice, at their own expense or at the expense of financing of the inviting party, the student is credited to the student as an industrial practice.

8.4.11 When completing an practice in excess of the planned one, the Office Registrar may add additional practice to the student's transcript, certified (at the request of the student) by the head of the department and the director of the institute.

8.5 Responsibilities of the parties involved in the organization of the practice

8.5.1 University:

- ensures the practice of students in the departments of the University or in third-party organizations;

- set agreements with enterprises, institutions and organizations to secure them as a practice base and, before the start of the academic year, coordinates programs and practice schedules with the practice bases;

- provides support material for the practice in the amount and in the manner established by these Rules;

- organizes, if necessary, a medical examination of students sent for practice.

8.5.2 The subdivision of KazNRTU, which organizes the practice of students:

- establishes contacts with enterprises and organizations for the purpose of carrying out planned practices at their production base, carries out work on concluding contracts with enterprises-bases of practices;

- in accordance with the practice supervisors of the University, establishes communication with the practice supervisors from the organization and distributes students to the places of practice according to the practice programs provided by the departments;

- provides graduating departments with practice diaries;

- provides practice base enterprises with practice programs;

- monitors the organization and conduct of the practice, compliance with its terms and content.

8.5.3 Head of practice of the University:

- prior to the start of the practice, organizes the necessary trainees training, conducts the necessary briefings assigned with signature;

- develops the subject of individual tasks;

- consults students in accordance with the curriculum and program;

- takes part in the distribution of students by jobs or type of work;

- provides students with practice diaries, practice syllabuses;

- exercises control over the provision by the enterprise, institution, organization of normal working and living conditions for students, conducting mandatory briefings with students on labor protection and safety, compliance by interns with the rules of internal labor regulations;

- provides methodological assistance to students in the performance of individual tasks and the collection of materials for the final (qualification) work;

- examines the practice diaries of students, gives feedback on their work and submits to the head of the department a written report on the practice, along with comments and suggestions for improving the practical training of students;

- evaluates the results of the students' implementation of the practice program, takes part in the work of the University commission for receiving and evaluating reports on practice and in preparing scientific conferences based on the results of practice.

8.5.4 Students:

- practice according to the schedule and distribution provided by the graduating department;

- complete the practice program;

- keeping practice diaries;

- comply with the rules of the labor schedule at the places of practice;

- study and comply with the rules of safety, labor protection and industrial sanitation;

- provide the head of practice of the University with a fully completed practice diary, signed by the head of practice of the enterprise within the established time

limits.

## **9 FINAL ATTESTATION**

9.1 The final attestation of students is a procedure carried out in order to determine the degree to which they have studied the volume of academic disciplines provided for by the state compulsory standard of education for undergraduate studies.

9.2 The final attestation of students is carried out within the time limits stipulated by the Academic calendar and working curricula of educational programs.

9.3 As part of the final certification, the student must defend the thesis / project in accordance with the study curricula and requirements for graduation design that are common for all forms of education.

9.4 Students who have fully completed a theoretical course of study in the amount of at least 240 academic credits in accordance with the requirements of the study and individual curriculum and are allowed to the final attestation. Students who have not completed theoretical training within the time specified in the Academic calendar are not allowed to pass the final attestation (thesis/project defense).

9.5 Admission to the final attestation of students is issued by order of the director of the institute according to the list of students no later than two weeks before the start of the final attestation and submitted to the attestation commission.

9.6 To conduct the final certification of students, a state attestation commission (hereinafter - SAC) is created for each educational program for all forms of education. The chairman and composition of the SAC is approved by order of the head of the university based on the decision of the academic council of the university no later than January 10 of the current academic year and is valid for the current calendar year.

9.7 Responsibility for scheduling the work of the SAC is on the institute. The work schedule of the attestation commission is approved by the supervising vice-rector and communicated to the students no later than 1 month before the start of the work of the AC. The duration of SAC meetings should not exceed 6 academic hours per day. At the same time, no more than 12 individual or group theses (projects) are allowed to defend a thesis.

9.8 Prior to the start of the final attestation (defense of the graduation project / work), the following documents are submitted to the SAC:

1) a certificate (transcript) on the implementation of the curriculum by students, their grades and volume in all disciplines, submitted course projects (works) and types of practices, prepared by the Office Registrar;

2) review of the supervisor of the thesis/project, where a reasoned conclusion is given: “allowed for defense” or “not allowed for defense”;

3) help on anti-plagiarism

The AC presents, among other things, materials characterizing the scientific and practical value of the completed thesis / project, unofficial reviews, written conclusions of organizations engaged in practical activities in the profile of the thesis (project), certificates or acts of implementing the results of scientific research,

models, samples materials, products, mineral collections, etc.

9.9 Checking theses (projects) for plagiarism is carried out by the corresponding graduate departments, as well as for compliance with the theme of the graduation project. For the presence in the work of an unacceptable number of other authors work in the thesis (project), the graduate and his supervisor are responsible.

9.10 The student defends the thesis (project) in the presence of a positive review of the supervisor, corresponding to the profile of the defended work (project).

If the supervisor gives a negative conclusion - "not allowed to defend", the student does not defend the thesis (project).

9.11 The supervisor of the thesis (project) is approved by the order of the university, personally assigned to each student, indicating the topic.

The reviewer of diploma works (projects) are approved by the order of the Rector with a general list on the proposal of the head of the graduate department, indicating the place of work, position held and education (scientific or academic degree in the specialty, basic education with a diploma of higher education).

9.12 The final attestation of students at KazNRTU is carried out in the form of defending a thesis / project.

9.13 The student has the right, with the consent of the supervising vice-rector of KazNRTU, instead of the diploma project (work) to take the state exam in their educational program if the student:

- 1) is on long-term treatment in a hospital (more than one month);
- 2) has a child under age of 3 years;
- 3) takes care of sick parents;
- 4) a disabled person.
- 5) is called up for active military service.

At the same time, a student fills an application addressed to the supervising vice-rector of KazNRTU and submits the relevant supporting documents with the approved visa of the director of the institute.

9.14 The thesis/project is defended at an open meeting of the SAC.

The duration of one thesis defense should not exceed 30 minutes per student. To defend the thesis, the student makes a presentation in front of the attestation committee for no more than 10 minutes.

The final assessment of the thesis / project is filled in accordance with the scale of assessment of students' knowledge, adopted at KazNRTU (7.4 of the Rules).

9.15 The results of the thesis/project defense are announced on the day they are held after signing the minutes of the meeting of the State Attestation Commission. The decision of the SAC is final and not subject to appeal.

9.16 Re-defense of the thesis/project (or passing the state exam in the educational program) to increase a positive grade is not allowed.

9.17 A student who has passed the final state attestation and confirmed educational professional program study of KazNRTU, by the decision of the SAC, is awarded the academic degree "bachelor" and within 1 month from the date of defense of the thesis (project) a bachelor's diploma with transcript in 3 languages is issued.

9.18 The Diploma Transcript is filled out on the basis of a certificate of the student's fulfillment of an individual curriculum (in accordance with the grades received by him in all disciplines in the amount provided for by the State Educational Standards and the study curriculum), completed papers (project), types of practice and the results of the final attestation, and also available non-academic records.

The Diploma Transcript records the latest grades for each academic discipline according to the letter grading system of knowledge assessment, indicating its volume in academic credits and academic hours.

9.19 A diploma with honors is issued to a student who has passed exams and differentiated tests with grades A, A- ("excellent"), B +, B, B-, C + ("good") and has a grade point average (GPA) for the entire period not lower than 3.5, as well as defending a thesis (project) with grades A, A- ("excellent"), a diploma with honors is issued if there are no re-take examinations during the entire period of study (excluding military training grades).

A student who retakes or retakes exams during the period of study does not receive a diploma with honors, despite meeting the specified criteria.

Note: if a student had a grade of "satisfactory" and/or "unsatisfactory" for the entire period of his studies at the university, they will not be awarded a diploma with honors even if he had to retake this grade for a grade of "good" or "excellent".

9.20 A student who received an unsatisfactory grade ("F") during the final state attestation is expelled from KazNRTU by order of the Rector with the issuance of an academic transcript and a standard certificate provided to citizens who have not completed their education, with the possibility of re-passing the final attestation in the next academic period.

9.21 Documents on the state of health submitted to the attestation commission after receiving an unsatisfactory grade are not considered.

9.22 A student who did not appear for the final attestation for a relevant reason, fills an application addressed to the chairman of the SAC, submits a document confirming a relevant reason, and, with the permission of the chairman of the SAC, can defend a thesis / project or pass a state exam on another day of the meeting of this commission.

9.23 Re-defense of the thesis (project) or re-passing state exams for individuals who have received an "unsatisfactory" rating is not allowed during this period of final attestation.

9.24 In cases where the defense of the thesis/project is deemed unsatisfactory, the attestation committee determines whether the student can submit the same work for re-defense with a revision determined by the committee, or must develop a new topic, which is determined by the graduating department.

9.25 The repeated final state attestation of the student is carried out in the next period of the final attestation only for mode for which an unsatisfactory grade was obtained in the previous final state attestation.

9.26 A student expelled from KazNRTU based on the results of the final attestation may, for the next academic period, no later than two weeks before the start of the final attestation of the next academic year, apply to the supervising vice-rector for permission to enter mode of final attestation for which the grade was

obtained " F" ("unsatisfactory").

9.27 Admission to re-final certification is issued by order of the university KazNRTU.

## **10 ACADEMIC TRANSCRIPT**

10.1 The registrar office during the entire period of study keeps a history of the educational achievements of students, which is reflected in the academic transcript, its form is established by KazNRTU.

An academic transcript is a document of the established form containing a list of disciplines completed by students for the corresponding period of study, indicating grades and the number of credits according to the curriculum.

The transcript contains the address and contact numbers of KazNRTU, last name, first name, patronymic, student identification number, faculty name, educational program, completed disciplines with codes and an indication of the number of credits and grades, GPA for each semester and final GPA, grade scale and date of issue.

10.2 Online, the student can print an unofficial transcript from the educational portal of KazNRTU (without the signatures of officials).

10.3 The official academic transcript is issued by the Office Registrar at the request of the student for any period of their studies.

The official academic transcript is signed by the head of the OR, Vice-Rector for Academic Affairs and certified by the seal of the University.

The official transcript is handed over to the student or sent to the address indicated in the student's application.

## **11 TRANSFER, RE-ENROLLMENT, EXPULSION FROM KAZNRTU. DEPRIVATION OF A STUDENT OF THE STATE EDUCATIONAL GRANT**

### **11.1 General provisions**

11.1.1 Transfer of students is carried out from one educational organization to another; from one mode of education to another; from one educational program to another; from a paid basis to study under the state educational grant.

11.1.2 Applications of full-time students for transfer and reenrollment are considered by the University management in any vacation period between academic periods, but no later than 1 academic week of the upcoming academic period of the host educational organization.

11.1.3 Students of higher educational institutions (hereinafter referred to as the university) can be transferred or reenrollment after expulsion if they have completed the first academic period of the program being taught according to an individual curriculum with a volume of at least 30 credits.

Transfer and reenrollment of students to KazNRTU from other universities, the minimum GPA for the entire period must be at least 2.0.

At the same time, the student has the right to be transferred or reenrolled to any mode of education, to any educational program and to any university, regardless

of the terms of expulsion upon reenrollment.

11.1.4 Transfer or reenrollment a student to KazNRTU from a foreign educational organization, a document is submitted on the study programs (academic certificate, transcript), as well as on the completion of the previous level of education, which must undergo the nostrification procedure in the Republic of Kazakhstan in the manner prescribed by the Rules for recognition and nostrification of education documents.

The student has the right to be reenrolled, regardless of the limitation period for expulsion, subject to the conditions see 11.1.3.

The number of credits taught by the student until the moment of expulsion is counted by the University in full volume.

11.1.5 Persons who have received a general secondary (secondary general) or technical and vocational education in the Republic of Kazakhstan, when transferring to KazNRTU from a foreign university or reenrollment also present a certificate of a unified national testing (hereinafter - UNT) or comprehensive testing (hereinafter - CT) with a score not lower than the established score.

Individuals who have not established score in UNT and CT, take CT before the start of the next academic period.

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

11.1.7 The student can be reenrolled to any educational program, considering the difference in the disciplines of the curricula.

11.1.8 Reenrollment is carried out only for the curriculum of the educational program of the year of admission. If in this curriculum the university does not provide several academic disciplines, the graduate department is obliged to ensure their replacement with others. Reenrollment is carried out only on a paid branch.

11.1.9 Issues of reenrollment of students expelled from KazNRTU for committing disciplinary offenses are considered at a meeting of the Disciplinary Committee.

11.1.10 The transfer of a student from one educational program to another, from one mode of education to another is carried out only for study on a paid basis.

11.1.11 The transfer of students studying on state educational grants within one group of educational programs is carried out with the preservation of the state educational grant.

11.1.12 The academic difference in the disciplines of the working curricula studied by them in previous academic periods is determined for transferring and reenrolled students.

The recalculation of previous credits is made according to the learning trajectory required for the development of the relevant educational program.

Students called up for military service in the Armed Forces of the Republic of Kazakhstan during the period of study are reenrolled to the term of the year of admission.

At the same time, the director of the institute determines the list of prerequisites required for delivery in the current academic year.

11.1.13 The recalculation of previous credits is carried out based on a comparison of educational programs, the content of the list of studied disciplines, their volumes, acquired knowledge, skills, abilities and competencies, as well as learning outcomes. Any existing skills and competencies in the transfer must be interpreted in favor of the student for their transfer.

11.1.14 The difference in the mode of final control is not taken into account while re-crediting previous credits for academic disciplines,

11.1.15 The credit is equated to the letter system for assessing the educational achievements of the student, corresponding to the digital/numeral equivalent on a 4-point system in the range from the minimum D (1.0; 50-54%) to the maximum A (4.0; 95-100%) assessment, according to the Rules for the organization of the educational process on credit technology of education.

11.1.16 The student at the expense of the legal entity (the Customer of education) is obliged in advance, before submitting the relevant application to the University, to notify the Customer of his intention to transfer to another university / to another specialty / to study at the expense of the state educational grant / grant from KazNRTU and receive written consent of the Customer for such translation. The student is responsible for the timely notify the Customer about the transfer / expulsion.

11.1.17 A student studying on an educational grant may transfer to another university maintaining the educational grant.

11.2 The procedure for the reenrollment of a student within KazNRTU:

- a student who planned to be reenrolled at KazNRTU, submits to the directorate of his institute in an arbitrary form of an application for a transfer addressed to the head of the University;

- the application for reenrollment addressed to the head of the University accompanied by an academic certificate signed by the administration of the university and sealed, a copy of the UNT or CT certificate with a score not lower than the established one;

- the head of the graduate department, on the basis of the submitted documents, forms (according to the reenrollment) an individual curriculum for the educational program curriculum of the student's year of admission, determines the difference in disciplines in the curricula (if any), transfers credits earned in accordance with the educational program and approves the student's individual curriculum;

- the director of the institute (with the head of the graduate department), in agreement with the Registrar Office, draws up the transfer of educational credits (F KazNRTU 706-42), which indicates the re-credited, previously studied, disciplines with the volume of educational credits according to the letter grading system for assessing educational achievements students, course, cumulative GPA, academic difference;

- in accordance with the visas of the Director of the Institute, the Registrar



Office, the head of the department in charge of academic issues, the Vice-Rector for Academic Affairs, an order is issued to reinstate the student.

- if a student has not previously studied at KazNRTU, then the University management, within three working days from the date of order issue, sends a written request to the university where the student previously studied, about sending his personal file. A copy of the order on enrolling the student by transfer is attached to the request.

A student on an educational grant who has the conclusion of a medical advisory commission on the prohibition to study in this educational program acquired disease during the training period, is transferred from one educational program to another to an existing vacant place on an educational order.

11.3 The procedure for transferring a student from KazNRTU to another university or to KazNRTU from another university is carried out in the following:

- A student who plans to transfer to another university submits an application in any mode for a transfer addressed to the head of the university where they are studying, and, having received a written consent to the transfer, sealed, applies to the head of the university they are interested in;

- the application for transfer addressed to the head of the host university accompanied by copies of the transcript signed by the Vice-Rector for Academic Affairs and the Office Registrar, and sealed certificates of the holder of an educational grant (if studying on a state grant), an application addressed to the head of the university where they studied (with the signature of the head and the seal);

- the director of the institute (with the head of the graduate department), on the basis of the submitted documents, determines the difference in disciplines in the curricula and, in accordance with the studied prerequisites, establishes an individual curriculum for the student, re-credits the studied credits for the educational program and approves the individual curriculum of the student in agreement with Office Registrar;

- the director of the institute (with the head of the graduate department), in agreement with the Office Registrar, draws up the transfer of educational credits (F KazNRTU 706-42), which indicates the re-credited previously studied disciplines with the volume of educational credits according to the letter grading system of assessing the educational achievements of the student, cumulative GPA, academic difference;

- in accordance with the visas of the Director of the Institute, the Office Registrar, the head of the department in charge of academic issues, the Vice-Rector, the Head of the University issues an order to transfer the student;

- the head of the university who a student is transferred, within three working days from the date of order issue, sends a written request to the university where the student previously studied, about sending his personal file. A copy of the order on enrolling the student by transfer is attached to the request.

At the same time, a copy of the personal file and transcript, a student card and a list of the documents sent are left at the university where the student studied.

11.4 The procedure for transferring a student within the University:

- the student submits an application for transfer addressed to the head of the

University. A transcript certified by the Vice-Rector for Academic Affairs is attached to the application;

- the director of the institute, in agreement with the Office Registrar, draws up a transfer of study credits, which indicates the re-credited previously studied disciplines with the volume of study credits according to the letter grading system of assessing the student's educational achievements, cumulative GPA, academic difference;

- in accordance with the visas of the Director of the Institute, Office Registrar, Vice-Rector for Academic Affairs, the head of the University issues an order to transfer the student from one form of education to another, from one specialty to another;

- the director of the host institute with the head of the corresponding department, on the basis of the submitted documents, by compiling sheet, determines the difference in disciplines in the curricula and, in accordance with the disciplines studied, establishes an individual curriculum for the student in agreement with the Office Registrar;

- if a student, when transferring from one specialty to another, has grades "F" in disciplines not provided for in the curricula of the educational program to which they are transferred, then the student does not need to re-take these disciplines;

- when forming an individual student plan, first, the disciplines of academic difference are included, which are prerequisites for subsequent disciplines, which are supplemented by other disciplines in the amount established for the academic period.

The transfer of a student from one mode of education to another and from one educational program to another within the University is carried out on a fee basis.

#### 11.5 Depriving a student of a state educational grant

##### 11.5.1 The student is deprived of the state educational grant:

- The established GPA conversion score has not been achieved. Students deprived of a state educational grant are given the right to study on a paid basis.

- in case of awarding the international scholarship of the President of the Republic of Kazakhstan "Bolashak" to the student (the student is obliged to immediately notify the director of the institute and write a corresponding application);

- in other cases, established by regulatory legal acts of the Republic of Kazakhstan and decisions of authorized bodies.

#### 11.6 Expulsion from KazNRTU

##### 11.6.1 A student may be expelled from KazNRTU:

- 1) at their own request (including a transfer to another university, for medical reasons, for family reasons, etc.);

- 2) for academic failure, in the following cases:

- missing the deadline for registration for disciplines of the academic period;
- missing attestations and final control in all disciplines of the academic period;

- Four times studying the same compulsory discipline (of which 3 times - "Retake") with unsatisfactory grades;

- for the loss of communication and contact with the student for more than 2 months.

3) for a systematic or gross violation of academic discipline, including non-attendance of classes without a good reason for more than 5 weeks; violation of the Charter, these Rules, the Internal Regulations, the Code of Academic Integrity or other regulatory documents of the University; violation of the norms of the legislation of the Republic of Kazakhstan, the terms of the contract concluded with the study at University;

4) If the period of study of the student exceeded the maximum period established by the legislation of the Republic of Kazakhstan (7 years);

5) on other cases provided for by these Rules, other internal documents of the University and / or the legislation of the Republic of Kazakhstan.

11.6.2 A student who plans to be expelled from KazNRTU must fill in an application addressed to the Rector of KazNRTU with a request for expulsion and submit it to the Directorate of the Institute. An application for expulsion is submitted by the student immediately. In case of late submission of an application for expulsion of one's own free will when the student stops attending classes at KazNRTU, the student may also be expelled due the results of the examination session (academic year) for academic failure and / or violation of academic discipline. In this case, the tuition fee is non-refundable.

Tuition fees, state grants and scholarships are suspended from the moment the student applies to the Directorate of the Institute, which must report to the Department of Finance and Accounting of KazNRTU within a two-day period.

Students studying at the expense of the legal entity (Customer) are obliged to notify the Customer in advance of their intention to leave the University.

11.6.3 In case of non-registration and/or non-attendance by the student of classes and non-submission of any documents confirming the good reason for his absence, the Directorate of the Institute with the student's adviser, take the necessary measures to ascertain the reasons for non-registration/non-attendance.

If within 2 months from the date of the start of non-attendance of classes, the student, despite the indicated measures, does not start classes, does not provide any information and documents confirming the reasons for missing classes, the director of the institute submits a submission for issuing an order to expel the student.

11.6.4 A student expelled from the University is issued an academic certificate of the established form and an academic transcript at his request.

11.7 Transfer to study under the state educational grant.

11.7.1 A student on a paid basis has the right to transfer to a vacant place an educational grant in the corresponding specialty on a competitive basis in the manner prescribed by law.

Students who do not have academic debts “F” grades can apply for a vacant place on a state educational grant.

In the case of the same indicators of the average grade during the competition for vacant educational grants, students with grades only “A”, “A-” (“excellent”), then grades from “A”, “A-” to “B+”, “B”, “B-” and C+ (“good”) for the entire period of study, who have a difficult social situation.

11.7.2 The competition is held by the Commission of the Ministry of Education and Science of the Republic of Kazakhstan based on the results of the examination session, with the issuance of a certificate of award of an educational grant.

11.7.3 The award of vacant educational grants released in the process of obtaining higher education is carried out during the vacation period, for available vacancies on a competitive basis, in the following:

1) the student submits the following documents to the Office Registrar on a paid basis:

- an application addressed to the Rector for transfer to study under a state educational grant;

- a copy of the identity card.

2) KazNRTU, having considered this application on a competitive basis with the decision of the Academic Council, sends it to the Ministry of Education and Science of the Republic of Kazakhstan within the established time frame for a decision. The student's application, together with the decision of the Academic Council, is accompanied by the student's transcript, a copy of his identity document, and a certificate of the holder of an educational grant (original), expelled from KazNRTU;

3) The Ministry of Education and Science of the Republic of Kazakhstan considers the received documents in the context of areas of training, forms and terms of study, taking into account the year of receipt and, if the issue is resolved positively, an order to award an educational grant is confirmed;

4) on the basis of the order of the Ministry of Education and Science of the Republic of Kazakhstan, a certificate of award of an educational grant is issued;

5) based on the issued certificate of awarding an educational grant, an order is issued by KazNRTU for further education on an educational grant.

## **12 PROVISION OF ACADEMIC LEAVE**

12.1 Academic leave is a period when students temporarily interrupt their studies for medical reasons and in other exceptional cases.

12.2 The procedure for granting and issuing academic leave is governed by the Rules for granting academic leave to students in educational institutions, approved by order of the Ministry of Education and Science of the Republic of Kazakhstan.

12.3 While granting an academic leave to a student studying on the basis of a state educational grant, the right to further education on the basis of a state educational grant remains, while the financing of his studies is interrupted for the period of the granted academic leave (with the exception of funding the costs of scholarships) and is resumed after its endings.

12.4 While an academic leave is granted to a student on a paid basis, tuition fees are suspended for the period of academic leave.

12.5 For registration of academic leave, the student submits an application addressed to the Rector of KazNRTU and submits documents confirming the validity of the temporary interruption of education. The student applies for an academic leave in advance before the start of the examination session. If a student at the time of going on academic leave has a positive attestation in the disciplines of the current academic period, then such disciplines can be graded "I".

12.6 Academic leave for medical reasons is granted to the student based on:

1) the conclusions of the medical advisory commission (MAC) of outpatient organizations - lasting 6-12 months due to illness;

2) the conclusions of the Central Medical Advisory Commission at the anti-tuberculosis medical organization in case of tuberculosis.

Academic leave may also be granted to a student based on:

1) summons for conscription into the ranks of the Armed Forces of the Republic of Kazakhstan for the period of conscription for military service, in cases established by law;

2) birth, adoption or adoption of a child up to 3 years, in cases established by law;

3) in other cases provided by law.

12.7 For registration of academic leave, the student submits an application addressed to the Vice-Rector for Academic Affairs and submits the established medical document (conclusion of the MAC), or a document on his recruitment into the ranks of the Armed Forces of the Republic of Kazakhstan.

Based on the submitted documents, within three working days, an order of the Rector is issued to grant the student an academic leave, indicating the dates of its beginning and end.

12.8 After leaving the academic leave, the student submits an application addressed to the Rector of KazNRTU and submits a certificate of the MAC on the state of health from the medical organization that observed the patient, with a conclusion on the possibility of continuing education in this specialty - while the student is on academic leave due to illness. The certificate must be certified and registered at the medical center of KazNRTU.

12.9 The director of the institute, based on the submitted documents, determines the difference in disciplines in the working curricula and approves the student's individual curriculum in agreement with the Office Registrar.

12.10 Based on the submitted documents, within three working days, an order is issued to withdraw the student from academic leave, indicating the educational program and the year of admission.

12.11 Return from academic leave is carried out during the vacation period, but no later than one week of the upcoming academic period.

## 13 ACADEMIC HONESTY

13.1 The academic policy and study rules of KazNRTU imply strict observance of the principles of academic integrity by all participants in the academic process, including a combination of values and principles that develop personal integrity in the study and assessment of all participants in the academic process. Academic integrity also includes decent behavior when doing written tests, essays, research, presentations, theses/projects, dissertations, exams.

13.2 The academic policy of the University and these Rules are aimed at the systematic fight against academic dishonesty, and academic cheating. All participants (faculty, students, and administrative staff) involved in the academic process understand that academic dishonesty, and academic fraud create social injustice when the subject (s) of such actions receive (s) an undeserved academic advantage. Any participant in the academic process who does not agree with this provision, as well as who is convicted of such acts, cannot teach, study, or work at the University.

13.3 Academic dishonesty and academic cheating include the following:

- Plagiarism: verbatim reproduction of the work of another person (author, team, organization, community or other author, including anonymous) without attribution (ie on his own behalf), intentional or unintentional.

- Fabrication: falsification of authorship, edition and publication data, information, or references to sources in a work.

- Falsehood: Giving false information to a teacher or the University, including a fake exam paper, a false face of an examinee, etc.

- Cheating: The student's attempt to get help with writing without a teacher or examiner knowing about it, including using cheat sheets, electronic gadgets, or other devices.

- Bribery: Getting the right answers or the right grade for money or other offerings.

- Sabotage: An attempt to prevent others from doing academic work. This includes tearing pages out of library books, intentionally damaging someone else's experimental (laboratory) work, falsifying academic documents, including electronic ones.

- Teaching misconduct: academic fraud or deliberate misjudgment of student work.

13.4 These Rules and the academic policy of the University are aimed at eliminating the phenomena described in 13.3, for this purpose it is strongly recommended:

- Reflect in the syllabus of any discipline and bring to the students' attention at the beginning of study, information about the policy of academic honesty. The syllabus as a code of relations between the teacher and students of this discipline should reflect the following text: *“Within the study process of the discipline, any manifestations of academic dishonesty, academic deceit and corruption in any form are unacceptable. The organizer of such actions (teacher, students or third parties on their behalf) bear full responsibility for violation of the laws of the Republic of*

*Kazakhstan and the rules of the university.*”

- While assessing the professional skills of a teacher, the University focuses on the distribution curve of grades in accordance with the normal Gaussian distribution (Bell curve), namely: the more normalized the distribution, the higher the teacher's pedagogical skills. The values of the average score of marks, the number of marks "excellent" (A and A-) and "good" (B+, B and B-), etc. not taken into consideration.

- In the syllabus of the discipline and in the examination task, all the criteria for evaluating the work must be prescribed, and the teacher and the examiner do not have the right to evaluate the work according to criteria that are not described in these documents. At the same time, it is recommended to give an overall score of 0 (zero) for works that have non-original origin through plagiarism and fabrication of sources.

- Independent, midterm and examination final attestations must be submitted in writing, checked by the teacher for originality, grades are given separately for each criterion, and the total summary grade should be stored at the department for at least 2 years.

- Examination final papers are held strictly according to the schedule in the presence of a proctor and an examiner, the objectivity of assessment is ensured by a “blind check” of the work. It is not allowed to conduct an exam outside the general schedule, outside the specified sessions. Electronic communication gadgets and other cheating tools are not allowed on the exam.

## **14 STATE SCHOLARSHIP**

14.1 The procedure for assigning and paying state scholarships to students on the basis of a state educational grant, the amount of state scholarships and allowances are determined by the Rules for the appointment, payment and size of state scholarships to students in educational organizations, approved by the corresponding Decree of the Government of the Republic of Kazakhstan (hereinafter - the Rules for the payment of scholarships), and others normative legal acts of the Republic of Kazakhstan.

14.2 All students enrolled in the first year of study based on a state educational grant are assigned a state scholarship in the first academic period.

14.3 In subsequent semesters of study, the appointment and payment of a state scholarship is made if, following the results of the examination session (including all forms of knowledge control), the student has only “good” (“B +”, “B”, “B-” or “C +”) or “excellent” (“A”, “A-”).

For visually and hearing-impaired children, orphans and children left without parental care and under guardianship (guardianship), studying under the state educational order, the state scholarship is paid in the absence of academic debt based on the results of the examination session.

14.4 The scholarship is paid monthly from the first day of the month following the midterm control (examination session) and holidays, including until the end of the month of academic period, midterm attestation and end of holidays. For graduate

students, the state scholarship is paid before the date of expulsion in connection with the end of the organization of education. In assigning a state scholarship, only grades are considered, and not the GPA of the student.

14.5 For students submitted for a state scholarship based on the results of the summer examination session, the state scholarship for the summer vacation period is paid in total for two months (July, August), as funding is provided.

During the professional practice, summer holidays, as well as work at workplaces and in the payment positions, the scholarship is paid in the prescribed manner.

14.6 For students who did not pass the exams and / or test in the discipline "Physical Education" on time for good reasons, the scholarship is awarded in the prescribed manner after changing the grade "I" to a standard grade.

In this case, the student must fill in an appropriate application for the appointment of a scholarship.

The office of the registrar, based on the data provided by teachers on the results of changing the grade "I" to a standard grade, prepares an order for the appointment of a scholarship and submits a signed order to the Department of Finance and Accounting of KazNRTU.

14.7 For students transferred from another educational institution, a state scholarship is assigned and paid in the prescribed manner after the elimination of the academic difference in the curricula.

14.8 For students who are on academic leave based on a medical certificate, for the period of academic leave, the state scholarship is set at 50% (fifty), for disabled students - 75% (seventy-five) percent, respectively, of the size of the state scholarship.

14.9 For the period of maternity leave, students are paid a state scholarship in the amount established before going on maternity leave, for the entire period established by the current legislation of the Republic of Kazakhstan.

When submitting a temporary disability certificate due to pregnancy and childbirth during academic leave, academic leave is interrupted and maternity leave is issued.

During the period when students are on parental leave until they reach the age of three years, the state scholarship is not assigned.

14.10 For students who have returned from academic leave, the appointment and payment of a state scholarship is carried out in accordance with the established procedure based on the results of the upcoming (regular) examination session.

14.11 Students who have received only "excellent" marks according to the results of the examination session are entitled to receive an increased state scholarship. The amount of allowances is determined by the Rules for the payment of scholarships.

14.12 The appointment of a scholarship is made by order of the Rector or a individual replacing him, on the basis of a memo (representation) of the head of the Office Registrar.



14.13 The payment of the scholarship is carried out by crediting the amount of the scholarship to the student's current bank account.

14.14 The payment of the state scholarship is terminated upon completion of study, as well as in other cases provided for by the legislation of the Republic of Kazakhstan.

Termination of the payment of the state scholarship is carried out by issuing the appropriate order of the Rector.

14.15 The procedure for the appointment and payment of other scholarships (stipends of the President of the Republic of Kazakhstan, the founder's scholarship, etc.) is determined in accordance with the legislation of the Republic of Kazakhstan and internal documents of KazNRTU.

## **15 TUITION FEES**

15.1 The cost of education at the University is established by the decision of the Board of Directors of KazNRTU. The Academic Council determines cost reduce for certain categories of students.

The amount of tuition fees is set in the contract for the provision of paid educational services, concluded between KazNRTU and the student before the studies start at the University (before the start of the academic year). A part to the agreement may also be a legal entity (or an individual entrepreneur) acting as the Sponsor of the student's education and paying for his education.

Without concluding an agreement, paying for tuition, and issuing an order for reenrollment, enrollment, a student is not allowed to study. An exception to this rule may be students in respect of whom KazNRTU received letters of guarantee from organizations - Customers of training, confirming the obligations of the Customer to pay for the student's education in the current academic year.

15.2 Payment for tuition is made in the manner and terms established by the concluded contracts for the provision of educational services.

Payment for the summer semester is made before the start of registration for disciplines.

15.3 In case of non-payment, the student may not be allowed to register and / or be removed from registration for disciplines (regulated by the Office Registrar).

If there is a payment debts, the student may also not be allowed to use the internal resources of the University (library, portal, etc.).

15.4 In case of non-payment of payment debts before the start of the current examination session, the student is not allowed to take exams / tests. At the same time, the grade "F" is filled for the final exam, which is an academic debt and entails the student to re-pass the discipline (s) on a paid basis.

15.4 If there is a tuition fee debts at the time of expulsion / graduation from the University, the official transcript, academic certificate and / or other education documents are not issued until the payment arrears are fully paid off.

15.6 The established cost of training includes the cost of the minimum number of credits provided for by the working curriculum of the specialty. In case of

registration for credits more than the specified amount (including retakes, curriculum difference disciplines for transferring/reenrolling students), the student makes an additional payment in the amount established by the internal documents of the University in force at the time of payment.

15.7 If a student, for unjustified reasons, did not register for the disciplines of the academic period or registered for a number of credits lower than that established by the study curriculum, or did not attend classes in any of the registered disciplines, the amount of tuition fee established by the agreement cannot be changed and the funds paid under the contract for unregistered / missed disciplines are not returned.

15.8 If a student during the academic period has registered for several credits lower than that established by the working curriculum for good reasons (including the lack of necessary prerequisites, overlays in the schedule, etc.), the annual payment made under the agreement, minus the cost of the credits received, may be credited towards the student's tuition fees in the summer/winter semester or the next academic period.

15.9 The student is deprived of the right to study under the KazNRTU grant with GPA at the end of the academic year below the transfer score (with the exception of students - orphans and children left without parental care).

A student deprived of a KazNRTU grant studies at the base cost.

15.10 The conditions for deprivation of the right to study at a reduced cost are established by the decision of the Academic Council of KazNRTU and agreements concluded with the student.

15.11 If it is impossible to ensure the closing of the financial debt within the time established by the agreement, the student is obliged to sign an addendum to the agreement on the monthly repayment of the debt at a time convenient for the student at the institute's directorate as soon as possible.

## **16 INCENTIVE AND DISCIPLINARY MEASURES**

16.1 For excellent academic performance, active participation in research work, social life or the work of structural divisions of the University, winning prizes in various types of Olympiads and competitions, the following incentives can be applied to students:

- gratitude diploma;
- awarding a diploma / medal "For a significant contribution to the development of KazNRTU";
- awarding on a competitive basis the titles "Best Student of the Year", "Best Activist of the Year", "Best Student of the Institute";
- Letters of thanks to the parents of excellent students from the Rectorate of the University (based on the results of the academic year);
- Appointment of nominal scholarships of various companies;
- rewarding with valuable gifts;
- granting the right to study at a reduced cost.

16.2 The procedure for making a decision on the appointment of a student scholarship and / or granting them the right to study at a reduced cost, as well as the criteria in accordance with which such decisions are made, are determined by the internal documents of the University.

16.3 For committing disciplinary offenses: violation of academic discipline, non-compliance with the requirements of these Rules, the Internal Regulations, the Student Code of Ethics, the Charter, other normative acts of KazNRTU, the terms of the concluded training agreement and the requirements of the legislation of the Republic of Kazakhstan, the following types of disciplinary sanctions may be applied to students: comment; rebuke; severe reprimand; expulsion from the University.

For violation of the established norms (rules) of living in a hostel, a disciplinary sanction may also be applied to the student in the form of removing from the hostel.

The disciplinary sanction applied depends on the severity of the misconduct and the student's previous behavior (if he had other penalties during the period of study at the University).

16.4 Disciplinary sanctions are applied immediately after the guilt is discovered, but not later than one month from the day it was discovered and not later than six months from the day the misconduct was committed. The course of the specified terms for imposing a disciplinary sanction is suspended for the duration of the absence of the student at the University due to temporary disability, being on a business trip, on vacation, passing the session.

16.5 The order of the Rector on the application of a disciplinary sanction to a student is issued based on a decision of the Disciplinary Commission or based on a presentation by the head of the structural unit of the University that carries out educational work (Directorate of the Institute, department, Office Registrar, Department for Educational Work, etc.), other officials of KazNRTU.

16.6 The order to apply a disciplinary sanction is announced to the student subjected to the penalty against signature or (if it is impossible to personally familiarize the student with the order) is sent to the place of residence of the student by a letter with notification or by E-mail.

In case of refusal of the student to confirm with his signature the familiarization with the order, the Directorate of the Institute makes a corresponding entry on the sheet of familiarization with the order.

16.7 A written explanation must be requested from the student before any disciplinary sanction is applied. The refusal of the student to provide an explanation cannot serve as an obstacle to the application of a penalty. If the students refuse to give an explanation, an appropriate act is drawn up.

16.8 The duration of the disciplinary sanction imposed on the student is during the academic year in which the sanction was applied (until the beginning of the next academic year).

16.9 The applied incentives and disciplinary sanctions are recorded in the personal files of students, marks on their application are filled in the academic transcripts of students.

16.10 The University informs the organization - student's education Customer about the application of incentive / disciplinary measures to the student. By decision of the University administration, relevant information can be brought to the attention of the student's parents, posted on the portal, on information boards, etc.

## **17 TRANSFER OF CREDITS GAINED THROUGH MASSIVE OPEN ONLINE COURSES MOOC**

17.1 The university, taking into account the view of the department, accepts for re-crediting the discipline (both compulsory and elective courses in the established amount of credits), attended by the student through a massive open online course (hereinafter referred to as MOOC) according to the list of platforms approved by the SMC.

17.2 To re-credit the discipline, the student must attach to the application a validated certificate of completion of the MOOC discipline indicating the volume of the course in hours or credits and the grade or credit received.

17.3. If the name of the completed MOOC discipline differs from the name of the required course of the University, the conclusion of the department on the replacement of the discipline with the completed MOOC is also required.

17.4 A validated course certificate with a date of issue no earlier than 1 year from the date of submission of the application for credit is accepted for credit.

17.5 In exceptional cases, such as a prolonged illness or a period of nursing a baby, and the impossibility of the student's presence in the classroom in full, by the decision of the department and the institute, the student may be given the opportunity to remotely pass disciplines through the online courses of the University in the amount of not more than 12 credits for 1 academic period.

## **18 ACCELERATED TRAINING: CREDIT TRANSFER RULES**

18.1 Education in undergraduate educational programs is carried out in accordance with the approved unified curriculum and the program recommended for 4 years of study. Description of mandatory standard requirements for admission: carried out at the request of an applicant who has completed in full secondary, technical and vocational education on a competitive basis in accordance with the points of the certificate issued on the basis of the results of the unified national testing with a minimum score of at least 65 points.

18.2 Special requirements for admission to the program, including for graduates of 12-year secondary, colleges, applied baccalaureate programs, operate in accordance with the procedure for credit transfer of the unified curriculum of the educational program for accelerated education based on a 12-year secondary, technical and professional and higher applied education, pilot education at KazNRTU for Pre-bachelor's, Pre-master's Pre-doctoral studies according to the table below:

Code	Competence	Description of competences	Outcome of competences	Conducted
<b>GENERAL</b> (Implies full study with possible additional item depending on the level of knowledge)				
G1	Communication	<ul style="list-style-type: none"> <li>- Fluent monolingual oral, written and communication skills</li> <li>- Ability to communicate fluently with a second language</li> <li>- Ability to use communicative communication in various situations</li> <li>- having the basics of academic writing in their native language</li> <li>- diagnostic test for language level</li> </ul>	Full 4-year study with minimum of 240 academic credits (120 contact classroom academic credits) with a possible transfer of credits in a second language to get an advanced level. Language level is determined by completion a diagnostic test	Kazakh and Russian, English language Department
G2	Mathematical Literacy	<ul style="list-style-type: none"> <li>- Basic mathematical thinking at the communication level - the ability to solve situational problems based on algebra and the basics of mathematical analysis</li> <li>- diagnostic test for mathematical literacy in algebra</li> </ul>	Full 4-year study with the development of at least 240 academic credits (of which 120 contact classroom academic credits). With a positive completion of the diagnostic test, Mathematics 1, with a negative completion, Algebra, and the introduction into the analysis	Department of Mathematics
G3	Basic science literacy	<ul style="list-style-type: none"> <li>- basic understanding of the scientific picture of the world with an understanding of the essence of the basic laws of science</li> <li>- understanding of basic hypotheses, laws, methods, formulation of conclusions and estimation of errors</li> </ul>	Full 4-year study with the at least 240 academic credits (120 contact classroom academic credits). a positive completion of the diagnostic test, the level of Physics 1, General Chemistry, with a negative completion - the level of the Introduction into Physics and Basic Chemistry	Natural sciences Departments
<b>SPECIFIC</b> (implies reduced/accelerated study due to credit transfer depending on the level of knowledge in competencies for graduates of 12-year schools, colleges, universities, including humanitarian and economic areas, pilot (pre-))				
S1	Communication	<ul style="list-style-type: none"> <li>- Fluent bilingual oral, written and communication skills</li> <li>- Ability to communicate fluently with a third language</li> <li>- Skills in writing text of various styles and genres</li> <li>- skills of deep understanding and interpretation of own work</li> </ul>	Full credit transfer by language (Kazakh and Russian)	Kazakh and Russian language Department

		<p>of a certain level of complexity (essay)</p> <ul style="list-style-type: none"> <li>- basic aesthetic and theoretical literacy as a condition for full perception, interpretation of the original text</li> </ul>		
S2	Mathematical Literacy	<ul style="list-style-type: none"> <li>- Special mathematical thinking using induction and deduction, generalization and concretization, analysis and synthesis, classification and systematization, abstraction, and analogy</li> <li>- the ability to formulate, substantiate and prove the provisions</li> <li>- application of general mathematical concepts, formulas and extended spatial perception for mathematical problems</li> <li>- a complete understanding of the basics of mathematical analysis</li> </ul>	Transfer of credits in the discipline Mathematics (Calculus) I	Department of Mathematics
S3	Special literacy in the natural sciences (Physics, Chemistry, Biology and Geography)	<ul style="list-style-type: none"> <li>- A broad scientific perception of the world, involving a deep understanding of natural phenomena</li> <li>- critical perception to understand the scientific phenomena of the surrounding world</li> <li>- cognitive abilities to formulate a scientific understanding of the forms of existence of matter, its interaction, and manifestations in nature</li> </ul>	transfer of Credit for Physics I, General Chemistry, General Biology, Introduction to Geology, Introduction to Geodesy; Educational Education, etc.	Natural sciences Departments
S4	English language	<ul style="list-style-type: none"> <li>- readiness for further self-study in English in various fields of knowledge</li> <li>- willingness to gain experience in project and research work using English</li> </ul>	Transfer of English language credits above academic to professional level (up to 15 credits)	English Language department
S5	Computer skills	<ul style="list-style-type: none"> <li>- Basic programming skills in one modern language</li> <li>- use of software and applications for training in various disciplines</li> <li>-the presence of a global standard certificate of language level</li> </ul>	Transfer of credits in the discipline Introduction to information and communication technologies, Information and communication technologies	Software Engineering Department
S6	Socio-humanitarian competencies and behavior	<ul style="list-style-type: none"> <li>- understanding and awareness of the responsibility of each citizen for the development of the country and the world</li> <li>- Ability to discuss ethical and moral aspects in society, culture and science</li> </ul>	Transfer of credits in the Modern History of Kazakhstan (except for the state exam)	Social Sciences Department

		- Critical understanding and debating ability to debate current scientific hypotheses and theories	Transfer of credits in philosophy and other humanitarian disciplines	
PROFESSIONAL (implies reduced/accelerated training due to re-credits, depending on the level of knowledge in competencies for graduates of colleges, schools, universities, including humanitarian and economic areas, pilot (pre-))				
P1	Professional competencies	- critical perception and deep understanding of professional competencies at level 5 or 6 - The ability to discuss and argue on professional issues within the framework of the mastered program	Transfer of credits in basic professional disciplines, including an introduction to the specialty, the structure and design of systems and machines by industry, service maintenance of machines by industry, educational and industrial practice	Graduate Department
P2	General engineering competencies	- basic general engineering skills and knowledge, the ability to solve general engineering tasks and problems - be able to use application packages for processing experimental data, solving systems of algebraic and differential equations	Transfer of credits in general engineering disciplines (graphics Engineering, descriptive geometry, fundamentals of mechanics, fundamentals of hydrodynamics, fundamentals of electrical engineering, fundamentals of microelectronics, fundamentals of thermodynamics, fundamentals of geology, etc.)	Graduate Department
P3	Engineering and computer competencies	- basic skills in using computer programs and software systems to solve general engineering problems	Transfer of credits in the following disciplines of computer graphics, CAD basics, CAE basics, etc.	Graduate Department
P4	Engineering and labour competencies	- skills and abilities to use technical means and experimental devices to solve general engineering problems	Transfer of credits in educational disciplines of the experimental direction: metalwork, repair, welding, laboratory or analytical chemistry, laboratory physics, mineralogy, etc.	Graduate Department
P5	Socio-economic competencies	- Critical understanding and cognitive ability to reason on contemporary social and economic issues - Basic understanding of the economic evaluation of objects of study and the profitability of industry projects	Recalculation of credits in socio-humanitarian and technical-economic disciplines to the elective cycle	Graduate Department

18.3 Transfer is carried out either at the request of the corresponding department, or at the request of a student approved by the corresponding department. The graduate department sends a transfer to the OR, where all credited disciplines are filled, indicating the grades received based on the original transcript.

18.4 The University may refuse to transfer credits if a low diagnostic level is confirmed or if the final grades for completed disciplines were lower than A (5) and B (4).

## **19 FINAL PROVISIONS**

19.1 Training features in the master's and PhD studies of KazNRTU are established by university internal documents, approved in the prescribed manner.

19.2 Issues not regulated by these Rules are regulated in accordance with the current legislation of the Republic of Kazakhstan and the University regulatory documents.

19.3 The University general strategy is aimed at developing electronic digital contact (presence) of the student with any University administrative staff, therefore, these Rules will be improved towards processes automation.



**AMENDMENT RECORD SHEET**

Sequential number of amendment	Reason (reference to a document)	Section, paragraph of the document	Type of amendment (amend, cancel, add)	Notification number and date	Amendment made	
					Date	Surname and initials, signature, position.