

	MINISTRY OF EDUCATION AND SCIENCE OF THE REPUBLIC OF KAZAKHSTAN NON-PROFIT JOINT STOCK COMPANY KAZAKH NATIONAL RESEARCH TECHNICAL UNIVERSITY NAMED AFTER K.I. SATBAYEV	
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EDUCATIONAL PROCESS

DP KazNRTU 705

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PREFACE

1 DEVELOPED by the Planning and Organization of the Educational Process of Academic Affairs Department of NJSC Kazakh National Research Technical University named after K.I.Şatbayev

2 AGREED

Responsible for translation
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«20» 05 2022

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3 APPROVED by decision of the Board, dated " 02 " 12 2021 # 18

4 INTRODUCED initially

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EDUCATIONAL PROCESS

Documented procedure 705

1 GENERAL PROVISIONS

1.1 The given "Educational Process" procedure, hereinafter referred to as «Procedure», was developed for the purpose of managing the educational process at Kazakh National Research Technical University named after K.I.Satbayev (hereinafter referred to as University).

1.2 The given procedure establishes a unified sequence for planning the educational process and its modernization, including its organizational and resource support, determination of input and output data, analysis of localization, as well as the procedure for providing educational services at educational process' various stages.

1.3 Requirements of the given procedure apply to educational process.

1.4 Management of educational process organization and planning at University is carried out by Academic Affairs Department jointly with Registrar's Office (OR).

1.5 Procedure requirements are mandatory for application in all University departments directly related to planning and organizational provision as well as conducting the educational process.

1.6 All the work under this procedure is supervised by Vice-Rector for Academic Affairs, Director of Department for Academic Affairs, OR head, institutes' directors and departments' heads

1.7 Procedure is mandatory for the entire teaching staff of University.

1.8 The given procedure is an internal regulatory document of University and is not subject to submission to other parties, except for auditors of certification bodies during inspections of management systems, as well as to consumers-partners (upon their request) with University Rector's permission.

2 REGULATORY DOCUMENTS

The given procedure contains references to the following regulatory documents:

- Law of the Republic of Kazakhstan "On Education" dated 27.07.2007 # 319-111;

- Law of the Republic of Kazakhstan "On Languages in the Republic of Kazakhstan" dated 11.07.1997 # 151-I;

- Law of the Republic of Kazakhstan "On accreditation in the field of conformity assessment" dated 05.07.2008. # 61-IV.

- Qualification requirements for educational organizations' activities in licensing educational activities, approved by Resolution of Government of the Republic of Kazakhstan # 452 dated 17.06.2015. # 391.

- Standard rules for documentation and documentation management in state

and non-state organizations, approved by the decree of Government of the Republic of Kazakhstan dated December 21, 2011. # 1570.

- Decree of Minister of Education and Science of the Republic of Kazakhstan dated January 20, 2015. # 19 "On approval of Rules for transferring and restoration of students based on types of educational organizations" with amendments and additions due to the order dated December 31, 2018. # 601.

- Decree of Minister of Education and Science of the Republic of Kazakhstan "On approval of Standard rules for the activities of educational organizations of appropriate types" dated 30.10.18. # 595.

- The state mandatory standard of higher education approved by the order of Minister of Education and Science of the Republic of Kazakhstan dated 31.10.2018. # 604.

- Decree of Minister of Education and Science of the Republic of Kazakhstan dated January 30, 2017. # 36.

- ST RK 1157-2002 "Higher vocational education".

- ST RK ISO 9001-2009. "Quality management systems. Requirements".

- Decree of Minister of Education and Science of the Republic of Kazakhstan "On approval of Methodology of per capita normative financing 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 27.11.2017. # 597, with amendments and additions dated 21.09.18. # 478.

- ST NPO 3894979-07-2015 "Organization standard. Quality system. Normative documents of the university. Procedure for development, approval, coordination, registration and updating".

- Rules of credit education technology at NPJSC "Kazakh National Research University named after K.I.Satbayev" (Bachelor), approved by the decision of Board at NJSC "Kazakh National Technical University named after K.I.Satbayev" # 20 dated 01.09.2016.

- Charter of NPO "Kazakh National Research Technical University named after K.I.Satbayev", approved by the decree of Minister of Education and Science, Republic of Kazakhstan # 602 dated 16.10. 2015.

- Mission, strategy, policy and goals of University in the field of quality.

3 TERMS, DESIGNATIONS, ABBREVIATIONS

3.1 Terms

In the given procedure, terms and definitions are used in accordance with Laws of the Republic of Kazakhstan "On Education", "On Technical Regulation", Rules for conducting current performance monitoring, midterm and final certification of students, approved by Decree of Minister of Education and Science of the Republic of Kazakhstan dated 18.03.2008 # 125 with amendments and additions to 2014.

The following terms and their definitions are used in this procedure:

- **current control of students' progress** is a systematic examination of knowledge in accordance with professional curriculum conducted by the teacher in classroom and extracurricular classes based on schedule during the academic period;

- **Midterm certification of students** is a procedure carried out with the aim of assessing the quality related to mastering by students the content of a part or an entire volume of one academic discipline after completing its study;

- **Final certification of students** (Qualification Examination) is a procedure carried out to determine the degree to which they master the scope of educational disciplines provided for by the state mandatory standard of education;

- **A report** is a final text, graphic or other form of document confirming the fact that a specific work has been performed.

- **Academic calendar** (Academic Calendar) is a calendar of educational and control activities, professional practices during the academic year, indicating the days of rest (vacations and holidays).

- **Academic hour** – the time of the student's contact work with the teacher based on schedule for all types of study sessions (classroom work) or according to a separately approved schedule;

- **Students' independent study** (SIS) – a work on a certain list of topics allocated for independent study, provided with educational and methodological literature and recommendations, controlled in the form of tests, control papers, colloquiums, abstracts, essays and reports; depending on the category of students, it is divided into students' independent study (SIS);

- **Students' independent study under the guidance of a teacher** (TSIS) - extracurricular work of a student under teacher's guidance, conducted according to an approved schedule; depending on the category of students, it is divided into: students' independent study under the guidance of a teacher (TSIS);

- **Control of educational achievements of students** – checking the level of knowledge of students due to various control forms (current, midterm, final) and attestation, defined independently by the higher educational institution;

- **Registrar's office** is an academic service that registers the entire history of the student's academic achievements and ensures the organization of all types of knowledge control and calculation of their academic rating.

3.2 Designations and abbreviations

QMS – Quality management system;

OR	– Registrar's office;
DRSEA	– Department of registration of students' educational achievements;
SMSE	– State mandatory standard of education;
DIT	– Department of Information Technology;
EDC	– Educational and methodical complex;
EDC	– Educational and methodological council;
TSIS	– Student's independent study under the teacher's guidance;
SIS	– Student's independent study;
HS	Health and safety;
APC	– Academic Planning Committee;
IUCC	– Intra-University Control Committee;
LSD	– Legal support department;
PED	– Postgraduate education department;
TS	– Teaching staff.

4 TASKS

4.1 The main tasks to be solved in organization and planning of the educational process are:

- Defining the main directions for educational process organization within the framework of strategic planning;
- Elaborating the unified approach to solve planning problems related to educational process organization;
- Planning the individual work of University's teaching staff;
- Introduction of innovative methods in educational process planning.

5 PROCEDURE FOR DEVELOPING THE PLANS

5.1 Organization of the educational process within one academic year is carried out on the basis of Academic calendar (F KazNRTU 705-01) and educational process schedule (F KazNRTU 706-08).

5.2 Organization and planning of teaching staff's academic load (TS) is carried out in accordance with Regulations due to:

- Applications for the opening of study courses (F KazNRTU 705-02);
- Registration of students for academic disciplines;
- Calculation of credit hours and staff at department;
- Time standards approved by the decree of Rector for the types of academic work performed by TS.

5.3 **Calculation of credit hours** and staff (F KazNRTU 705-03) based on department in accordance with the established requirements is carried out due to specified contingent of students, individual plans of students and approved working curricula for the educational program (specialty).

5.4 Credit hours and staff calculation for the department, the following are indicated:

- full name of a lecturer chosen by the student;
- discipline name;
- institute name;
- specialty code;
- language of instruction;
- form of study;
- course;
- the number of students;
- the number of credits based on WC;
- the number of credits allocated for conducting: lectures, laboratory classes, practical lessons;
- the number of credits by practice type;
- the number of credits for supervising the thesis (project);
- hourly fund for SAC and reviewers;
- total credits.

5.5 Calculation of the department's credit hours is signed by Department head, Institute director and then is approved by Vice-rector for Academic Affairs, whose signature is sealed. Heads of departments are responsible for calculations' accuracy.

5.6 Departments' heads provide to the department of planning and organization of educational process (hereinafter - DPOEP) at Department of Academic Affairs (hereinafter - DAA) the total amount of the academic load in the prescribed period, (the first year — after admission of applicants) based on load allocation norms.

5.7 DPOEP:

- checks the correctness of calculations;
- makes up the annual academic load and submits for approval the calculation of hours and staff for University;

5.8 Vice-Rector for Academic Affairs analyzes and approves the calculation of hours and staff for University.

5.9 Department head, on the basis of the approved academic load of the department, forms the department's teaching staff, provides the department's personnel to DPOEP (F KazNRTU 705-06) to create the staffing schedule and allocates the academic load among the teachers.

At the same time, the department head takes into consideration:

- The nature of students' contingent.
- The need to involve a teacher in certain types of work.
- Qualifications and individual capabilities of teachers for the most effective performance of a particular type of work.

Based on the allocated workload, each teacher draws up their own individual work plan of the teacher, in which they introduce the planned workload for the current academic year, broken down by semesters:

- academic work (in credits);
- educational and methodical work;
- research work;
- organizational and methodological work;
- non-academic work;
- Other types of work (professional development plan etc.)

5.10 Individual work plans of TS (F KazNRTU 705-05) are considered, discussed at department's meetings and approved by departments' heads. Individual work plans of departments' heads are approved by Institute director. Individual plans of directors and Vice-rectors are reviewed and approved by Vice-Rector for Academic Affairs.

5.11 The problems that arose when drawing up the individual work plans of TS are resolved:

- due to Institute director;
- In case of insolvability, at CAO level.

5.12 Departments' work plan (F KazNRTU 705-10) is developed on the basis of individual work plans of TS. Department's work plan should include plans of department's meetings; in which it is necessary to indicate:

- All mandatory activities for discussion, analysis and evaluation of completed activities;
- Issues for discussion.
- Speakers.
- Deadlines.

5.13 Department's work plan is discussed at the department meeting at the end of the previous academic year and after approval by Department head is approved by Institute director.

5.14 Institutes' work plan (F KazNRTU 705-11) is developed based on the plans of departments. Additionally, institutes' plans include work with students, principal or general activities for Institute departments for the relevant types of work. Institute Director is responsible for elaborating the plan.

5.16 University curricula are worked out based on the institutes' plans through information consolidation. Additionally, the plans of University include general activities for the relevant types of work.

6 MOVEMENT OF THE CONTINGENT OF STUDENTS AND FORMING THE GROUPS

6.1 Organization of a new enrollment is carried out by University Admission Committee.

6.2 Creating the groups for 1st year, except for the reduced forms of education and distance learning of students, is realized due to Institute directors. The formation of lecture streams on disciplines take place when it is possible to combine lectures on different specialties in accordance with the working curricula of specialties and working curricula in disciplines, as well as on condition that the formed lecture streams are provided with a classroom fund accommodating their number.

6.3 The maximum number of students in the study group depends on study classes' type according to "On the norms of time for calculating the teaching load of TS" order.

7 WORKING CURRICULA OF SPECIALTIES

7.1 The purpose of drawing up working curricula is to prepare initial data for calculating the academic load of University, scheduling training sessions, consultations, exams, and the implementation of curricula for educational programs (specialties).

7.2 Based on the approved individual curricula of students, the number of students formed by the relevant institutes, the working curricula for the academic year are created.

8 REGISTRATION FOR ACADEMIC DISCIPLINES

8.1 Registration of students for semester disciplines (Enrollment) is organized by OR with the methodological and advisory assistance of advisors, departments and institutes. The dates of registration are indicated in Academic Calendar.

8.2 Students are required to register for disciplines online on KazNRTU portal strictly within the deadlines set by Academic Calendar. Registration takes place on "all or nothing" principle, i.e. the student is required to take the full number of credits offered by the working curriculum of the specialty. Partial registration is not possible. To register online on KazNRTU portal, students need to familiarize themselves with the posted on KazNRTU portal instructions.

8.3 Before the registration start, the student must contact advisors to elaborate their individual trajectory. The adviser consults and gives explanations to students on the choice of disciplines within the framework of a standard curriculum and a catalog of elective disciplines.

8.4 The introduction of novices into credit technology of education takes place during the orientation week, the dates of which are specified in Academic calendar. At this stage, a general acquaintance with credit technology of training (CTT) is carried out, meetings are held with Institutes' directors, departments' heads, advisors and administration representatives. Each KazNRTU student is assigned an identification number under which they can enter the internal network at portal.

8.5 Registration is held in two stages:

- Stage 1 - *Formation of students' individual curriculum* - registration for disciplines, where students will have a choice of discipline, the language of study and they will see the alleged teacher in disciplines description;

- Stage 2 - *Formation of students' schedules* - students will be able to form their own schedule, where they will have the opportunity to choose a teacher, time and study stream.

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

- The order on enrollment in the number of KazNRTU students;
- Payment for the semester (if the training is on a paid basis).

In the internal network of University portal, first year students receive a ready-made schedule for the first semester. For the second and subsequent semesters, registration for disciplines is carried out in accordance with the established procedure.

8.6 The remaining students register for the disciplines of the next semester and repeat the disciplines (retake) at the end of each semester during the registration period specified in Academic Calendar.

The basis for access to registration is the passage of all the prerequisites required to study a particular discipline.

By the beginning of the next semester, the student in the university portal forms their schedule of training sessions in the disciplines for which they have registered.

8.7 During "Add/Drop" re-registration period (the semester's first week), students are required to form the schedule's final version. Their attendance of classes during "Add/Drop" period is strictly mandatory.

In the first week of the semester (Add/Drop), students can change the disciplines of their choice, the schedule of classes as well as the teacher. A student can make changes to the schedule only through Registrar's Office. Student must fill out an application for a change of discipline or time of study and submit it to Registrar's Office. The application will be reviewed and appropriate changes will be made to the students' schedule.

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

8.8 The late registration period is one week after "Add/Drop" period end. Department head and the student's advisor are responsible for timely registration. Late registration is carried out on a fee basis and is allowed only to those students who did not register within the time limits set by Academic calendar.

8.9 Student must register for the number of credits provided by specialty working curriculum.

The average number of credits that a student can take in the fall and spring semesters should correspond to the number of credits provided by the specialty working curriculum, and is usually 18 credits per semester (including retail).

Students transferred from other universities to KazNRTU, reinstated, returned from academic leave, in order to eliminate the difference in curricula,

have the right to register for the maximum allowable number of 21 contact hours (+3 contacts.hours) (35 credits) per semester, in agreement with the adviser, the department head and institute director.

8.10 The repeated completion of the discipline (retake) by students with academic debts is realized only on a fee basis for all specialties and the tuition fees forms (state educational grant, KazNRTU grant as well as grant of companies and various organizations, tuition payment by an individual). Registration for the repeated passage of the discipline (retake) is carried out no later than "Add/Drop" re-registration period based on Academic Calendar.

8.11 Academic streams of students are created due to the principle of a sufficient number of students enrolled in the given discipline. The minimum required number of registrants for compulsory disciplines is: for 1st study year - 12, for the disciplines of selection, the minimum occupancy is 10 people.

8.12 Adjustment of the time-table is allowed within 2 weeks from the academic period start.

Changes may be made to teachers' schedule before the specified date. Teachers receive permission related to changing the schedule from the relevant institute's director in agreement with the department head, Registrar's Office head and students registered for this discipline.

9 SCHEDULE OF TRAINING SESSIONS

9.1 Educational process general planning is carried out in accordance with DP KazNRTU 705.

9.2 Registrar's office draws up a schedule of academic classes for academic groups of all forms of education and in all areas of training of students at departments' request. Time-table is approved by Vice-Rector for Academic Affairs.

9.3 In accordance with the teaching staff's schedule, the department draws up a schedule of office hours and staff (F KazNRTU 705-14)

9.4 The initial documents, for scheduling the training sessions, consultations and exams of students, are the following documents:

- Academic calendar;
- Schedule of the educational process;
- Working curricula of specialties;
- University's classroom fund.

9.5 When making the schedule, the following requirements are met:

– Training sessions schedule is drawn up in exact accordance with the approved work curricula of specialties;

– Training sessions are organized based on educational schedule that provides for the regularity of educational process for students during the day and equal allocation of academic work during the study week;

- Academic disciplines are placed on the days of the week so that the proper formulation of teaching and the uniform distribution of students' independent work are ensured. It is not recommended to occupy the academic day just with lectures;
- When allocating the disciplines based on the days in the week, it is necessary to alternate disciplines depending on the difficulty of their grasping, as well as to take into account the expedient alternation of various methods of work;
- Lectures are included in the schedule at the beginning of academic classes;
- It is advisable to conduct training sessions in laboratories, especially special ones, at the end of the day, after theoretical classes;
- Lessons start at the same hours for each group (subgroup);
- Linguistic disciplines are divided into 1 hour uniformly for the whole week.

9.5 When drawing up the schedule, the reasoned wishes from department faculty at University related to work hours planning and the use of material and technical base are taken into consideration, but not later than the established deadlines.

9.6 When drawing up the schedule of consultations and exams, the wishes of students are taken into account.

9.7 The number and names of disciplines included in academic lessons schedule and examination sessions strictly correspond to the specialty's working curricula.

9.8 Draft schedules of classes and exams at the stage of preparation are coordinated by executors with departments' heads and directors of the corresponding institutes of University.

9.9 The schedule of classes is signed by the director of the relevant institute, approved by Vice-Rector for Academic Affairs and is a legal document subject to unconditional implementation by teachers and students, regulated by University Rector's decree.

10 PREPARATION FOR THE EDUCATIONAL PROCESS

10.1 Institute director issues a decree on creating the commission to check readiness for the new academic year one month before the start of the semester.

10.2 Department head organizes a check of department's readiness in terms of availability and sufficiency:

- State mandatory standards of education in specialties (SMSE);
- standard curricula of disciplines;
- educational and methodological support: EMC disciplines, syllabi, lecture materials, guidelines for all types of work, including the practice and implementation of theses (projects), assignments for term papers (projects) and so on;
- specialty's working curriculum;
- working curricula of disciplines;
- necessary scientific and technical information;

- sufficiency of electronic fund of educational materials (programs);
- visual educational information: stands, samples, slides and so on;
- technical means of training: laboratory equipment, experimental installations (stands), mock-ups and so on;
- implementation of corrective actions based on the results of mutual attendance of classes and internal audit for the past academic year.

10.3 The condition of classrooms assigned to Institute's department is checked by the responsible people appointed at the department meeting. The task of a responsible person is to check classrooms' infrastructure, including:

- the state of the classroom fund, laboratories (DP KazNRTU 612);
- serviceability of equipment, furniture, electrical appliances;
- the state of visual learning tools (stands, samples, and so on);
- compliance with occupational health and safety instructions rules.

10.4 The final check is carried out by Institute's commission for checking readiness for the new academic year. Based on all inspections results, Act of department's readiness for the new academic year should be drawn up (F KazNRTU 705-15).

10.5 In case of detection related to inconsistencies (F KazNRTU 801), a commission member, department head or the responsible teacher must register them in the journal of inconsistencies (DP KazNRTU 801).

10.6 Based on the teaching load allocation plan of TS (F KazNRTU 705-04):

- teachers fill out educational journals in which they will keep records of students' attendance and academic performance (F KazNRTU 705-16) (F KazNRTU 705-17);

- the schedule of teachers' classes is compiled accordingly in electronic format.

10.7 The time-table of teachers at department and the schedule of conducting TSIS office hours (F KazNRTU 705-13) (office) should be electronically accessible to students.

10.8 DPOEP monitors the working curricula, educational and methodological department (hereinafter-EMD) the availability of educational and methodological material on the university portal.

11 THE FORMS OF TRAINING SESSIONS

11.1 Classes with students are conducted in the following basic forms:

- lecture classes;
- practical and seminar classes;
- laboratory work;
- TSIS office hours;
- consultations and reception of course work (project) defense;
- diploma design;
- consultations on Master's thesis;

- consultations on Doctoral (PhD) dissertation;
- educational and vocational practice.

11.2 Lectures play an organizing and guiding role in the educational process as well as highlight the most important program material that defines the basis for training specialists, introduce students to the basics of the given discipline, develop students' ability and need for independent in-depth work.

11.3 For all types of classroom lessons, an academic hour is set to last at least 50 minutes, with the exception of laboratory classes, as well as physical education classes, where the academic hour is 100 minutes.

11.4 Classes are conducted by the relevant departments' employees (based on disciplines):

- professors;
- associate professors, assistant professors;
- senior lecturer;
- lecturers, tutors;
- assistants;
- involved experienced practitioners and researchers.

11.5 Assistants and tutors cannot conduct lectures and participate in diploma design management.

12 INFORMATION EXCHANGE

12.1 KazNRTU educational portal, social networks and other media are used for effective information exchange.

12.2 Department reflects on its website page and at portal for informing the students:

- goals and objectives of the department;
- TS list;
- TS classes' schedule;
- department's research work;
- department's educational and methodological work;
- schedule of educational process for all types of training;
- schedule of advisors' consultations.

12.3 The necessary information support is provided by University information portal.

13 ASSESSMENT OF STUDENTS' KNOWLEDGE

13.1 Assessment of students' knowledge allows obtaining data on the educational process results.

13.2 Assessment of students' knowledge is carried out in accordance with KazNRTU DP 706.

13.3 Final certification of students is realized strictly according to exams' schedule formed by OR, in the form of a single written exam.

14 COMPLETION OF THE ACADEMIC SEMESTER/YEAR

14.1 At the end of the academic semester/year, TS must:

- complete the measures to eliminate student debt;
- submit the final statement to OR / close the electronic statement in University's automatic information system (hereinafter -AIS) in accordance with the developed documented procedure DP KazNRTU 706;
- in case of necessity, develop plans for the next academic period.

14.2 At the end of the academic year, the department makes up:

- Department's report (F KazNRTU 705-18), (F KazNRTU 705-19);
- Department's certificate of readiness for the new academic year (F KazNRTU 705-15);
- Department's work plan for the new academic year (F KazNRTU 704-10);
- the acts of writing off final examination papers, term papers and reports on students' practices (retention period is 5 years).

15 MONITORING PROCESS

15.1 Each teacher periodically conducts self-monitoring of individual plan implementation.

15.2 Monitoring (control) of the planned processes of TS is carried out at department meetings, where:

- the fulfillment of individual plans is checked/ part-timers; act of completed work (F KazNRTU 706-09);
- the implementation of the plan is being discussed.

15.3 Records of the results of audit, discussion and subsequent evaluation of the processes should be recorded in the minutes of department's relevant meeting and TS individual plan.

15.4 Summing up the implementation results of the plans at Institute's departments is fulfilled at the meetings of University Educational and Methodological Council and Joint Academic Council and are provided to PMD.

15.6 Control over the allocation of the teaching staff's load is carried out by the DPOEP based on the order related to the time norms for calculating the study load.

16 ISSUANCE OF DOCUMENTS ON HIGHER EDUCATION. FORMATION OF A DATA BANK ON ISSUED DOCUMENTS

16.1 At the beginning of the academic year, Department of Statistics and Documentation at OR sends an application to RK Ministry of Education and Science for obtaining the diploma forms according to the number of expected graduation.

16.2 Department for settlement with suppliers, contractors and accountable persons of the Department of Finance and Accounting (DFA) receive diploma forms and extradite to institutes' responsible persons, who are appointed owing to University decrees.

16.3 Institutes or departments issue diplomas to graduates of higher educational institutions that are registered in the register of the roll-call issuance of diplomas of higher (secondary special) education.

16.4 At the end of the academic year, the accounting book for the roll-call issuance of diplomas of higher (secondary special) education is handed over by institutes to the statistics and documentation department at OR.

16.5 Unused or damaged diploma forms signed by Vice-Rector for Academic Affairs are returned to DFA.

17 RISKS AND MEASURES TO PREVENT THEM

№	The risk name	The reason for the risk	Consequences	Risk prevention measures
1	Wrong choice of the discipline by students	1. Lack of control by the adviser when registering for disciplines	Nonconformity of IC to the study direction	1. Putting down «W» (Withdrawal) grade
2	Systematic violation of behavior rules in the classroom, failure to complete the tasks	Improper attitude to the study on the part of students	Academic debt	Putting down «AW» (Academic Withdrawal)
3	Getting an 'F' grade in the discipline	1. Missing of classes for more than 20 % 2. Insufficient number of points scored per semester (non-admission to the exam) 3. Getting an 'F' grade for the exam	Academic debt, expulsion from University	1. Registration for the given discipline in the next semester; 2. Registration for the summer semester.
4	Changing the results of the final assessment in the discipline	Student's disagreement with the exam result	1. Deprivation of the scholarship 2. Getting an "F" grade	1. Application submission for consideration by the appeal commission 2. Minutes of the appeal commission meeting, decision.

18 EVALUATION, ANALYSIS AND IMPROVEMENTS

18.1 At the end of the academic year, OR prepares an analysis of the students' academic performance in the context of institutes.

18.2 Departments' heads review the educational process analysis' results in the disciplines assigned to the given department. Based on the academic year results, inconsistencies that are identified in the academic year and the reasons for their occurrence are considered at department meeting.

18.3 Department provides OR and HR with an extract from the meeting's minutes and Institute Scientific and Methodological Council's decision on the

measures taken to eliminate the inconsistencies and develop corrective actions before the start of the next academic year.

Institute director prepares a report (F KazNRTU 705-11) on the results of academic performance. OR head, as necessary, can request reports from institutes for summary information based on University.

18.4 The report is analyzed due to Rector's Office and Joint Academic Council, and decisions aimed at improvement are made based on analysis results.

THE LIST OF FORMS AT PD KAZNRTU 705

№	Document name	Form	Storage area	Storage time
1.	Academic calendar	F KazNRTU 705-01	in the folder	3 years
2	Application for opening the academic course	F KazNRTU 705-02	in the folder	3 years
3	Calculation of credit hours and staff based on department	F KazNRTU 705-03	in the folder	3 years
4	The study load allocation plan	F KazNRTU 705-04	at the department	3 years
5	Teachers' individual work plan	F KazNRTU 705-05	at the department	3 years
6	Personnel of the department	F KazNRTU 705-06	at the department	3 years
7	Working curriculum of the specialty	F KazNRTU 705-07	in the folder	3 years
8	Schedule of the educational process	F KazNRTU 705-08	in the folder	3 years
9	Act of completed works (rendered) services	F KazNRTU 705-09	in the folder	3 years
10	Work plan (report) of Institute (department)	F KazNRTU 705-10	in the folder	3 years
11	Institute's annual report	F KazNRTU 705-11	in the folder	3 years
12	The register of the teaching staff classes replacement	F KazNRTU 705-12	in the folder	3 years
13	Log book for TSIS classes	F KazNRTU 705-13	at the department	3 years
14	Office hours schedule	F KazNRTU 705-14	at the department	3 years
15	Act of readiness of the department	F KazNRTU 705-15	in the folder	3 years
16	Attendance log	F KazNRTU 705-16	in the folder	3 years
17	Log book of current and midterm control	F KazNRTU 705-17	in the folder	3 years
18	Student's Independent Study	F KazNRTU 705-18	in the folder	3 years

AMENDMENT RECORD SHEET

Sequential number of amendment	Section , paragraph of the document	Type of amendment (amend, cancel, add)	Notification number and the date	Amendment made	
				Date	Last name and initials, signature, position

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