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**KNOWLEDGE ASSESSMENT AND DEBT MANAGEMENT
(BACHELOR'S DEGREE)**

DP KazNRTU 706

Almaty 2020

INTRODUCTION

1 DEVELOPED by the Office of the Registrar of NJSC "Kazak National Technical University named after K.I.Satbayev»

2 AGREED:

Responsible for translation

Head of the English Language Department

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KNOWLEDGE ASSESSMENT AND DEBT MANAGEMENT

Documented procedure № 706

1 SCOPE OF APPLICATION

1.1 This procedure "Assessment of knowledge and debt management" (hereinafter referred to as the Procedure or DP KazNRTU) is **designed to** manage the process of monitoring students' knowledge and assessing the quality of mastering basic educational programs, unifying and regulating the process of eliminating academic debts and improving the quality of student knowledge assessment of NJCS "DP KazNRTU named after K.I.Satbayev" (hereinafter-University or KazNRTU).

1.2 The requirements of this procedure **apply** to current, mid-term and final assessment, as well as to the processes of working with students who are academically indebted.

1.3 All work under this procedure **is supervised** by department heads, institute directors, and the Vice-rector for Academic Affairs.

1.4 The procedure **is mandatory** for all structural divisions of University (institutes, departments, centres, departments, chairs) in terms of their activities related to managing the process of monitoring students' knowledge and evaluating the quality of mastering basic educational programs.

1.5 Organization of the system of registration and accounting of academic achievements of students, organization of the process of liquidation of student debts **is carried out** by the service "Office registrar" (hereinafter OR), which reports to the Vice-Rector for Academic Affairs.

1.6 This procedure is an internal regulatory document of the University and is not subject **to submission** to other parties, except for auditors of certification bodies when conducting audits of management systems, as well as to consumers-partners (at their request) with the permission of the head of the University.

2 NORMATIVE REFERENCES

- Law of the Republic of Kazakhstan "On Education" No. 319-III LRK dated 27.07.2007;

- Order of the Minister of Education and Science of the Republic of Kazakhstan dated 27.11.2017 27 No. 597 "On approval of the 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 the credit technology of training";

- Standard rules for conducting current monitoring of academic performance, continuous and final assessment of students in higher educational institutions, approved by the Order of the Ministry of Education and Science of the Republic of Kazakhstan No. 125 of 18.03.2008;

- Standards and Guidelines for Quality Assurance in the European Higher Education Area. ENQA report. 2015;
- Order of the Minister of Education and Science of the Republic of Kazakhstan dated 20.01.2015 No. 19 " On approval of the rules for the provision of state services in the field of technical and vocational, post-secondary education";
- Order of the Minister of Education and Science of the Republic of Kazakhstan dated 30.10.2018 No. 595 "On approval of Standard Rules of activity of relevant types of educational organizations";
- Rules for the appointment, payment and size of state scholarships for students studying in educational institutions, approved by the Decree of the Government of the Republic of Kazakhstan No. 116 dated 07.02.2008;
- Rules for granting academic leave to students in educational institutions approved by this order Minister of Education and Science of the Republic of Kazakhstan No. 506 dated.04.12.2014;
- Rules for awarding scholarships established by the President of the Republic of Kazakhstan, approved by the order of the Minister of Education and Science of the Republic of Kazakhstan No. 136 dated 07.04.2011;
- Internal regulatory documents of the University.

3 TERMS AND DEFINITIONS

The following terms and definitions are used in this procedure:

3.1 **Office Registrar** – service that registers students for the subjects taught, registers all their academic achievements throughout the entire period of study, provides organization of boundary and final assessment of knowledge and calculation of academic rating.

3.2 **Advisor** – a teacher who performs the functions of a student's academic adviser in the relevant specialty, providing assistance to the student in choosing an educational path and mastering the educational program during the entire period of study

3.3 **Individual academic plan** – a document that reflects the educational trajectory of a particular student, compiled independently by the student for the academic period on the basis of the working curriculum, containing a list of academic subjects for which he / she has signed up and the number of credits or academic hours.

3.4 **Rating Point letter system for evaluating academic achievements** – a system for assessing the level of knowledge in points corresponding to the letter system adopted in international practice, which allows you to set the rating of students.

3.5 **GPA (Grade Point Average)** is a weighted average assessment of the student's level of academic achievement in the selected program for the academic period (the ratio of the sum of the products of credit hours to the digital equivalent of the final assessment points for the discipline to the total number of credits for the current period of study)

3.6 **Student's independent work under the guidance of a teacher** – extracurricular work of the student under the guidance of a teacher, conducted

according to the approved schedule.

3.7 Current assessment of students 'progress is a systematic review of students' knowledge in accordance with the professional curriculum, conducted by the teacher in classroom and extracurricular classes according to the schedule during the academic period.

3.8 Midterm control - is a procedure carried out to assess the quality of students ' mastering the content of part or all of the volume of one academic discipline after completing its study.

3.9 Final assessment (Qualification Examination) – a procedure conducted to determine the degree of assimilation of a program of the appropriate level of education by a student, according to the results of which a state-issued education document (diploma) is issued.

3.10 Midterm control (Midterm) – assessment of students' academic achievements upon completion of a section (module) of an academic discipline. Conducted by the teacher of this discipline. The number of boundary assessments is determined by the teacher.

3.11 Examination session – the period of continuous attestation of students in higher educational institutions.

3.12 Academic Transcript – a document of the established form containing a list of completed disciplines for the corresponding period of study, indicating the number of credits, grades, and average score.

3.13 Academic mobility is the movement of students or research teachers to study or conduct research for a specific academic period: a semester or academic year to another higher education institution (within the country or abroad) with the mandatory transfer of completed educational programs in the form of credits at their own university or to continue their studies at another university.

3.14 Elective Courses – elective academic subjects studied by students of their choice in any academic period.

3.15 Curriculum – a document containing a complete list of academic disciplines of the mandatory component and the elective component, indicating the number of credits, the sequence of studying disciplines, types of training sessions and forms of assessment.

3.16 Syllabus – from the education program, including a description of the discipline of study, aims and objectives, a brief contents list of knowledge and skills gained by the student, the topics and the duration of each lesson, assignments, independent work, time office hours, the requirements of the teacher, the evaluation criteria of knowledge, the schedule of delivery of works and bibliography.

3.17 Bachelor is an academic degree awarded to individuals who have completed a bachelor's degree program.

3.18 Bachelor's degree - at the level of higher professional education with the award of the academic degree " bachelor"

3.19 Trainees (students) - persons studying under the bachelor's degree program.

3.20 Proctor-an observer of the exam process.

3.21 Prerequisites - disciplines that contain the knowledge, skills and

abilities necessary for mastering the discipline being studied.

3.22 **Postrequisite** –disciplines that require knowledge, skills and abilities acquired upon completion of the study of this discipline.

3.23 **Enrolment/Registration** – the procedure for pre-registration of students for academic disciplines in online mode.

4 ABBREVIATIONS

AIS	- Automated Information System
OR	- Office Registrar
DIS	- Department of Information Systems
IDE	ite of Distance Education
LSD	- Legal Support Department
EMCI	ational and Methodological Council
EMCx	ational and Methodological Complex
IAP	idual Academic Plan
CEC	ogue of Elective Courses
SIS	ent's Independent Study
TSIS	- Student's Independent Study under the Guidance of a Teacher
SAC	Attestation Commission
SCSE	-State Compulsory Standard of Education
DLT	nce Learning Technologies
TS	-Teaching Staff
MAC	cal Advisory Commission
EAAA	nal Assessment of Academic Achievements

5 GENERAL PROVISIONS

5.1 The purpose of this procedure is to establish common criteria and principles for evaluating students ' academic achievements, and to define methods and tools for monitoring and evaluating knowledge within the university-wide quality assessment system of the educational process.

5.2 Monitoring of students ' academic achievements is carried out in order to determine the degree to which students have mastered the state mandatory standards of the appropriate level of education and to check the quality of competence formation.

5.3 The main objective of the "Knowledge assessment and debt elimination" process is to provide the student and the employer with information about the level of knowledge and abilities, about the assimilation of educational material, about the scope of practical skills acquired and the degree of formation of the student's competences. The assessment and knowledge monitoring system solves the following tasks:

- timely introduction of adjustments to the individual academic plan of the student for the formation of an individual learning path;
- continuous improvement of the learning process and the student's knowledge assessment system;

- demonstration of the quality of the student's knowledge.

5.4 In terms of improving the system of assessment of students' knowledge at the University, in accordance with the principles of the Bologna Process and Standards and Directives to guarantee the quality of higher education in the European area, both traditional and innovative types, types and forms of assessment are used in the assessment process.

At the same time, traditional tools are being improved in line with the competence approach, and innovative tools are being adapted for widespread use in university practice.

6 ASSESSMENT OF STUDENTS' KNOWLEDGE. GPA CALCULATION METHOD

6.1 The student's knowledge assessment is carried out according to the point-rating letter system with the corresponding translation to the traditional rating system according to the student's knowledge assessment scale given below (clause 6.4), adopted at the University.

Grades obtained by students based on the results of passing exams are entered by the teacher in the exam sheet and entered into the AIS database. The exam sheet signed by the teacher (in hard copy) is submitted to the Office Registrar and the grades entered in the statement cannot be changed in the future. When taking into account academic indicators of students, the final statement is taken as a basis.

Students are strictly prohibited from unauthorized (unauthorized) access to teachers' computers, electronic databases, and other University documents (journals, reports, etc.) in order to improve their grades (scores), get correct answers to test tasks, and for other purposes that are unseemly and/or contrary to the established procedure. In the event of committing a disciplinary offense of this kind, the student is expelled from the University.

6.2 The final assessment of the discipline includes assessments of current academic performance and final assessment. The assessment of current academic performance (admission rating) is 60% of the final assessment of knowledge in the discipline), and the exam score is 40% of the final assessment of knowledge in the discipline. Thus, the final score for each discipline is defined as the sum of points scored by the student based on the results of the current and boundary assessments (rating - a maximum of 60 points, a minimum of 25 points) and the exam (final assessment - a maximum of 40 points, a minimum of 20 points), which together amounts to a maximum of 100 points.

These points are distributed by the teacher for different types of work. Each type of work should be evaluated according to clearly defined evaluation criteria presented in the syllabus. **The teacher does not have the right to evaluate the student according to criteria not described in the syllabus or in the exam task.**

6.3 A positive final assessment serves as a basis for completing completed credits with the established number of credits in the relevant discipline and is entered in the student's transcript.

If a student receives an "unsatisfactory" grade in the final assessment (exam), the final grade in the discipline is not counted.

6.4 Student knowledge assessment scale adopted at the University:

Letter system score	Digital equivalent	Points	Description	Traditional assessment system
Standard grades				
A	4.0	95-100	demonstrates knowledge and ability that surpasses the expected outcomes from the course	"Excellent"
A-	3.67	90-94	meets the highest standards of knowledge	
B+	3.33	85-89	meets high standards of knowledge (very good)	"Good»"
B	3.0	80-84	meets high standards of knowledge (good)	
B-	2.67	75-79	demonstrates more than sufficient knowledge approaching high standards	
C+	2.33	70-74	demonstrates sufficient knowledge according to general standards	
C	2.0	65-69	satisfies and conforms to common standards of knowledge	"Satisfactory"
C-	1.67	60-64	satisfies, but to some degree does not meet the standards	
D+	1.33	55-59	minimally satisfies, but does not meet standards in a wide range of knowledge	
D-	1,0	50-54	Minimum satisfactory passing grade with questionable compliance with the standards	
FX	0	25-49	Temporary grade: unsatisfactorily low score, retake of the exam is required	"Unsatisfactory"
F	0	-	The student did not try to master the course. It is also assigned when the student tries to get a grade at an exam by cheating according to P7.11 of the Regulations	
Auxiliary scores				
P (Pass)	-	50-100	Not included in GPA calculation	"Credited"
I (Incomplete)	0	not less than 25	Not included in GPA calculation. A student who has completed most of the course successfully, but has not completed the final control due to valid circumstances, is issued by the teacher with the approval of the head of the department	"The discipline is not completed"
NP (No Pass)	-	0-49	Not included in GPA calculation, but it is taken into account when admitting to the final certification	"Not credited" –is the same as F
W (Withdrawal)	-	-	Not included in GPA calculation. A student voluntarily withdrew from the discipline and did not master it. A	"Refusal of discipline"

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			student who takes a sabbatical or does not attend classes on a regular basis automatically receives this grade		
AW (Academic Withdrawal)	0	0	Taken into account when calculating GPA as «F». The assessment indicates that the student is withdrawn from the discipline by the teacher for systematic violations of academic order and rules	"Administrative removal from a discipline based on academic indicators" is the same as «F»	
AU (Audit)	-	-	Not included in the calculation GPA. It can be issued without a rating for both a student and a free attendee	"The discipline has been attended»	
IP (In Progress)	-	not less than 25	Not included in GPA calculation. For disciplines with a duration of 2 academic periods. It is issued at the end of the first academic period, if the student has successfully mastered most of the material. Replaced by the standard grade after completing the full course	"Development according to the plan»	

6.5 Attendance at the exam is strictly mandatory for students. If a student who has completed the discipline program in full did not show up for the exam, a note is made in the attendance list (F KazNRTU 706-03) opposite his last name **"failed to show up"** and the **"F" mark is set**. If there is a valid reason, the student is given an "I" grade (see point 6.9).

The attendance list is sent by the proctor to the email addresses of the coordinators of OR on the day of the exam.

6.7 The results of the test/exam are entered by the teacher in the portal within 7 calendar days after the end of the test/exam. Exam sheets on paper are submitted to the Office Registrar after the results of the test/exam are issued. Students can re-take individual subjects in order to improve their positive grades and overall GPA on a paid basis. In this case, the original received scores are entered in the transcript, along with the modified score; GPA is calculated based on the last received score.

If the student receives an "unsatisfactory" grade at the final assessment (exam), corresponding **to the FX points**, the student has the opportunity **to retake the final assessment (exam) once** during the Incomplete exam period **without re-passing the academic** discipline.

6.8 Ratings "F" and "FX "(Fail) – " unsatisfactory»

6.8.1 An "F" grade is assigned to the student:

- if you miss more than 20% of the total number of classroom classes in the discipline, except for the cases provided for in clause 7.11.3;
- if the student scored less than 25 points during the semester (0-24 points.);
- if the fact of non-independent performance of the final assessment (exam) is established, including the use of prohibited means and other violations of the

student's Rules of Conduct during the exam;

- if the final assessment (exam) score is less than 10 points;
- if you don't show up for the exam without a valid reason;
- if the student failed to get a threshold score of 20 points for the exam and/or

confirm the total threshold level for the discipline of 50 or more points when retaking the exam again with an FX score.

6.8.2 An "FX" grade is assigned to a student if during the semester the student scored a total of at least 25 points, but during the exam failed to reach the threshold score for the exam equal to 20 points, and/or failed to confirm the total threshold level for the discipline of 50 or more points.

6.8.3 The "F" rule does not apply to 4th-year students 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 if they miss more than 20% of classes. At the same time, students must meet all the requirements of the syllabuses for each academic discipline on time (all types of knowledge assessment, implementation of the SIW, etc.). A student who meets the above requirements submits an application to the director of the Institute with a copy of the employment contract and a copy of the transcript attached.

The conclusion should be made on the basis of a letter from the first head of the organization and an inspection of the student's workplace, job responsibilities for compliance with their specialty of study, opportunities for professional development and professional growth of the student.

The permission of the Director of the Institute is valid only for the current semester of study. If the student's academic performance decreases and the semester results fall below the established criteria, the permit is revoked.

In all other exceptions (if the student skips more than 20, but less than 30% of classes), a consistent positive conclusion is required on the basis of valid circumstances about the student's admission (in case of his positive attestation and active work during the academic period.) for the exam from the teacher, head of the department, director of the Institute and Vice-rector for Academic Affairs on the basis of valid circumstances.

6.8.4 If the fact of non-independent performance of the final assessment is established or the student has cheat sheets, as well as in other cases of violation of the student's Rules of Conduct during the exam (cheating, using electronic means of communication, etc.), the student is removed from the exam. At the same time, the final grade "F" is assigned to the student in the discipline, regardless of the number of points scored during the semester.

In case of repeated identification of the facts of using cheat sheets and cheating on the exam during one examination session, a disciplinary penalty is applied to the student up to expulsion from the University.

6.8.5 In case of receiving an "F" grade in the discipline of the mandatory component, the student must re-pass the discipline (retake) on a paid basis.

In order to retake the exam from an F grade of "unsatisfactory" to a positive one, a student in the next academic period or in the Summer Quarter again attends all types of training sessions provided for in the working curriculum in this

discipline, receives admission and passes the final assessment.

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

Repeated completion of the discipline is carried out for an additional fee for students of the paid department and students studying at the expense of a state educational grant or a University grant.

6.8.6 Registration for re-passing the discipline (retake) is carried out in the general order through the Office Registrar

6.9 Grade " I "(Incomplete) – "the discipline is not completed»

6.9.1 An "I" grade is issued only if the student has completed the curriculum of the discipline, scoring 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 class absences, but due to a number of unforeseen circumstances did not appear for the final exam.

The above-mentioned unforeseen circumstances include:

- emergency hospitalization for medical reasons with the provision of an emergency call sheet, a medical statement;
- due to the birth of a child;
- in connection with the death of close relatives (parents, children, foster parents, siblings, grandparents);
- due to a business or study trip.

All these reasons must be supported by supporting documents.

The student must submit an application to the Director of the Institute no later than 3 working days from the date of skipping the exam, indicating the reasons for skipping the exam and attaching the original supporting documents. If the student is unable to submit an application in person, such an application can be sent to the call OR's call center by E-mail, or the student's parents or close relatives can write and submit it on their behalf, followed by providing supporting documents. The supporting document in case of illness is a medical certificate from the student clinic, certified by the medical center of the university.

The application is reviewed and approved by the teacher of the discipline and the director of the Institute. If the reason for missing the exam is found to be valid, the student is given an "I" grade if the above conditions are met.

Otherwise, the student is assigned an "F" grade.

Ignorance of the schedule or start time of the exam is not a reason for giving an "I" grade and is defined as failure to attend the exam.

6.9.2 If the student fulfills all the requirements of the syllabus, the retake of the c grade "I" and changes by the teacher 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.

6.9.3 In order to transfer the grade "I" to one of the grades "A", "B", "C", "D" or "F", the student must pass the final exam. According to the schedule of exams (other work) submitted by the teacher, the Office registrars draw up the exam schedule.

6.9.4 If the student does not meet all the requirements within the specified

time period, the grade "I" is transferred to "F", i.e. "unsatisfactory".

6.9.5 If there is no teacher at the University who has previously given the student an "I" grade, the head of the department recommends another teacher to join the commission.

6.9.6 If a student is expelled from the University for any reason before the deadline for correcting the grade "I", then this grade remains unchanged in the transcript.

6.9.7 The "I" grade is not credited and does not count towards the GPA calculation.

6.10 The grade " AU "(Audit) – "the discipline is listened to" is assigned to a student who wants to listen to the discipline without passing the established forms of knowledge assessment (current, continuous, final) and receiving a final grade. Passing such disciplines is paid for at the cost established in the University.

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

6.10.2 The " AU " grade is not credited and does not count towards the GPA calculation.

6.10.3 Students of disciplines can be both University students and persons who are not enrolled in the number of students at the University.

6.10.4 Students of other higher education institutions can take separate disciplines at the University with a final grade in the discipline, if there is a contract concluded between the University and the relevant educational organization.

6.11 Grade " W "(Withdrawal) – " refusal of discipline»

6.11.1 A student may submit an application to the Director of the Institute within the first 4 (four) weeks of the semester (or 2 weeks of the trimester) from the beginning of classes (in the Summer Quarter-within the first 4 days from the beginning of classes) with justification of the reasons for their decision to abandon the discipline. No fees are charged for this discipline. The application must be signed by the student's advisor and signed by the director of the institute, and if the issue is resolved positively, it is sent to the Office Registrar and then to the Department of Finance and Accounting of the University with a full deduction of the cost of services. The student's exam sheet for the discipline is marked with a grade of "W". This assessment can be changed by the teacher only if the student re-registers and passes such a discipline.

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

6.11.3 The "W" score is not taken into account when calculating GPA.

6.11.4 The reasons for refusal of the discipline for which the student has registered may be the circumstances when:

- the student did not sufficiently assess their capabilities, exceeding the recommended number of credits;
- the student has an insufficient level of basic knowledge to master the

discipline;

- the student has an insufficient level of language training in which the discipline is taught.

6.12 Grade "AW "(Academic Withdrawal) – "administrative withdrawal from the discipline" (withdrawal from the discipline for academic reasons) the grade that is assigned to a student who is removed from the discipline by the teacher or administration. "AW" has the digital equivalent of 0 points and is taken into account when calculating GPA.

Reasons for administrative removal from the discipline may include:

- systematic violation of the rules of conduct in the classroom;
- non-fulfillment of individual tasks of the SIW, regular disruption of the work delivery schedule, or other violation of the rules of training at the University.

6.12.1 Administrative removal from the discipline is issued by the order of the Director of the Institute on the recommendation of the teacher of the corresponding discipline.

6.12.2 A student who has received an "AW" grade is not allowed to continue to pass the exam in the corresponding discipline by the teacher's decision.

Payment made for the discipline is not refunded to the student.

6.12.3 Upon receiving an AW grade for a discipline included in the list of mandatory subjects, the student must re-register for the discipline and complete it on a paid basis in the next academic period or in the Summer Quarter.

6.12.4 If an "AW" grade is assigned to a student in several disciplines, the student is subject to disciplinary action.

6.12.5 Teachers can specify in syllabuses additional conditions under which the discipline is rated "AW".

6.13 Methodology for calculating the average score (GPA).

Grade Point Average (GPA – Grade Point Average) – a weighted average assessment of the student's academic achievement level.

The GPA is calculated based on the credit-hour system. The final value is the quotient of the sum of the products of the digital equivalent of the grade by the number of credits assigned to the discipline, divided by the total number of credits that the student has registered for.

Example of calculating GPA:

Discipline	Number of credits	Rating by Letter system rating	Digital equivalent
Math	3	A	4.00
Computer Science	2	At	3.00
Physics	3	F	0

Math $4.00 \times 3 = 12.00$

Computer Science $3.00 \times 2 = 6.00$

Physics $0 \times 3 = 0$

Total value = $12 + 6 + 0 = 18.00$

Total number of credits = $3+2+3 = 8$

$$\frac{\textit{Total value}}{\textit{Total number of credits}} = \frac{18}{8} = 2.25$$

6.14 The minimum GPA required for a student to retain a state educational grant is 1.6 for the first year of study, and 1.8 for subsequent years.

6.15 If a student does not score a transfer point, they will be transferred to a conditional study status and will lose their state educational grant.

7 PLANNING CURRENT ASSESSMENT

7.1 When organizing the educational process, departments are guided by the working curriculum and catalogues of educational programs. Teachers develop Syllabus and the educational and methodical complex (EMCx) of disciplines, which provides a calendar schedule of classes and current assessment of students' knowledge in the discipline, indicating the type of assessment measures.

7.2 Approved calendar schedules must be brought to the attention of students by:

- class announcements;
- posted on the educational portal.

8 PLANNING MIDTERM ASSESSMENT

8.1 The organization of the educational process within one academic year is carried out on the basis of an academic calendar, which is approved by the supervisor at the university, based on the decision of the University Scientific Council.

8.2 The office registrars prepare a draft order assigned by the supervising vice-rector one month before the session on the terms of continuous assessment of students.

8.3 The appealing commission is approved prior to the session.

8.4 Copies of Orders are sent to the relevant departments of the University (institutes, departments, Department of Information Systems (DIS), Department of Finance and Accounting (DFA), etc.).

8.5 On the basis of the approved academic calendar, in agreement with the Institute, the department of class schedules draws up the schedule of the exam session (F KazNRTU 706-07) subject to the following requirements:

- The schedule is posted on the university's educational portal no later than one month before the start of the exam session in order to familiarize all interested parties (faculty and students) with it.

8.6 Students pass all exams in strict accordance with the work and individual curriculum and approved academic programs of disciplines that are unified for all forms of education.

8.7 The distance form of training is provided, including in force majeure situations, established by the rector's order, in two modes: remote-full-time and remote-independent, which allows mastering the discipline and conducting current

and continuous assessments remotely (remotely). By order of the rector, the distance learning format can be provided individually to teachers and students due to existing objective reasons.

9 PLANNING FINAL ASSESSMENT

9.1 Final assessment of a student is carried out for the purpose of final assessment of the knowledge acquired by him during the entire educational process, and determining his professional viability.

9.2 Preparatory work on the organization of final assessment is carried out by the graduating departments.

- approval of the topics of students ' graduation projects and works;
- approval of cards for complex specialty exams;
- drawing up a submission on the appointment of the SAC Chairman;
- proposal to include representatives of employers in the SAC to demonstrate the quality of graduates ' knowledge;
- approval of the SAC's schedule and work schedule;
- representation of the hourly wage of SAC members.

10 CURRENT ASSESSMENT

10.1 In accordance with the curriculum, during the academic year, on the basis of the approved calendar schedule of the educational process, current and mid-term assessments of students ' knowledge in disciplines are conducted. For students enrolled in distance education programs (DOT), an individual schedule of performance monitoring is drawn up for each student, indicating the time allotted for performing the necessary types of educational activities and assessment measures (boundary assessment, continuous assessment).

10.2 When studying a discipline, various types of current assessment of students' knowledge can be provided: oral, written, combined survey, defence and presentation of homework, discussion, trainings, round tables, case studies, tests, etc. The number of types of work and its assessments is determined by the content of the discipline and its scope, which is indicated in the syllabus and the discipline's Code of Conduct. Current assessment is carried out by the teacher in the framework of practical, laboratory classes and independent work of the student (SIW). Assessment over the timely introduction of the results of current monitoring of students ' academic performance in accordance with the calendar schedule is carried out by the head of the department.

10.3 Students' continuous knowledge tests are conducted by the teacher, according to the approved schedule, twice during the academic period. The form of border assessment at the discretion of the teacher is written test papers, testing or oral hearing-colloquium, speech at conferences, etc. Assessment of the student rating consists of assessments of the current and mid-term assessment.

10.4 The first assessment of students closes on the 8th week, it also includes assessments of current academic performance and the first mid-term assessment. All points are entered in an electronic journal and the total points for both the first and

second attestation (at the rate of 30 points maximum for each attestation) is calculated automatically by the system.

10.5 All types of current and mid-term assessment and appropriate assessment of students' knowledge are carried out by the teaching teacher strictly in accordance with the approved syllabus of the discipline.

10.6 Teachers keep electronic logs of students' progress and attendance by means of logs through an automated information system at university. **The teacher is responsible for timely and timely entry of the results of current and mid-term assessment on the educational portal.**

10.7 The result of each type of assessment must be recorded in an electronic journal.

10.8 In some cases (due to illness, family and official circumstances, etc.), the student is allowed to pass the first and/or second mid-term assessment according to an individual schedule agreed with the teacher. Based on the student's application, agreed with the Director of the Institute and approved by the Vice-rector for Academic Affairs, the director of the OR opens an electronic list to the teacher for entering points.

10.9 The University implements distance learning technologies (DOT), organizes training sessions in the form of television lectures, video lectures, of radiolrctures, multimedia lectures, slide lectures, teleconferences and videoconferences; virtual laboratory workshops (with the use of multimedia technologies, GIS, simulation modelling, etc.); training programs (training, games, research, testing, etc.), classes, computer models, classes in laboratories remote access work with text on paper and/or electronic media in compliance with applicable DOT technology.

10.10 DOT can be applied to the following categories of students:

- a) on reduced educational programs based on technical and vocational, post-secondary and higher education;
- b) persons with limited physical abilities on the move (disabled persons);
- c) students who have left the country under exchange programs, with the exception of Bolashak scholarship holders»;
- d) conscripted for military service.

11 MIDTERM ASSESSMENT

11.1 Continuous assessment /final assessment of students' knowledge in the discipline is carried out during the examination session. Final rating (F KazNRTU 706-12) for the discipline includes assessments of current, continuous and final assessment and is reflected in the final report.

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

- based on the assessment of the admission rating, determined based on the results of current and mid-term academic performance monitoring (the total number of required semester points is at least 25 for two attestations);
- those who do not have outstanding tuition fees;
- those who do not pass more than 20% of training sessions in the discipline;

- not on academic leave or on an academic break;
- those who do not have an overdue medical examination.

Students who have not passed their term papers/projects are not allowed to take the exam in the relevant discipline.

11.3 The form of final assessment of the discipline, usually, in writing, is determined by the working curriculum of the specialty.

11.4 A positive final assessment serves as a basis for completing completed credits, with the established number of credits in the relevant discipline and is entered in the transcript/information about the student's academic performance.

The transcript records all final grades of the student, including positive results of repeated exams.

11.5 The student's transcript contains a list of completed subjects for the corresponding period of study, indicating credits and grades in alphabetical and numerical terms.

The transcript is issued at the request of the student for any period of his training in Kazakh, Russian and English.

11.6 If a student receives an unsatisfactory grade in the final assessment (exam), the final grade in the discipline is not counted.

11.7 It is not allowed to retake a positive assessment on the final assessment in order to improve it during the same period of continuous assessment.

11.8 The exam report is sent to the Office registrars.

11.9 To retake the exam from "unsatisfactory" to positive, students in the next academic period or in the summer semester again attend all types of training sessions provided for in the working curriculum for this discipline, get admission and pass the final assessment.

In this case, the student again goes through the registration procedure for the academic discipline.

11.10 Based on the results of the continuous assessment /final assessmentThe RR makes an academic rating of students. The student's academic rating serves as a basis for receiving various academic benefits and benefits (increased scholarship, reduced tuition fees, free tuition, etc.) established by the decisionTheblack council of theniversity.

11.11 Students of the state educational grant are awarded a scholarship based on the results of continuous assessment if they pass all exams with grades "A", "A -", "B+", "B", "B -", "C+".

11.12 A student of a paid department has the right to transfer to a vacant position of a state educational grant in the relevant specialty on a competitive basis.

12 FINAL ASSESSMENT

12.1 Final assessment of students is a procedure carried out to determine the degree of mastering the scope of academic disciplines provided for by the state mandatory standard of education for bachelor's degrees.

12.2 Final assessment of students is carried out within the time limits stipulated by the Academic Calendar and working curricula of educational programs.

12.3 The student must defend the thesis/ project within the framework of the final assessment in accordance with the working curricula and the working curricula and requirements for diploma design that are common for all forms of education.

12.4 Students who have fully completed the theoretical course of study in the amount of at least 240 academic credits in accordance with the requirements of the working and individual curricula and working curricula are allowed to complete the final assessment. Students who have not completed their theoretical studies within the time period specified in the Academic Calendar are not allowed to pass the final assessment (defence a thesis/project).

12.5 Admission to the final assessment of students is issued by the order of the Director of the Institute according to the list of students no later than two weeks before the start of the final assessment.

12.6 To carry out the final assessment of students, a State Attestation Commission (hereinafter referred to as the SAC) is established for each educational program for all forms of education. The composition of the SAC is approved by the order of the Rector of the University.

12.7 Repeated defence of the thesis / project (or passing the state exam in the educational program) in order to improve the positive assessment is not allowed.

12.8 A student who has passed the final state attestation and has confirmed the development of the educational professional program at the university is awarded the academic degree "bachelor" by the decision of the SAC and within 1 month from the date of defence of the thesis (project) is issued a bachelor's degree with appendices in 3 languages and an academic transcript.

12.9 A student who has received an unsatisfactory grade ("F") during the final state attestations expelled from the University 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 assessment in the next academic period.

12.10 Health status documents submitted to the State Attestation Commission after receiving an unsatisfactory assessment are not considered.

12.11 A student who fails to attend the final assessment for a valid reason, writes an application to the chairman of the SAC, submits a document confirming a valid reason, and, with the permission of the chairman of the SAC, can defend the thesis/project or pass the state exam on another day of the meeting of this commission.

12.12 In cases when the defence of a thesis/project is considered unsatisfactory, the State Attestation Commission determines whether the student can submit the same work for repeated defence with the revision determined by the commission, or must develop a new topic, which is determined by the graduating department.

12.13 Repeated final state attestation of a student is carried out in the next period of final assessment only in those forms for which an unsatisfactory assessment was received in the previous final state attestation.

12.14 A student who has been expelled from the University based on the results of the final attestation may submit an application for reinstatement and

permission to re-enter the final attestation for the next academic period, no later than two weeks before the start of the final attestation of the next academic year.

13 CONDUCTING AN APPEAL

13.1 A student who does not agree with the result of the final assessment, submits an appeal to the relevant department no later than 12: 00 on the next business day after the appearance of the exam results in the portal at university. The reasons for the appeal may include:

- error in setting the task;
- error in summing up the score;
- an error in the evaluation based on criteria not described in the syllabus;
- incomplete assessment with missing assessment according to the criteria described in the syllabus;
- incorrect entry of the rating into the database.

13.2 For the period of the examination session (continuous attestation), the Rector's order creates an appeal commission consisting of teachers whose qualifications correspond to the profile of the subjects being appealed.

13.3 The results of the appeal are drawn up in a protocol, and based on the decision of the appeal commission, an individual exam sheet is drawn up for each student, which is attached to the final statement. **The results of the appeal commission are final and cannot be changed.**

14 ORGANIZATION OF SUMMER SEMESTER

14.1 The summer semester is held in one module, lasting 8 weeks: 7 weeks of theoretical training, 1 week-exams.

A student can register for 12 credits - the maximum number allowed (6 credits of classroom classes).

The minimum number of students required to open a course in the Summer Semester is 10.

The Summer Quarter is organized only on a paid basis for the following groups of students:

1) for those who want to study the disciplines conducted by leading scientists and professors invited to the University, including specialists from non-CIS countries, representatives of national and international companies, etc.;

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

3) for repeated completion of disciplines by those who want to improve their GPA;

4) for students who have been transferred, reinstated, or returned from academic leave and who have a difference in their academic plans.

14.2 Students of other universities who receive a transcript at the end of the summer semester are eligible to study in the summer semester.

14.3 Students sign up for summer semester courses online.

14.4 There is also a point-rating system in the summer semester. The results of the summer semester are reflected in the final statements.

14.5 Based on the results of examinations in the disciplines of the curriculum of the specialty mastered during the summer semester, the GPA transfer score of the current academic year is recalculated.

15 CONDITIONAL STATUS OF THE STUDENT

15.1 Conditional status is the status that a student is transferred to if the student's academic performance is low, if the student's GPA at the end of the academic year (including the Summer Semester) is lower than the transfer point set in the University.

Transfer of a student to a conditional status is carried out according to their GPA for the academic year.

When studying with a conditional status, a student can register for two semesters in the amount of no more than 15 credits (including retail credits).

Payment is made on a credit basis, based on the established cost of one loan.

Registration for the courses is carried out in the usual way.

15.2 If, at the end of the semester of study in the conditional status, a student has a GPA equal to or higher than the established transfer score, he is transferred to the usual academic status, in which he is registered for the number of credits established by the working curriculum of the specialty. If the student's GPA at the end of the semester is lower than the transfer score, he / she continues to remain on the conditional academic status for the next semester.

16 TRANSFER, REENROLMENT, AND EXPULSION OF STUDENTS

16.1 General provisions

16.1.1 Students are transferred from one course to another; from one educational organization to another; from one form of education to another; from one language department to another; from one specialty to another; from a paid basis to training under a state educational order and vice versa.

16.1.2 Applications of full-time students for transfer and reinstatement are considered by the university management during the summer and winter holidays within five days before the start of the next academic period of the host educational organization.

16.1.3 Students of higher educational institutions (hereinafter referred to as HEIs) can transfer or recover after being expelled if they have fully completed the first academic period of the program they are studying in accordance with the individual curriculum.

When transferring and reinstating students to the University from other universities, the minimum GPA for the entire period must be at least 3.0.

At the same time, the student has the right to be transferred or restored to any form of education, to any specialty and to any university, regardless of the terms of deduction during restoration.

16.1.4 When transferring or reinstating a student in the university from a foreign educational organization submits a document on the completed academic programs (academic certificate, transcript), as well as on the completion of the

previous level of education, which must pass the nostrification procedure in the Republic of Kazakhstan in accordance with the procedure established by the Legislation of the Republic of Kazakhstan. Rules for recognition and nostrification of educational documents.

The student has the right to reinstatement, regardless of the limitation period for deductions, provided that the conditions of clause 1.6.1.3 are met.

The number of credits completed by the student prior to graduation is counted by the University in full.

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

Persons who did not participate or did not reach the threshold score for UNT and CT, pass CT before the order is issued.

16.1.6 To eliminate the academic difference in the disciplines of the working curriculum, the student signs up for these disciplines, attends all types of training sessions during the academic period, passes all types of current assessment, and receives admission to the final assessment.

16.1.7 The student can be restored to any educational program, taking into account the difference in the disciplines of the curriculum.

16.1.8 Restoration is carried out only on the current curriculum at the conclusion of the department. If the university does not provide a number of academic subjects in this curriculum, the graduating department is obliged to ensure that they are replaced by others. Recovery is carried out only on a paid branch.

16.1.9 Questions of reinstatement of students expelled from the University for committing disciplinary offenses are considered at a meeting of the Disciplinary Commission.

16.1.10 Transfer of a student from one educational program to another, from one form of study to another is carried out only for training on a paid basis.

16.1.11 When transferring and reinstating students, the academic difference in the disciplines of the working curriculum studied by them during previous academic periods is determined.

Disbursed credits are credited according to the educational trajectory required for the development of the corresponding educational program.

Students who are called up for military service in the Armed Forces of the Republic of Kazakhstan during the training period are restored to the curriculum of the year of admission.

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

16.1.12 The transfer of mastered credits is carried out on the basis of a comparison of educational programs, the content of the list of mastered disciplines, their volumes, acquired knowledge, skills, abilities and competences, as well as learning outcomes. **Any existing skills and competences in re-crediting should be**

interpreted in favour of the student for their re-crediting.

16.1.13 When re-crediting completed credits in academic disciplines, the difference in the forms of final assessment is not taken into account.

16.1.14 Credit is equated to the letter system of assessment of academic achievements of the student, corresponding to the digital equivalent of 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 Rules of organization of the educational process based on credit technology of training.

16.1.15 A student studying at the expense of a legal entity (the Training Client) must notify the Client in advance, before submitting the relevant application to the University, of his intention to transfer to another university/to another specialty/to study at the expense of a state educational grant/grant to KazNRTU and obtain the written consent of the Client for such transfer. Responsibility for timely notification of the Customer about the transfer/deductions are borne by the student.

16.1.16 A student studying under an educational grant can transfer to another university while retaining the educational grant.

16.2 Transfer of students from one year (course) of study to another

16.2.1 Transfer of students from one year (course) of study to another is carried out based on the results of the academic year (continuous attestations), taking into account the results of the summer semester and the accumulated average academic performance score (GPA).

16.2.2 A mandatory condition for transferring students from one course to another is that they achieve an average academic achievement score (GPA) not lower than the transfer score set in the University: for the 1st year of study-1.6 and for subsequent periods - 1.8.

Students studying on a paid basis and holders of state educational grants who have scored a transfer point and transferred to the next year (course) of study, if there are academic debts, must re-study the relevant disciplines on a paid basis and pass an exam on them.

16.2.3 Students who do not receive a transfer mark at the end of the academic year, taking into account the results of the Summer Semester, are transferred to a conditional status.

16.3 Procedure for restoring a student to University:

– a student who wishes to be reinstated in the University must submit a reinstatement application to the Office Registrar addressed to the head of the University;

– the application for reinstatement is accompanied by an academic transcript signed by the university's management and sealed, a copy of the UNT certificate or CT with a score not lower than the established one.;

– the head of the graduating department, based on the submitted documents, forms (in accordance with the order on restoration) the individual curriculum of the student in accordance with his curriculum, determines the difference in disciplines in the curricula (if any), transfers the mastered credits in accordance with the educational program and approves the individual curriculum of the student in agreement with the Office Registrar;

– the head of the graduating department, in agreement with the Office Registrar, draws up a transfer of academic credits (F KazNRTU 707-04), which indicates the re-credited, previously studied disciplines with the amount of academic credits according to the point-rating letter system for evaluating students' academic achievements, course, cumulative GPA, academic difference;

– in accordance with the visas of the Director of the Institute, the Office of the Registrar, the supervising Vice-Rector, an order is issued to reinstate the student;

– if the student has not previously studied at the University, the University management sends a written request to the university where the student previously studied to forward his / her personal file within three working days from the date of issuing the order. A copy of the student's enrolment order is attached to the request.

A student on an educational grant who has an opinion of the medical advisory commission on the prohibition of studying in this educational program as a result of a disease acquired during the training period is transferred from one educational program to another to the available vacant place on an educational order.

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

– a student who wants to transfer to another university, submits an application for transfer to the head of the university where he is studying, and after receiving a written consent to transfer, sealed, applies to the head of the university of interest to him;

– the application for transfer to the head of the host university is accompanied by copies of the transcript signed by the Vice-rector for Academic Affairs and the State Registrar, and sealed certificates of the educational grant holder (*if studying under a state grant*).), applications addressed to the head of the university where he studied (with the head's signature and seal);

– the head of the graduating department, based on the submitted documents, determines the difference in disciplines in the curriculum and, in accordance with the mastered prerequisites, establishes the individual student's curriculum, transfers the mastered credits under the educational program and approves the individual student's curriculum in agreement with the Office registrar;

– the head of the graduating department, in agreement with the Office Registrar, draws up a transfer of academic credits, which indicates the re-credited previously studied disciplines with the volume of academic credits according to the point-rating letter system for evaluating student's academic achievements, cumulative GPA, academic difference;

– in accordance with the visas of the Director of the Institute, the Office Registrar, the supervising Vice-Rector, an order is issued to transfer the student;

– the university to which the student is transferred, within three working days from the date of issuing the order, sends a written request to the university where the student previously studied, about sending his personal file. The request must be accompanied by a copy of the transfer order.

At the same time, the university where the student studied has a copy of the

personal file and transcript, as well as an inventory of the documents sent.

16.5 Internal transfer procedure for students:

– the student submits an application for transfer to the supervising director.
The application must be accompanied by an official transcript;

– in accordance with the visas of the Director of the Institute, the Office of the registrar supervising the vice-rector issues an order to transfer a student from one specialty to another;

– the director of the host institute, together with the head of the corresponding department, on the basis of the submitted documents, by drawing up a comparison list, determines the difference in disciplines in the curricula and, in accordance with the mastered disciplines, establishes the individual curriculum of the student in agreement with the Office Registrar;

– if a student, when transferring from one specialty to another, has "F" grades in subjects that are not provided for in the curriculum of the educational program to which he is being transferred, then the student does not need to re-pass these disciplines;

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

Transfer of a student from one form of study to another and from one educational program to another within the University is carried out on a paid basis.

16.6 Withdrawal of a student's state educational grant

16.6.1 Student loses state educational grant:

- if the student did not reach the established transfer GPA score and was transferred to the conditional training status. In this case, the student can continue studying on a paid basis, and the IAP includes subjects in the amount of no more than 15 credits per semester, 9 credits per trimester, and 6 credits per quarter;

- if the student is awarded an international scholarship of the President of the Republic of Kazakhstan "Bolashak" (in this case, the student must immediately notify the Director of the Institute and write an appropriate application);

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

16.6.2 Students who are deprived of a state educational grant are granted the right to study on a fee-based basis.

16.7 Dismissal from KazNRTU

16.7.1 A student may be expelled from KazNRTU:

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

2) for academic failure, in the following cases:

- missing the final registration deadline for academic subjects;

- skipping attestations and final assessment in all academic disciplines;

- four times studying the same compulsory discipline (including 3 times – "Retake") with unsatisfactory grades;

3) for systematic or gross violation of academic discipline, including failure

to attend classes without a valid reason for more than 2 months; for financial arrears in tuition fees; violation of the Charter, these Rules, Internal Regulations, the Code of Academic Integrity or other regulatory documents of the University; violation of the legislation of the Republic of Kazakhstan, the terms of the training contract concluded with the University;

- 4) if the student does not sign a contract for studying at KazNRTU;
- 5) if the student's term of study has exceeded the maximum period established by the legislation of the Republic of Kazakhstan (7 years);
- 6) if the annual scheduled medical examination is not completed;
- 7) on other grounds stipulated by these Rules, other internal documents of the University and/or the legislation of the Republic of Kazakhstan.

16.7.2 A student who wants to withdraw from KazNRTU must write an application to the Rector of KazNRTU with a request for withdrawal and submit it to the Institute's directorate. An application for expulsion is submitted to students immediately after they make a decision to expel from KazNRTU. In case of late submission of an application for expulsion at their own request, when the student stops attending classes at KazNRTU, the student may be expelled based on the results of the examination session (academic year) for academic failure and/or violation of academic discipline. In this case, tuition fees are paid for the entire period up to the date of deduction.

Financial accrual of tuition fees, state grants and scholarships is suspended from the moment a student submits an application to the Institute's Directorate. The Institute must report the suspension of financial accrual to the Department of Finance and Accounting of KazNRTU within a two-day period.

Students studying at the expense of a legal entity (Customer) are required to notify the Customer in advance of their intention to drop out of the University.

16.7.3 In case of non-registration and/or non-attendance of classes by the student and failure to provide them with any documents confirming a valid reason for their absence, the Institute's Directorate, together with the student's adviser, takes the necessary measures to clarify the reasons for non-registration/non-attendance of classes.

If within 2 months from the date of the beginning of non-attendance of classes, the student, despite the specified 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 on the student's expulsion.

16.7.4 Students who are expelled from the University are given an academic transcript at their request.

16.8 Transfer to study under a state educational grant.

16.8.1 A fee-based student has the right to transfer an educational grant in the relevant specialty to a vacant position on a competitive basis in accordance with the procedure established by law.

In the case of the same GPA indicators, students who have only "A", "A -" ("excellent") grades, then grades from "A", "A-" to "B+", "B", "B-" and "C+" ("good") for the entire period of study, will have a preferential right to apply for

vacant educational grants.

16.8.2 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 awarding an educational grant.

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

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

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

- a copy of your ID card.

2) KazNRTU, having considered this application on a competitive basis, together 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 limit for making a decision. The student's transcript, a copy of the student's identity document, and the certificate of the educational grant holder (original) who was expelled from KazNRTU are attached to the student's application together with the decision of the Academic Council.;

3) The Ministry of Education and Science of the Republic of Kazakhstan reviews the received documents in the context of training areas, forms and terms of study, taking into account the year of admission, and if the issue is resolved positively, issues an order on awarding an educational grant;

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

5) based on the issued certificate of awarding an educational grant, an order is issued to KazNRTU for further training under the educational grant.

17.ELIMINATION OF ACADEMIC DIFFERENCES IN CURRICULA

17.1 Academic differences in curricula arise:

- due to transfer of a student from another university;
- in connection with the transfer of a student to another specialty;
- in connection with the student's academic leave or break;
- in connection with the student's reinstatement to the course.

17.2 Transfer and reinstatement is carried out on the same course, if the difference in the curriculum is not more than five subjects of the mandatory component.

17.3 When students are reinstated and transferred, the institute determines the difference in the disciplines of the working curricula studied by them during previous academic periods.

17.4 To eliminate the difference in the disciplines of the working curriculum, the student attends all types of training sessions during the academic period, passes all types of current and continuous assessment provided for in the curriculum, and

receives admission to the final assessment.

17.5 The deadline for passing the difference in the curriculum during restoration and transfer is set for at least one academic period (including the summer semester), during which the student must enrol in the disciplines of the difference, pay for training, master their programs and pass the final assessment form.

17.6 If the student did not eliminate the difference in the curriculum during rehabilitation or transfer within the established period, it may be considered as academic debt in the future and, accordingly, affect their GPA when transferring from one course to another.

18 RISKS AND PREVENTIVE MEASURES

№	Name of the risk	Reason for the risk	Consequences	Measures to prevent risks
1	No attendance for a the exam for a valid reason.	The disease Childbirth Death of a close relative	Giving an "I" rating (Incomplete)	1.Request for a medical certificate from a student polyclinic certified by the KazNRTU medical center/birth certificate of a child/death certificate of a close relative;
3	Systematic violation of the rules of conduct in the classroom, failure to complete tasks	Inappropriate attitude to learning on the part of the student	Academic debt	Putting down the "AW" rating (Academic Withdrawal)
4	Getting an F grade in Discipline	1 Skipping classes more than 20 % 2.Insufficient number of points scored for the semester (non-admission to the exam) 3. Getting an F grade for an exam	Academic debt, deduction from the University to University	1.Registration for this discipline in the next semester; 2.Registration for the summer semester. 3. Regular attendance at office hours, timely delivery of all tasks. 4. Class attendance
5	Changing the results of the final assessment in the discipline	Student's disagreement with the exam result	1 Withdrawal of the scholarship 2ПолучениRadiati on from the " F " rating The result of the " F" rating	is 1. Submission of an application for consideration by the Appeal commission 2. Minutes of the meeting of the administrative commission , decision.

19 EVALUATION, ANALYSIS AND IMPROVEMENTS

19.1 Records confirming the assessment of students' knowledge are recorded in the final statements and Transcript/Information about students' academic performance.

19.2 A survey (questionnaire) of students is conducted about the quality of teaching academic subjects, about the reasons for poor academic performance.

The results of students' academic performance are displayed on the University's educational portal.

19.3 For each discipline, the departments annually review and supplement the educational and methodological complex (EMCx) of the discipline.

19.4 Departments and institutes conduct annual seminars of teaching staff on the exchange of experience.

19.5 The results of the analysis are reviewed at meetings of the EMCx and submitted for decision Scientific Council of the institute.

19.6 Heads of departments conduct a review of the results of the examination session at a meeting of the department, where inconsistencies identified during the academic year and the reasons for their appearance, the results of the examination session are considered in order to identify the causes of arrears.

19.7 At the end of the examination session, the OR performs a statistic analysis of the summary data of the results of the continuous certification in specialties based on the number of grades on each scale from 100 to 0.

19.8 The OR Director prepares a report on the results of the examination session to assess the level of students' knowledge, and decisions are made to improve the quality of students' knowledge assessment.

19.9 At the educational and Methodological Council (EMCx) The University's report is analyzed, and based on the results of the analysis, decisions are made aimed at improvements.

List of DP forms KazNRTU 706

№	Document name	Form	Storage location	Shelf life
1.	Exam sheet	F KazNRTU 706-01	in the folder	3 years
2	Statement on the protection of coursework_projects	F KazNRTU 706-02	in the folder	3 years
3	Attendance sheet	F KazNRTU 706-03	in the folder	3 years
4	Transcript_sevices about the academic	F KazNRTU 706-04	in the folder	3 years
5	Act of violation of the rules of conduct on the exam	F KazNRTU 706-05	in the folder	3 years
6	Individual curriculum of a student	F KazNRTU 706-06	at the department	3 years
7	Schedule of the exam session	F KazNRTU 706-07	in the folder	3 years
8	Title page	F KazNRTU 706-10	in the folder	3 years
9	Final statement	F KazNRTU 706-12	in the folder	3 years
10	Admission to SAC	F KazNRTU 706-13	at the department	3 years
11	Submission for approval of the chairman and staff of the SAC	F KazNRTU 706-14	at the department	3 years
12	Schedule of SAC	F KazNRTU 706-15	at the department	3 years
13	Supervisor's review	F KazNRTU 706-16	at the department	3 years
14	Review	F KazNRTU 706-17	at the department	3 years
15	Referral for review	F KazNRTU 706-18	at the department	3 years
16	Presentation of heads of topics and diploma projects of works	F KazNRTU 706-19	at the department	3 years
17	Submission for reviewers	F KazNRTU 706-20	at the department	3 years
18	State exam card	F KazNRTU 706-21	at the department	3 years
19	Minutes of the meeting of the SAC (2)	F KazNRTU 706-22	in the folder	3 years
20	Minutes of the meeting of the SAC (2)	F KazNRTU 706-23	in the folder	3 years
21	Statement of the final certification	F KazNRTU 706-24	in the folder	3 years
22	Minutes of the decision of the SAC	F KazNRTU 706-25	in the folder	3 years
23	Application for appeal	F KazNRTU 706-26	in the folder	3 years
24	Journal of applications for appeal	F KazNRTU 706-27	at the department	3 years
25	Minutes of the meeting of the Appealing Commission	F KazNRTU 706-28	in the folder	3 years
26	Exam card	F KazNRTU 706-30	at the department	3 years

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27	Answer sheet for the exam card	F KazNRTU 706-31	at the department	3 years
28	Statement on the protection of practice reports	F KazNRTU 706-32	in the folder	3 years
29	Statement on the protection of reports on pre-graduate practice	F KazNRTU 706-33	in the folder	3 years
30	Bulletin on the defence	F KazNRTU 706-34	at the department	3 years
31	Individual curriculum of master's students	F KazNRTU 706-35	at the department	3 years
32	Individual curriculum of doctoral students	F KazNRTU 706-36	at the department	3 years
33	Minutes of the SAC meeting on specialty	F KazNRTU 706-37	in the folder	3 years
34	Minutes of the meeting of the SAC for the defence of the master's thesis	F KazNRTU 706-38	in the folder	3 years
35	Minutes of the decision of the State Attestation Commission	F KazNRTU 706-39	in the folder	3 years
36	Results of passing the final certification	F KazNRTU 706-40	at the department	3 years
37	Report on the work of SAC	F KazNRTU 706-41	at the department	3 years
38	Transfer of study credits	F KazNRTU 706-42	in the folder	3 years
39	Student's account card	F KazNRTU 706-43	in the folder	3 years
40	Training passport of specialty	F KazNRTU 706-44	in the folder	3 years
41	Results of academic performance in the department	F KazNRTU 706-45	at the department	3 years

AMENDMENT RECORD SHEET _____

Number	Section, paragraph of the document	Type of amendment (amendment, cancel, add)	Notification number and date notification	Amendment made	
				Date	Surname and initials, signature, position