



SATBAYEV
UNIVERSITY

**MINISTRY OF EDUCATION AND SCIENCE
OF THE REPUBLIC OF KAZAKHSTAN**

**NON-PROFIT JOINT STOCK COMPANY
KAZAKH NATIONAL RESEARCH TECHNICAL UNIVERSITY
AFTER K.I.SATPAEV**

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ACADEMIC MOBILITY

DP KazNRTU 718

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PREAMBLE

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ACADEMIC MOBILITY

Documented procedure №718

1 PURPOSE AND SCOPE

1.1 This documented procedure establishes the responsibility and manner of the work related to the planning, organization and control of the academic mobility process in order to improve the organization and effectiveness of the international relations of the NJSC «KazNRTU after K.I.Satpaev» (hereinafter - University, KazNRTU) with universities and other organizations of foreign countries in the field of academic, research, innovation and public activities.

1.2 This procedure is **developed** to establish a unified procedure for performing work related to academic mobility of the University. The Vice-rector for academic affairs is responsible for implementation of the «Academic mobility» process.

1.3 All works on this procedure, the coordination of activities within the framework of academic mobility are carried out:

- at the University - Vice-Rector for Academic Affairs;
- in structural units - heads of divisions

(directors of departments, institutes, heads of departments, division heads, Office of the Registrar).

1.4 The rules and procedures for the implementation of academic mobility apply to bachelor students, master students and doctoral students, as well as teaching and administrative staff at the University.

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

The goal of the academic mobility is to integrate into the international educational space; the use of global educational resources.

2 REGULATORY REFERENCES

This documented procedure is based on the following documents:

2.1 Order of the Minister of education and science of the Republic of Kazakhstan dated April 20, 2011 №152 «On approval of the Rules for organizing

the educational process on credit technology of training» with amendments and additions as of 12.10.2018.

2.2 The Concept of Academic Mobility of Higher Education Institutions of the Republic of Kazakhstan, approved at a meeting of rectors within the framework of the expanded Board of the Ministry of Education and Science of the Republic of Kazakhstan on January 19, 2011.

2.3 Rules for the organization of the educational process on credit technology of training, approved by the order of the Minister of education and science of the Republic of Kazakhstan №152 dated 20.04.2011 with changes and additions as of 12.10.2018.

2.4 The Rules of the organization of international cooperation carried out by educational organizations approved by the order of the acting Minister of education and science of the Republic of Kazakhstan dated December 27, 2007 № 661 with changes as of 07.04.2020.

2.5 The Rules of sending for study abroad, approved by order of the Minister of education and science of Kazakhstan № 613 dated 19.11.2008 with modifications by the Minister of education and science of RK as of 14.05.2020 №203.

3 TERMS, DEFINITIONS, DESIGNATIONS AND ABBREVIATIONS

3.1 Terms and definitions

Academic mobility is the movement of students, teachers and administrative staff, for training, teaching, conducting research or professional development for a certain academic period (semester or academic year) to another higher education, research, design and development institution or industrial enterprise (inside country or abroad) with the obligatory re-recording of mastered educational programs in the form of credits in their university or to continue their studies in another university (for the continuation of studies).

External (international) academic mobility - study of the students of the University in foreign universities, as well as study and work of teachers and staff in foreign educational or scientific institutions.

Internal academic mobility – study of the students, as well as the work of teachers and staff of the University in leading Kazakhstan universities, scientific institutions, design and design organizations and industrial enterprises (for teachers and employees).

Students are bachelor students, master students and doctoral students who are studying at the University.

3.2 Designations and abbreviations

DHR - Department of Human Resources

IAD – International affairs division

AS – Academic staff

AD - Administrative Department

DFA - Department of Finance and Accounting

OR- Office of Registrar

4 PRINCIPLES FOR THE IMPLEMENTATION OF ACADEMIC MOBILITY IN THE UNIVERSITY

4.1 Student, teaching staff and employees of the University have the right to participate in academic mobility programs in accordance with the Regulation on Academic Mobility, as long as it does not contravene the Labour Code, the laws of the Republic of Kazakhstan, the regulatory documents of the Ministry of Education and Science, the Charter of the University. Meanwhile, priority is given to the rules of International law, the terms of international agreements, memoranda and other documents.

4.2 Academic mobility is carried out:

- within the framework of interstate agreements;
- within programs of the Ministry of Education and Science of the Republic of Kazakhstan;
- according to the agreements, contracts, grants, projects;
- based on personal invitations from educational and scientific organizations;
- on the initiative of participants in academic mobility.

4.3 Dependent on the goal, academic mobility is divided into short-term and long-term..

Short-term academic mobility - the movement of a student, AS or university employee to another educational or scientific institution or admission of someone else's student to KazNRTU for less than one semester to practice, study during the summer semester, lecture, training, including the participation in summer and winter schools, other short forms of scientific and educational interaction..

Long-term academic mobility – the movement of a student, AS or university employee to another educational or scientific institution, reception of a foreign student to KazNRTU for no more than 2 semesters in a row or a academic year for learning, teaching, research or training.

4.4 Implementation of specific forms and types of academic mobility is regulated by treaties (agreements) with partner universities, Kazakhstani and international organizations and foundations.

Meanwhile, the partner university and its educational programs should be accredited in their country and included in the Register of Accredited Education Organizations and Accredited Educational Programs. Kazakhstan's partner universities, in addition, must be signatories of the Taraz Declaration.

4.5 Participants in specific academic mobility programmes are selected on a competitive basis.

4.6 The basis for academic mobility is an official invitation from the host organization.

When receiving an official invitation, students (AS's or administrative management staff) planning an individual educational trajectory, academic or research program must obtain the consent of the Authority to leave in the established order of the university.

4.7 Individual academic mobility, implemented in the form of private travel, is only possible during annual paid leave (vacation) or leave without pay.

4.8 The General Organization of Academic Mobility at the University is carried out by the International affairs division of the Human Resources Department (hereinafter – IAD DHR) in cooperation with department of finance and accounting (hereinafter-DFA), the Office of Registrar (hereinafter - OR), departments, institutes and legal department.

5 IMPLEMENTATION OF THE ACADEMIC MOBILITY OF THE STUDENTS AT THE UNIVERSITY.

5.1 Students wishing to participate in academic mobility programmes submit an application to the Institute's Program Coordinator no later than 2 months before the academic period (F KazNRTU 718-01. Application for admission to the University under the academic mobility program). In order to participate, the students has to have impeccable academic performance and GPA at least 3.0. The application indicates the purpose of departure, destination, term, course and language of study, specialty, prospective sources of funding according to the information available on the University's website. The application shall be attached the written recommendation of the Department, the individual educational plan (F KazNRTU 718-02. Individual curriculum of the student) and a transcript (F KazNRTU 718-03. Student's application form).

5.2 The program coordinator of the Institute organizes the collection of students ' documents and sends the documents and conclusion of the Institute for each student to the IAD DHR no later than 1.5 months before the beginning of the academic period.

5.3 The selection of participants in academic mobility programs is carried out in the framework of an open competition procedure in accordance with the principles of equality of opportunities, available merits, abilities and social activities. Academic performance is taken into account (usually "excellent" and "good" grades), knowledge of the host country's language (or English), and compliance with the program or exchange agreement.

The composition of the competition Commission, which includes representatives of the Directorate of institutes, IAD DHR is approved by the order of the Rector. The formation and organization of the Commission's work is carried out by the IAD DHR.

5.4 Students who have passed the competitive selection, together with advisors, develop individual study plans (hereinafter referred to as ISP) for training at a partner University. The Institute conduct an examination of the curriculum of the student for compliance with the state standards of higher and postgraduate

education and are approved by the Vice-rector for academic affairs (F KazNRTU 718-02. Individual curriculum of the student).

An individual study plan is developed for subsequent years of study, which include academic difference disciplines (if available) with the terms of its liquidation.

5.5 The upper limit on the number of credits to study in Kazakh universities on academic mobility programs shall be in semester a maximum of 21 credits in bachelors and 14 masters, 12 – in scientific and pedagogical master's degree, 8 - doctoral studies. The upper limit on the number of credits for studying in foreign universities should not exceed the values set in a specific country, for example, in European countries-30 credits for programs at all levels. The specific number of credits to study at another University is set in the course of curriculum approval.

5.6 Applications, individual curricula and transcripts of students and an official letter to the Rector of the host University, with a request for admission of students (F KazNRTU 718-04. The letter of acceptance academic mobility students) who have passed the competition is sent to the partner universities.

5.7 In case of a positive decision of the host University to participate in the academic mobility program, the IAD DHR organizes the conclusion of a tripartite agreement in the language of the host party or in English (F Kaznitu 718-05. Agreement (tripartite) on academic mobility programs) where the procedure and cost of tuition fees between students, receiving and sending universities is prescribed.

5.8 The learning agreement on academic mobility programs is the main document regulating the process of academic mobility program training and is completed in the language of the host country or in English (F KazNRTU 718-06. Learning agreement). The agreement is signed by students, rectors of KazNRTU named after K. I. Satpaev and the host institution. In the case of referrals to training at the expense of national companies and social partners, a four-party agreement is concluded.

5.9 Draft orders on sending a student to another University and on his return are submitted by the IAD DHR.

5.10 Students at the host university undergo administrative enrolment procedures in accordance with the rules of the educational institution.

5.11 During the student's (master, doctoral) at the university-partner, the coordinator of the institute's academic mobility programs, together with the head of the department and the IAD DHR provides the necessary interaction with the relevant part of the host unit on the current monitoring of the study and the stay of the student at the university-partner.

The Director of the Institute appoints an AS consultant whose responsibilities include:

- regular consultations of the student during his studies at another university;
- overseeing the implementation of the individual curricula.

5.12 After completing their studies at the host University, students submit a transcript of their studies to the OR.

The transcript of the training is filled in in Kazakh/Russian when studying at a Kazakh University and in English when studying at a foreign University in the form Appendix 4. In the transcript about training entered information about the curriculum, assessment for learning (at the national scale and scale ECTS) in the discipline, the number of awarded ECTS credits, a description of the University grading system.

5.13 On the basis of the transcript, the student scores, in accordance with the order of MES RK as of April 20, 2011 № 152 section 5 of the «Academic mobility within the Kazakh model of credit transfer type ECTS» a. a. 81 in the Kazakh national research technical University after K. Satpaev», will be re-transferred.

6 IMPLEMENTATION OF ACADEMIC MOBILITY OF ACADEMIC AND ADMINISTRATIVE STAFF OF THE UNIVERSITY

Academic mobility of academic and administrative staff of the University carried out on the basis of agreements (contracts) on cooperation with universities and scientific institutions.

6.1 The best way to implement the academic mobility of university professors and staff is to send them to partner universities and organizations for:

- a) giving lectures, classes and consultations;
- b) participation in scientific work;
- c) Participation in training programmes.

6.2 Secondment of participants of academic mobility is carried out on the basis of the official note of the head of the Department and the statement of the teacher (employee) signed by the rector. The official note specifies the rationale for the purpose and objectives of the secondment, the destination, the duration of the secondment, the applicant's last name, first name, patronymic, position, and the expected sources of payment for transport expenses, living expenses (rental housing) to stay (daily allowance). The official note is accompanied by an invitation and its certified translation into the state language, other documents confirming the expediency of the secondment and determining the financial conditions of the trip.

6.3 All organizational issues related to the travel of participants in academic mobility are resolved through the IAD DHR in the order established in the University.

6.4 Upon the return from a business trip, a task completion report and an advance report is presented. To the expense report attached a copy of the passport with marks about border crossing RK or a business trip certificate, travel documents, documents of hiring the premises and other documents confirming the expenses incurred with the consent of the administration.

On the basis of the approved advance report, reimbursement of expenses for secondment (direction) is made with funding from the University.

6.5 Travel of teachers and staff to other universities and organizations on their own initiative implemented, usually in the form of private trips.

6.6 Departure without proper paperwork and return to the University later than the order's deadline without proper paperwork at the fault of the teacher (employee) is categorized as truancy and entails disciplinary action.

6.7 AAS and university employees traveling abroad as part of international academic mobility are responsible for the timely registration of a foreign passport, visa, insurance, travel application.

6.8 To ensure academic mobility of teachers and employees of Kazakh and foreign universities (organizations) IAD DHR together with interested services, prepare and publish information on the University's academic mobility website (in Kazakh, Russian and English) about the academic mobility programs offered by the University:

- list (subject) courses, indicating the volume in credits, semester, study, etc.
- collaborative research themes;
- training programmes;
- acceptance conditions, application period, etc.

6.9 The IAD DHR sends applications received by the University to the relevant services of the University for decision-making. Proposals of heads of departments are sent to the University authority in accordance with the established procedure.

6.10 The decision of the IAD DHR is reported to the applicants. If the decision is positive, the applicants are sent an invitation letter, a cooperation agreement with the University (organization), a form of a tripartite agreement and the necessary information: the start date of the program, contact information (phone numbers, Fax numbers, email address, etc.), the procedure for registration at the University, General information about the University..

6.11 The participant of academic mobility arriving at the University is assigned a representative of the relevant Department (Department, center).

7 FUNDING OF ACADEMIC MOBILITY

7.1 Funding for academic mobility is provided by:

- national budget, including national projects;
- University's extra-budgetary funds;
- grants from national companies, social partners;
- funds of national and international funds to support and develop higher and postgraduate education;
- host funds, including grants from international organizations and private foundations;

- personal funds of participants in academic mobility.

7.2 Students who have passed the competitive selection for participation in academic mobility programs, conclude an agreement with the University on the provision of educational services. The cost of participation in the educational program is set depending on the conditions of participation and in accordance with the estimate.

7.3 Participants of academic mobility of the University independently pay for:

- registration and forwarding of documents to the receiving organization by Express mail, in case of late submission of the required documents to the IAD DHR;
- translation of documents into foreign languages and their certification;
- registration of a foreign passport.

7.4 The cost of study, transport expenses, accommodation, food, and medical care for foreign participants of academic mobility is made at the expense of personal funds or funds of the sending party. The cost of study is set in proportion to the complexity of the curriculum.

8 RISK MANAGEMENT

Name and description of risk	Causes of risk	Consequences of risk	Prevention/ Risk reduction	Supporting documents
Financial. Not allocating funds from the national budget for academic mobility programs	Small budget	Reducing the number of exchanges, students and AASS traveling abroad, reducing the rating of universities	Additional sources of funding for the program and allocation of funds from University	Letter from MES RK
Lack of number of applicants to study under the academic mobility program	Low number of applicants, refusal of communication with incomplete funding	Not mastering the allocated funds	Full funding (additional funds from the University, further training at the University)	Statement
Refusal of invited professors to come and give lecture	Later receipt of allocated funds (end of the year)	Not mastering the allocated funds	Increase and timely funding	Letter from MES RK

9 MONITORING, MEASURING, AND EVALUATION OF THE PROCESS

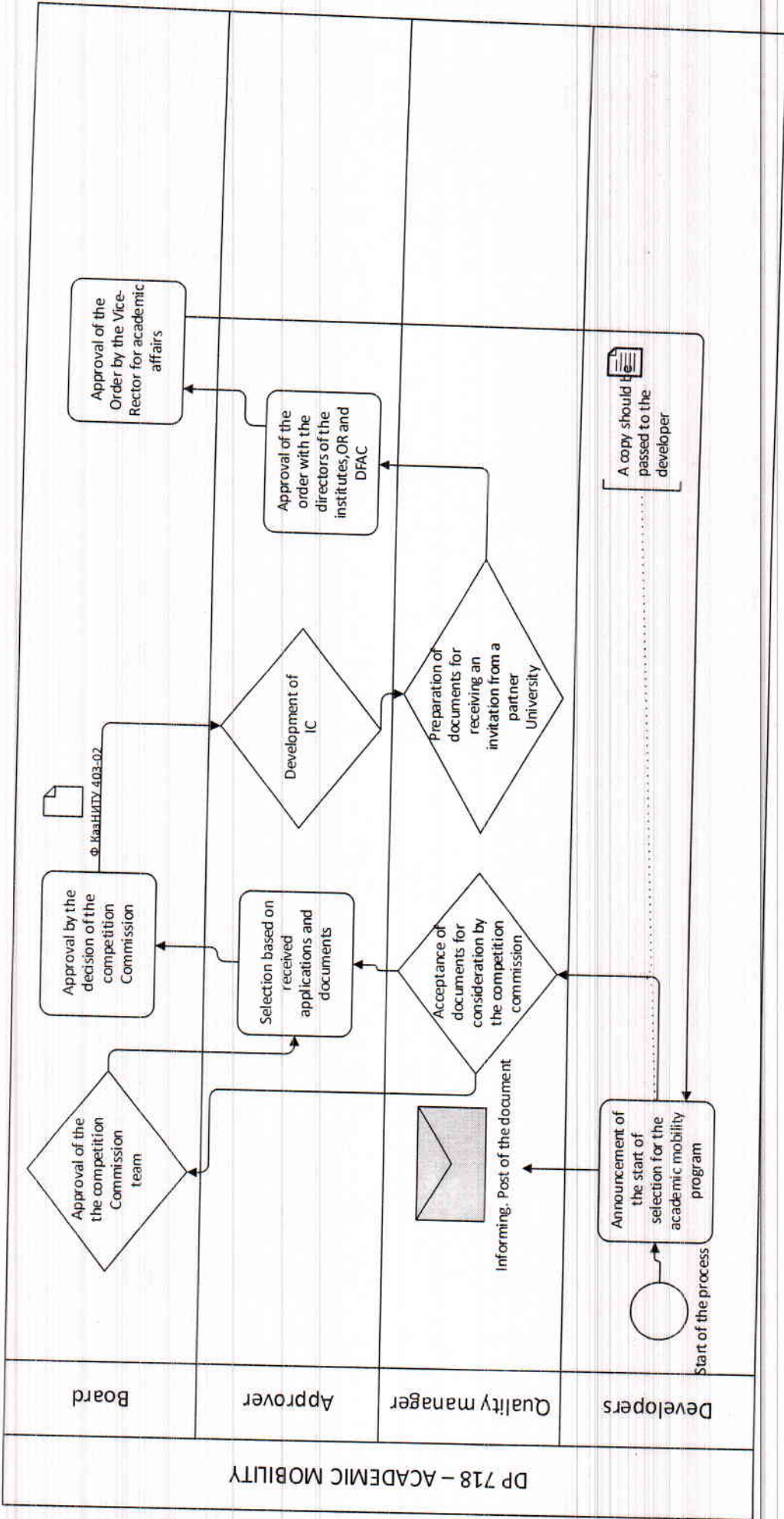
The following indicators will be used to assess the academic mobility process:

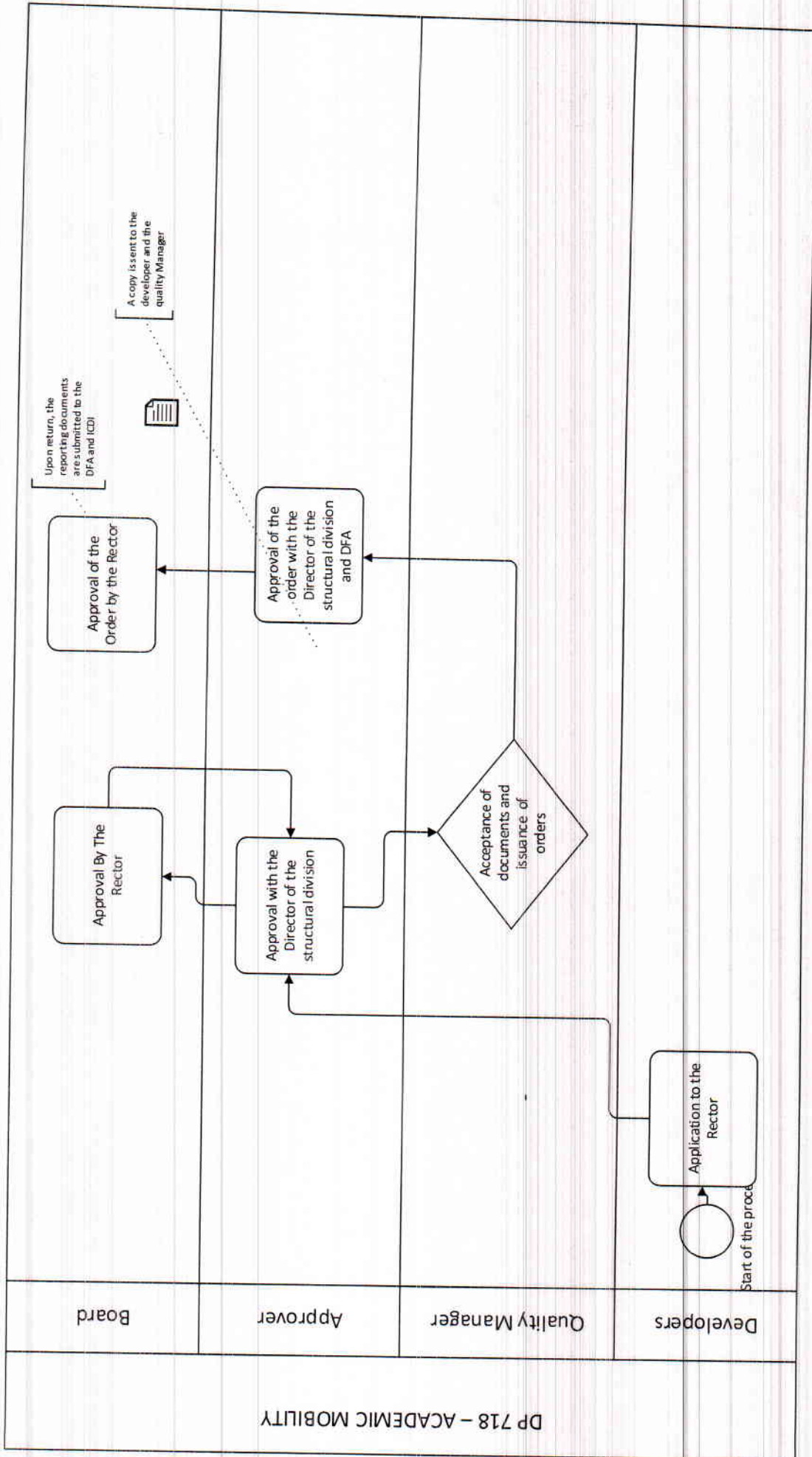
- 9.1 Number of students who took part in international academic mobility programs during the academic year;
- 9.2 Number of foreign citizens studying in the main educational programs and other forms during the academic year;
- 9.3 Number of employees and teaching staff who participated in international events and academic mobility programs abroad during the academic year;
- 9.4 the Amount of extra budgetary funds raised through the organization of academic mobility programs;
- 9.5 Amount of extra-budgetary funds raised from foreign sources for implementation of international and other projects;
- 9.6 Number of incoming applications of foreign citizens to study at the University for academic mobility;
- 9.7 Number of foreign students enrolled or signed a contract for academic mobility training;
- 9.8 Number of publications of the University's teaching staff in foreign publications.

The above indicators are monitored at the end of the academic year. Based on the results of monitoring, a report is prepared for the academic Council.

LIST OF FORMS

№	Name of the document	Form	Place of storage
1	Application for admission to the university under the academic mobility program	F KazNRTU 718-01.	DHR
2	Individual curriculum of the student	F KazNRTU 718-02.	DHR
3	Student's application form	F KazNRTU 718-03.	DHR
4	Letter of acceptance of academic mobility students	F KazNRTU 718-04.	DHR
5	Agreement (tripartite) on academic mobility programs	F KazNRTU 718-05.	DHR
6	Learning agreement	F KazNRTU 718-06.	DHR





CHANGE REGISTRATION SHEET

Sequential number of the change	Section, paragraph of the document	Type of change (replace, cancel, add)	Notification number and date	Change is added	
				Date	Last name and initials, signature, position