


<b>СӘТБАЕВ</b> УНИВЕРСИТЕТИ 	<b>NON-PROFIT JOINT STOCK COMPANY KAZAKH NATIONAL RESEARCH TECHNICAL UNIVERSITY NAMED AFTER K.I. SATBAYEV</b>	
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**ACADEMIC POLICY**  
**AP 029-03-02.1.02 - 2022**

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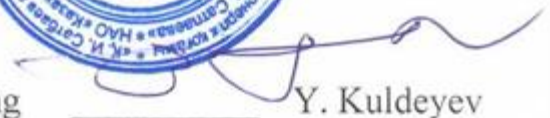
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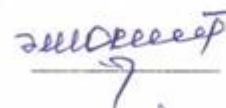
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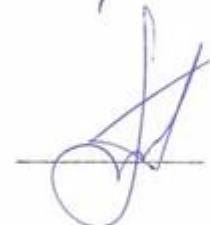
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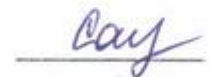
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## **1 General provisions of academic policy at KazNRTU named after K.I. Satbayev**

1.1 Academic Policy (hereinafter referred to as Policy) is a system of measures, rules and procedures for planning and managing the educational activities and effective organization of educational process aimed at implementing student-oriented learning and improving the education quality.

1.2 Academic policy is aimed at equality of the rights of all to receive a quality education, accessibility of education at all levels for society members, taking into account the intellectual development, psychophysiological and individual characteristics of each person, their compliance with enrollment requirements and taking into account the sequence (continuity) of the level related to education.

1.3 Academic policy at Kazakh National Research Technical University named after K.I. Satbayev (hereinafter-KazNRTU) is based on the mission, vision, quality policy and internal standards for ensuring the education quality, which determines the effective organization of educational process for educational programs of higher and postgraduate education in order to ensure integration into European Higher Education Space.

KazNRTU, as a center for creating and developing the new fields of scientific knowledge, growth of scientific and scientific-industrial collaboration at Kazakh and international levels, preserves the essence of a research technical university in conditions of transformation and challenges of the modern digital era, advances and transmits the engineering education values.

**VISION:** To be in the TOP 200 universities in the world according to QS rating by 2026. The goal of the strategy is to create a center for engineering education, where the country's best minds are concentrated, providing the advanced research, giving the best knowledge for a new generation of young scientists and practitioners. University should create all conditions for developing its values, and such are the student and the teacher, if earlier Rector was at the head of the hierarchical structure, then in the new management model, the value is generated by students and teachers, structural units and Rector directly are the structure's supporting elements. Targeted measures will make it possible to enter the world's TOP 200 best universities.

**MISSION:** *"Science and education for the benefit of an individual"*. In the strategic perspective, University positions itself as the center of engineering education in Kazakhstan, CIS and Central Asia: where scientific research is carried out at the international level; where the university is the base for training highly qualified specialists taking into consideration all market requirements, where science and education are aimed at the benefit of humanity.

1.4 The given Policy is aimed at improving the standards related to credit technology of education, as well as aimed at comprehending the degree of compliance of universities with credit technology standards. Following the credit technology of education through creating a transparent individual approach to

learning for each student is a priority of such policy. Following these criteria, as well as the presence of prescribed procedures in the university to meet these criteria is an important practice for all participants in University's academic process.

1.5 This Policy was developed in accordance with the following regulatory legal acts:

1. The Law of the Republic of Kazakhstan "On Education" dated 27.07.2007 # 319-III (with amendments and additions).

2. The Law of the Republic of Kazakhstan "On Science" dated 18.02. 2011 # 407-IV (with amendments and additions).

3. The Law of the Republic of Kazakhstan "On commercialization of scientific and (or) scientific-technical activities' results" dated October 31, 2015 # 381-V of LRK.

4. Standard rules of activity at educational organizations implementing the educational programs of higher and (or) postgraduate education in accordance with Annex 5 to the decree of Minister of RK Education and Science dated October 30, 2018 # 595 "On approval of Standard rules of activity in educational organizations of appropriate types" (with amendments and additions).

5. Rules of organizing the educational process on credit technology of training. Amendments to the decree of Minister of RK Education and Science dated April 20, 2011 # 152. (with amendments and additions).

6. RK Science and Higher Education Minister's decree dated July 20, 2022 # 2 "On approval of state mandatory standards of higher and postgraduate education".

7. Rules of organizing and implementing the educational-methodological and scientific-methodical work approved by RK Education and Science Minister's decree dated November 29, 2007 # 583 (with amendments and additions). It is registered in Register of State Registration of Regulatory Legal Acts under # 5036.

8. Rules for recognizing the learning outcomes obtained by adults through non-formal education provided due to organizations included in the list of recognized organizations providing non-formal education. RK Education and Science Minister's decree dated September 28, 2018 # 508. (Registered with Justice Ministry of the Republic of Kazakhstan on October 23, 2018 # 17588). (with changes and additions).

9. Rules for organizing the educational process on distance learning technologies (RK Education and Science Minister's decree dated March 20, 2015 # 137. Registered with RK Justice Ministry on April 22, 2015 # 10768.) (with amendments and additions)

10. Rules for creating and allocating the state educational order for personnel training with higher and postgraduate education, approved by RK Education and Science Minister's decree dated October 12, 2018 # 568. (with amendments and additions).

11. RK Education and Science Minister's decree dated November 19, 2008 #

613 "On approval of the Rules of direction for studying abroad, including within academic mobility" (with amendments and additions).

## **2 Academic policy principles**

2.1 Principle of compliance of educational activities quality (teaching and learning) of the university with international standards of education.

In the context of the given principle, the content and process of implementing the educational programs are being modernized. Each educational program is designed to provide an appropriate level of qualification, measurable by the achieved learning outcomes, and the program content, ensuring the achievement of results as a system of qualification requirements, should be based on scientific knowledge that has international recognition.

### **2.2 Principle of student-centered educational process**

This principle assumes that University's educational process corresponds to the following parameters:

- the presence of a student-centered learning environment aimed at stimulating the activities of teachers and students to meet their personal aspirations and social needs through effective educational activities;

- the focus of training programs on the student: the achievement of the expected learning outcomes and competencies required by the educational program in a dynamically changing labor market;

- joint activity of teachers, students, employers to formulate learning outcomes relevant to the qualification requirements of higher education levels, the modern labor market needs, the achievement of which is provided by contemporary scientific knowledge that has received international recognition;

- individualization of the learning process based on flexible educational trajectories;

- accessibility of higher and postgraduate education for all categories of citizens on the basis of ensuring greater inclusiveness.

### **2.3 Principle of integrativity of education, science and production**

It provides a balance between the systematic content of the educational program, science and production, especially knowledge-intensive. Implementation of the principle is aimed at:

- elaborating the educational programs of the university of practice-oriented type, worked out on the basis of industry frameworks and professional standards, and in accordance with New Professions and Competencies Atlas;

- elaborating the joint educational programs with leading foreign partner universities and research centers;

- an increase in the number of interdisciplinary disciplines in educational programs aimed at deepening and expanding the framework of expected learning outcomes, which will increase the graduates' competitiveness, and will be able to

become the basis for the subsequent stage of personal education throughout life.

#### 2.4 Principle of lifelong learning

The implementation of the given principle is ensured by:

- recognition of credits obtained at implementing the academic program at another university, including a foreign one;
- recognition of qualifications awarded by foreign universities to achieve new academic and professional goals;
- accessibility, openness and mass character of higher education based on state-of-the-art learning technologies (distance learning, through mass open online courses, etc.) for all categories of citizens;
- creating the ability to self-esteem, continuous professional growth and to determine further own educational trajectory, social and professional mobility.

#### 2.5 Principle of internationalization of education

This principle is implemented in the system of types and forms of international educational activities of the university, which is confirmed by the fact of its involvement in the world educational process. The most promising and important ones for the university are:

- international accreditation of educational programs in agencies that are members of international European networks for ensuring the education quality;
- collaboration in educational activities with foreign partner universities on joint training programs (double-degree education);
- an increase in the proportion of foreign citizens studying at the university;
- attracting foreign specialists to top management and teaching academic subjects in English;
- academic mobility of students and teachers, both incoming and outgoing;
- export of educational services in the form of transnational and cross-border education.

This principle is aimed at ensuring the equal conditions for all social categories studying for quality education:

- openness and accessibility of education for all categories of citizens, support for students with disabilities;
- expanding the practice of inclusive education based on modern educational programs for gifted persons and the ones with disabilities;
- creation and implementation of variable learning models based on differentiation and individualization of the educational process;
- creating an inclusive educational environment based on special information and communication platforms to ensure equal access to educational resources, providing pedagogical support and consulting assistance to students from socially vulnerable groups;
- creating equal conditions and barrier-free access to the place of classes for students with special educational needs (the need for an elevator, ramp, escort, etc.).

#### 2.6 Principle of supporting the pedagogical innovations

Modernization of educational programs content has determined the modern



dominant evaluation of teachers' pedagogical activity:

- ensuring the achievement of expected learning outcomes owing to relevant methods and techniques;
- generation of new research concepts and pedagogical innovations;
- motivation of teachers' self-improvement, implementation of career trajectories and academic mobility programs;
- ability to develop and participate in implementing the transdisciplinary educational programs.

### **3 Academic policy resources**

3.1 KazNRTU trains specialists in level programs of higher and postgraduate education (Bachelor, Master's, Doctorate, second higher education) on credit technology of education, the main task of which is to advance students' abilities for self-organization and self-education based on the electability of educational trajectory within the framework of regulation of the educational process and taking into account the amount of knowledge in the form of credits.

3.2 The processes and procedures for implementing the educational programs are provided by systems of internal and external resources that allow creating a high-quality environment to achieve the planned learning outcomes that meet the level qualification requirements.

Internal and external resources create an environment in which the subjects of educational activity carry out it in a certain system of relations, relationships and interactions: student – teacher; program coordinator – employer, customer, other interested parties.

3.3 Internal resources include: the personnel resource of the teaching staff; infrastructure; a system of interrelated and interacting processes of educational, research and educational activities; procedures for planning and implementing the educational programs in educational process; policy for evaluating learning outcomes; procedures for evaluating the quality of learning outcomes based on the measurability of their indicators; procedures for internal quality monitoring; information and communication-technological support of all procedures.

3.4 Internal resources make it possible to build the concept of University's educational activities: the qualification requirements described on the basis of Dublin descriptors in the system of expected results are provided with modern scientific content of educational programs, the planning and implementation of which is provided by the methodology of educational process organization based on technological and methodological priorities of modernity, as well as the methodology for monitoring the results achieved.

3.5 Academic policy is aimed at ensuring the high-quality functioning of all processes and procedures serving the educational process. The most important procedures aimed at ensuring the quality implementation of educational programs are:

3.5.1 Formation of the staff resource of teaching staff capable of providing a guarantee of training quality due to:

- the level of scientific qualification;
- forming the conceptual views on the essence of modern vocational education;
- the ability to use modern teaching methodologies within their specialty;
- ability to generate and transfer new learning technologies into the sphere of personal professional activity.

3.5.2 Development of the system for planning, implementing and monitoring the educational programs quality, their information technology support, which is based on the principles defined by University's mission and strategy:

- constant monitoring of the quality level and implementing the actions aimed at improving this level;
- involvement of students in quality assessment procedures;
- inclusion of employers, representatives of professional associations and scientific communities, independent experts in the circle of subjects related to assessment of education quality;
- transparency of quality assessment procedures and making the feasible decisions based on the analysis of complete and objective information.

3.5.3 Creation of educational and methodological resources to form the educational environment and executing various types of educational activities in it aimed at achieving the learning outcomes.

3.5.4 Content, form and functions of educational procedures and their interaction are regulated and accompanied owing to the system of internal educational and methodological documentation as Academic Policy's component.

3.5.5 External resources for performing the educational programs include:

- legislative and regulatory documents of Government of the Republic of Kazakhstan, Ministry of Science and Higher Education of the Republic of Kazakhstan, other RLA in education and science sphere;
- European Qualifications Framework (Dublin Descriptors), International and National Classifiers of Specialties;
- all declarations, conventions, communiqués adopted in different years at meetings and conferences by the members of Bologna Agreement aimed at developing and improving relations within European Educational Space;
- relations with consumers (employers and stakeholders), built on a constant communication basis, involving their participation in the procedures for determining the expected results of training in educational programs as a system of qualification requirements in the context of professional standards; adjustments of educational programs taking into account the needs and trends of the labor market; management of research activities of students, their professional practice.

#### **4 Registration of documents and enrollment of students in educational programs (Bachelor, Master's, Doctorate)**

4.1 Admission to training based on education levels is performed by placing an educational grant at the expense of the republican or local budget, or funds received from the republican budget within the framework of targeted transfers, as well as tuition fees at the expense of citizens' own funds and other sources.

4.2 Admission to training is fulfilled according to candidates' applications on a competitive basis in accordance with the points of the certificate issued based on results of the unified national testing (hereinafter – UNT), comprehensive testing (Master's) and postgraduate education programs (Doctorate) based on an international certificate in a foreign language and an entrance exam for a group of educational programs.

4.3 Admission to educational programs requiring special or creative training is carried out taking into account special or creative exams.

4.4 Admission of students to the university for study at the expense of state educational grant and on a fee basis is performed on the basis of an agreement and is regulated by "Standard Rules of admission to higher educational institutions of the Republic of Kazakhstan".

4.5 Organization of admission to training is regulated by "Rules on admission to training in NPJS "KazNRTU named after K.I.Satbayev."

4.6 Those who have not scored a threshold score, according to UNT results, can be enrolled in KazNRTU as a full-time student on a paid basis until the end of the first academic period. Upon completion of the 1<sup>st</sup> (first) academic period of study, students re-take UNT within the established time frame in accordance with Rules on Unified National testing and Comprehensive Testing.

Students who have not scored a threshold score, according to UNT results, passed at the end of the 1<sup>st</sup> (first) academic period, are subject to expulsion from KazNRTU.

4.7 The enrollment of applicants in the contingent of students of postgraduate educational programs (Master's, Doctorate) of KazNRTU is carried out on the basis of Standard admission rules for training in organizations implementing educational programs of postgraduate education.

4.8 The formation of students' contingent in Master's and Doctorate programs is fulfilled through the placement of a state educational order for the training of scientific and pedagogical personnel, as well as tuition fees at the expense of citizens' own funds and other sources.

4.9 Admission of undergraduates, doctoral students to KazNRTU is carried out by placing a state educational order for training in scientific, pedagogical and profile areas, as well as tuition fees at the expense of students' own funds and other sources.

4.10 Admission to Master's program is carried out on a competitive basis, based on the results of passing a foreign language and comprehensive testing.

4.11 Admission to Doctorate is carried out on a competitive basis according to the results of passing the state language proficiency test (Kaztest), a foreign language and entrance exams.

4.12 Admission of foreigners to Master's and Doctorate is carried out on a fee basis. The receipt of free postgraduate education by foreigners on a competitive basis in accordance with the state educational order is determined by international treaties in Republic of Kazakhstan, with the exception of the scholarship program for Master's degree programs.

4.13 Admission of foreign citizens to study at KazNRTU on a fee basis is realized based on the results of an interview conducted by Admission committee during the calendar year. Enrollment of foreign citizens is realized in accordance with the academic calendar 5 (five) days before the next academic period start.

4.14 Admission of foreign citizens to study under the educational programs of postgraduate education on the basis of contracts for the provision of paid educational services is fulfilled during the calendar year in accordance with the academic calendar.

4.15 Educational documents issued by foreign educational organizations are recognized or notified in accordance with the procedure established by law in accordance with Decree of Minister of Education and Science of the Republic of Kazakhstan #. 352 "On approval of Rules for recognition of educational documents, as well as the list of foreign organizations of higher and (or) postgraduate education, whose educational documents are recognized in RK territory" dated July 19, 2021.

## **5 Rights and obligations of students**

5.1 The student, as a client of the academic process, has the right to demand:

- free personal registration of the student with the possibility of a brief acquaintance with the course in compliance with university requirements on the course occupancy in the prescribed time;
- free choice of the teacher and the schedule of classes by the teacher if there are vacancies for this discipline in the established terms of the academic calendar;
- familiarization with the discipline syllabus and the specified academic and non-academic requirements of the course, further signing of the syllabus with consent and removal from the discipline in case of disagreement within the established deadlines of the academic calendar;
- contesting the evaluation criteria that were used without prior familiarization of students within the established time limits of the appeal;
- recognition of credit transfer based on verified transcripts of other educational organizations within the established Rules on credit technology training;
- providing educational, social and psychological support to students, providing and making available electronic communication channels, educational materials and documents designed to comply with University's Academic Policy.

5.2 The student is obliged to comply with the given Policy and the

requirements of the Rules on credit Technology of education at University.

5.3 The student must follow Code of Academic Integrity and understand the seriousness of non-compliance consequences.

5.4 The student is obliged to comply with disciplinary policy both inside and outside University campus and the requirements of the financial policy for studying on the program.

5.5 The student who shows a deep interest in scientific activity is provided by the department in scientific management, as well as the possibility of replacing the training sessions with scientific and experimental ones within the framework of elective disciplines.

5.6 The student's transcript is an integral document that reflects all records of the educational process, assessments, academic and non-academic records, incentives and penalties.

5.7 To obtain the diploma on completion of Bachelor's degree program, a student must complete a theoretical course of study in the amount of at least 240 credits and pass a positive final certification (defense).

5.8 The student is obliged to independently produce assigned tasks and works on the basis of the teacher's recommended and additional literary data using the Rules on quoting the original sources (Code of Academic Integrity), get an honest assessment for it, expressed in the sum of points for each criterion prescribed in the discipline syllabus, require the teacher to evaluate only within these criteria, do not contact the teacher for additional assessment or to receive an advantage in connection with social, kinship, religious, ethnic, gender or social status.

5.9 To obtain a diploma on completion of a postgraduate educational program, a student is obliged to defend a research dissertation and fulfill the requirements established by the curriculum.

## **6 Educational programs**

6.1 Educational programs are implemented at three levels: Bachelor – Master's – Doctorate in three languages, which are periodically accredited.

6.2 Educational programs are developed in the areas of university training, for which there is a license for the right to conduct educational activities, within the framework of educational programs groups according to directions' classifier.

6.3 Bachelor degree programs contain: theoretical training (at least 240 academic credits), including cycles of general education, basic and profile disciplines, all types of practices and final certification.

- according to scientific and pedagogical Master's programs, Master's student has grasped at least 120 academic credits for the entire period of study, including all types of educational and scientific activities of Master's student;

- according to Profile master's degree programs – Master's student has grasped at least 60 academic credits with the study period of 1 year and at least 90 academic credits with the study period of 1.5 years;

- according to Doctorate programs – grasping at least 180 academic credits by a doctoral student, including all types of educational and scientific activities.

6.4 Master's degree programs contain: theoretical training (at least 120 academic credits for scientific and pedagogical Master's degree, specialized Master's degree: at least 60 academic credits with the study period of 1 year and at least 90 academic credits with the study period of 1.5 years, including cycles of basic and profile disciplines, research work in each semester; experimentally- research work.

6.5 Doctorate educational programs contain: theoretical training of at least 180 academic credits, including cycles of basic and profile disciplines, research work, including internship and doctoral dissertation, final certification (12 credits).

6.6 In educational programs, the list and scope of disciplines are regulated by:

- mandatory component - standard training programs;
- university component and the elective component are catalogs of elective disciplines (CED).

6.7 Educational programs are elaborated by degree-awarding departments in accordance with National Qualifications Framework, Atlas of New Professions and Competencies, professional standards, and with employers' requirements.

6.8 University's all educational programs undergo an external examination in accordance with the established procedure and are included in National Register of educational programs of higher and postgraduate education.

6.9 All interested parties, including the students and employers, are involved in elaborating the educational programs and monitoring of educational activities within the framework of the educational program.

6.10 **Each educational program is considered** by the decision of Institute's Academic Council at University's Educational and Methodological Council and approved by University's Academic Council.

6.11 When developing an educational program, the following factors are taken into account: staffing, provision of the educational program with information resources, material and technical support, provision of practice bases, information support for implementing the educational programs, methodological support to perform the educational programs.

6.12 In order to control the quality related to elaboration of educational programs, the program is evaluated due to Academic Committee, which includes students, representatives from employers and the academic environment. The purpose of the examination is to improve the educational programs' quality. The examination of educational programs and methodological documents is based on the principles of transparency and objectivity.

6.13 All educational programs have an approval procedure that includes their sequential consideration:

- decision of Academic committee on the areas of training;
- decision of Institute's Academic Council;
- decision of University's Educational and Methodological Council;
- approval by University's Academic Council.

6.14 The educational program may be excluded from the list of educational programs implemented by University:

- at the initiative of University's Academic Council in case of refusal of its implementation or lack of enrollment of applicants for educational programs within 3 years of realization;

- at the initiative of University's Academic Council with a negative conclusion of the accreditation agency;

- at the initiative of University's Academic Council, if, as a result of any of the procedures for external or internal evaluation of EP quality, conclusions are obtained related to low quality of the performed EP;

6.15 It is not allowed to change of educational program content (change of disciplines) after completing the registration of students for disciplines and creating the individual curricula.

6.16 For the development of research activities of students, the names of disciplines (R&D module) are included in the educational programs.

## **7 Organization of the educational process**

7.1 Planning of educational activities at the university is carried out on the basis of academic calendar, which reflects the periods of all types of educational and control activities, practices during the academic year, indicating the rest days (vacations and holidays). Academic calendar for the current academic year is posted on University's website to inform students, faculty and staff.

7.2 Academic calendar for the academic year according to the forms and levels of study is developed annually due to Academic Affairs Department.

7.3 Changes to the current academic year's academic calendar may be made upon submission only if there is a reasonable need. Information about changes made to the academic calendar should be brought to the attention of students, faculty and staff of university departments involved.

7.3 Educational process organization is based on credit technology principles, the main task of which is to form students' abilities for self-education and self-realization on the basis of elective educational programs within the framework of regulating the educational process planning and taking into consideration the amount of knowledge in the form of credits.

A trimester form can be used.

7.4 General parameters of credit technology of training:

- introduction of a credit system for assessing the labor costs of students and teachers in each discipline;

- three-level education system;

- academic freedom;

- freedom to choose a learning path;

- freedom of choice of the teacher;

- using a point-rating system for evaluating the academic achievements in

each academic discipline;

- academic mobility;
- accreditation of educational programs;
- European Diploma Supplement;
- European Credit Transfer and Accumulation System (ECTS);
- involvement in the educational process of advisors who assist students in choosing an educational trajectory.

7.5 An important role in organizing the educational process is played by an adviser, who has great opportunities to form students' interest in educational programs and guide them in the learning trajectory correct planning.

The activities of advisors are regulated by Regulations on the adviser at NPJS "KazNRTU named after K.I.Satbayev". [Regulation on the adviser 2022](#)

7.6 Schedules of training sessions and examination sessions must be approved by Vice-Rector for Academic Affairs and brought to the attention of students no later than a week before the start of the relevant academic period.

7.7 Students are required to perform all types of educational work, undergo professional practices and all types of control strictly within the time limits stipulated by the academic calendar, except in cases of stay in foreign business trips under academic mobility programs or inability to stay at the university for health reasons. In such cases, students are given the opportunity to perform academic work and pass attestation based on an individual schedule according to Institute director's order.

7.8 Teachers are required to fulfil all types of training and control activities in a timely manner within the time limits set by the academic calendar. If necessary, the teacher may be given the opportunity to extend the periods of certain activities performance on the basis of an application addressed to Vice-rector for Academic Affairs with the indication of justification, provided that this extension does not lead to a deterioration in the quality of educational process and infringement of students' rights.

7.9 All training sessions within the approved schedule that did not take place for one reason or another should be postponed and conducted according to a separate schedule.

7.10 The teacher is personally responsible for the timely conduct of training sessions.

7.11 Blended Learning is an educational concept in which a master's/doctoral student receives knowledge independently online, and in person with a teacher.

KazNRTU uses Blended Learning training for undergraduates and PhD doctoral students employed in Kazakhstan and Central Asia regions, as well as shift workers. Regulations on the use of Blended Learning technology are posted on KazNRTU official website. [Regulations on the use of Blended Learning technology \(Master's and Doctorate\) 2022](#)



## **8 Academic calendar**

8.1 Organizing the educational process within one academic year is performed on the basis of Academic Calendar, which is approved by University's Academic Council's decision.

Academic Calendar reflects the periods of training sessions, intermediate and final attestations, professional practices and other types of academic work during the academic year, the rest days (vacations and holidays).

8.2 The academic year consists of periods of theoretical training, or academic semesters, lasting, as a rule, 15 weeks, periods of mid-term attestation (examination sessions) and final certification (defense of graduation papers). Vacations are provided to students at least 2 times during the academic year, the total duration of which should be at least 7 weeks, with the exception of the final course. In the second and third years of Doctorate, credits of research work are allocated by semesters.

## **9 Registration for disciplines and formation of individual curricula**

Registration of students for semester disciplines (Enrollment) is organized by Registrar's Office with the methodological and advisory assistance of advisors, departments and institutes. The dates of registration are indicated in Academic Calendar. Registration for disciplines is realized online on KazNRTU educational portal.

Admission to academic disciplines is based on the following principles:

- independence of choosing a study trajectory;
- electability related to teachers;
- responsibility for preparing an individual curriculum (hereinafter referred to as IC).

Registration is carried out in two stages:

- Stage 1: Formation of the student's own individual curriculum - registration for disciplines, where the student will have a choice of discipline and language of instruction;
- Stage 2: Formation of the student's own schedule of classes - students will be able to form their own schedule, where they will have the opportunity to choose a teacher, time and training stream from among IC disciplines selected at the 1st stage.

IC is formed on the basis of the working curriculum.

## **10 Ongoing monitoring of academic performance, interim attestation**

10.1 Educational achievements of students - knowledge, skills, abilities and competencies acquired by students in the learning process and reflecting the achieved level of personal development.

10.2 Academic achievements of students (learners) in all types of academic instructions and assignments are evaluated according to point-rating letter system of knowledge assessment in accordance with State mandatory standard of education for controlling and assessing the knowledge at universities.

10.3 The current monitoring of students' progress is carried out on the discipline's each topic and includes knowledge control in classroom and extracurricular classes. The assessment of the current control (assessment of admission rating) consists of assessments of the current control in classroom lessons and assessments of mid-term control (extracurricular classes).

10.4 The final assessment on the discipline includes assessments of current academic performance and interim attestation. Attendance of classes by a student is mandatory. The teacher controls students' attendance.

10.5 No later than 7 days from the training session date, the teacher is obliged to fill out an electronic attendance log at university portal with an assessment of the current control and attendance information. An electronic journal is an official document reflecting a student's attendance and academic performance.

The control of the timely filling of the electronic journal by teachers is provided by Department head, Registrar's Office, and University's DP and OEP conduct the appropriate monitoring.

10.6 Interim control is realized at least twice during one academic period within the framework of one academic discipline.

There are two attestations of students: 1<sup>st</sup> attestation (Midterm) - 8<sup>th</sup> week of the semester (5<sup>th</sup> week of trimester), 2<sup>nd</sup> attestation (End term) -15<sup>th</sup> week of the semester (10<sup>th</sup> week of trimester) based on Academic calendar. 1<sup>st</sup> attestation results (the number of points scored by the student at the time of the attestation) are entered into the electronic attestation sheet within 7 calendar days after the end of attestation week class. 2<sup>nd</sup> attestation results are entered into the electronic attestation sheet within 7 calendar days after the end of the attestation week, but no later than 1 day before the exam in the given subject.

10.7 Interim attestation of students is a procedure for assessing the level of educational achievements (knowledge, skills, abilities and competencies) of students in accordance with the discipline's curriculum after completion of its study.

10.8 The period of interim attestation of students is called the examination session. University establishes examination sessions at the end of each academic period. No more than 3 weeks are allocated for each session.

The frequency and duration of the examination session are determined in accordance with the working curriculum in educational program and Academic Calendar approved by University's Academic Council.

10.9 The examination session is organized due to Registrar's Office moderator. An examination schedule is drawn up, which is approved by the supervising Vice-rector no later than 4 weeks before examination session start. In addition, OR monitors examinations for compliance with the rules of Regulations on organizing and conducting the examination session.

10.10 OR appoints proctors without Institutes' directors' approval. At the same time, only teachers of those departments who did not conduct classes in the discipline to be submitted for the exam, and representatives of the managerial staff of educational-methodological departments of University can be proctors for the exam in a particular discipline. Depending on the number of examination streams, OR may also appoint additional proctors.

10.11 Exams are conducted, as a rule, in writing (with questions of a problematic and situational nature), orally, in the form of computer work or in the form of defending a course project. All four forms of the final exam are conducted only during the session; they are not divided into stages at different time intervals. Task types can consist of "right/wrong" questions, multiple choice, problem solving, project execution, essay writing, etc. The total duration of the exam is determined by the examiner. Examination duration should not exceed three (3) hours.

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

The state exam in "History of Kazakhstan" discipline is conducted in accordance with Regulations on organizing and conducting the state exam in «History of Kazakhstan" discipline at NPJS "KazNRTU named after K.I. Satbayev".

Regulatory documents of KazNRTU may also establish a special procedure for organizing and conducting other state examinations.

10.12 The credit for "Physical Culture" discipline is given during the training sessions within the semester's last week. The minimum score to get a credit is 50 points. Letter equivalents of the credit score: "P" (Pass) - "credited" and "NP" (No Pass) - "not credited". Credit scores are not taken into account when calculating the GPA, but credit in the given discipline is necessary to complete Bachelor.

10.13 Interim attestation in practice is carried out (taking into account the feedback of the practice head from enterprise / organization, the practice head from KazNRTU) by the commission accepting the defense of practice reports.

The deadline for submitting the reports and submitting the final assessment to the electronic statement in the portal in educational or training and production practice, production practice - within 1 month from the beginning of the next academic semester.

10.14 Organization and conduct of the interim attestation of students is entrusted to Registrar's Office. Based on interim attestation results, OR compiles the students' academic rating. Examination sheets are stored in Registrar's Office.

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

- based on the assessment of admission rating, determined by the results of the current and boundary control of academic performance (the total number of required semester points is at least 25 for two attestations);
- those who have no outstanding tuition fees;
- those who do not have more than 20% of skipping classes in the discipline;

- not being on academic leave.

10.16 The student is obliged to show up for the exam/test in accordance with the approved schedule on time, without delay, and an ID card must be presented for identification. When taking exams in an online format, the student must turn on the camera and identify himself with an ID card. The student must strictly comply with Regulations on organizing and conducting the examination session.

## 11 Transfer and restoration

11.1 The transfer of students is carried out from one educational organization to another, from one form of education to another, from one educational program to another, from a paid basis to under a state educational order.

11.2 Applications of full-time students for transferring and restoration are considered by University management during any vacation period between academic periods, but **no later than 1 academic week of the upcoming academic period of the host educational organization.**

11.3 Students of higher educational institutions (hereinafter referred to as university) may transfer or restore after expulsion, if they have fully completed the first academic period of the program being mastered according to an individual curriculum of at least 30 credits.

During transfer and restoration of students from other universities at KazNRTU, the minimum GPA for the entire period should be at least 2.0.

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

11.4 When transferring or restoring of the student to KazNRTU from a foreign educational organization, a document is submitted on the mastered curricula (academic certificate, transcript), as well as on completion of the previous level of education, which must undergo the nostrification procedure in the Republic of Kazakhstan in accordance with Rules for Recognition and nostrification of educational documents.

The student has the right to be reinstated regardless of the limitation period of deduction, subject to the conditions of clause 11.1.3.

The amount of credits grasped by the student before the moment of deduction is counted by University in full.

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

Persons who have not scored a threshold score on UNT and CT, take CT before the beginning of the next academic period

11.5 The student can be restored to any educational program, taking into

account the difference in the disciplines of the curricula.

11.6 The transfer of students under state educational grants within one group of educational programs is performed with the preservation of the state educational grant.

11.7 When transferring and restoring of students, the academic difference in the disciplines of the working curricula studied by them during previous academic periods is determined.

Credit-transfer of the acquired credits is made based on educational trajectory necessary for the development of the corresponding educational program.

Students 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 restoration course.

## **12 Final attestation and state exam on “History of Kazakhstan”**

12.1 Final attestation of students is a procedure that is carried out within the time limits stipulated by Academic calendar and the approved educational programs working curricula.

12.2. The final attestation of educational programs' students at higher education is carried out in the form of writing and defending a thesis (project) or preparing and passing a comprehensive exam. Master's and Doctoral studies are conducted in the form of writing and defending Master's thesis/project, Doctorate dissertation.

12.3 Students who have fully completed the theoretical course of study in accordance with the requirements of the working and individual curriculum and working curricula, and who have received admission to the defense by the supervisor, are allowed to the final attestation.

12.4 The main criterion for the completion of training is:

- Bachelor programs - mastering of at least 240 academic credits by students for the entire period of study, including all types of student's educational activities;
- according to the scientific and pedagogical Master's degree programs - Master's student has grasped at least 120 academic credits for the entire period of study, including all types of educational and scientific activities of master's student;
- according to the programs of profile Master's degree - master's student has grasped at least 60 academic credits with the study period of 1 year and at least 90 academic credits with the study period of 1.5 years;
- according to Doctorate programs - the development of at least 180 academic credits by a doctoral student, including all types of educational and scientific activities.

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

12.6 To conduct the final attestation of students, Attestation Commission

(AC) is created for the educational program and areas of training for all forms of education.

12.7 Departments' heads submit to Academic Affairs Department chairmen candidacies of attestation commissions, from among professors, associate professors, scientists, teachers, experienced production specialists with practical experience, corresponding to the profile of graduates, and not working at KazNRTU.

12.8 Vice-Rector for Academic Affairs, University's Academic Council for Master's and Doctoral Studies approves the chairmen candidacies of attestation commissions at Bachelor level no later than November 1 of the calendar year.

12.9 The schedule of work of attestation commissions is approved by Vice-rector for Academic Affairs and is brought to general attention no later than two weeks before the start of the final attestation.

12.10 Comprehensive examination program on educational programs of higher education is developed by degree-awarding departments and approved by Institute's Academic Council.

2.11 The defense of thesis/ project and Master's thesis / project is conducted at attestation commission's open meeting. The defense of Doctorate dissertation is carried out at dissertation council's meeting.

12.12. It is allowed instead of defending a thesis (project), to take two comprehensive exams for students, on the following grounds:

- long-term treatment in a hospital for health reasons;
- education of a child under the age of 3 years;
- care for sick parents.

To replace the defense of the final work / project by two comprehensive exams' pass, the student submits an appropriate application addressed to Rector with the visas of degree-awarding department head and institute director with the provision of supporting documents (an extract from the medical history, a child's birth certificate) no later than 2 weeks before the start of the final certification.

12.13 The student defends the final work (thesis / project or Master's / Doctorate dissertation) in the presence of the supervisor's positive review.

12.14 Theses/projects, Master's theses/projects and Doctorate theses are subject to mandatory verification for plagiarism before the defense.

12.15 The results of comprehensive exams and defense of graduation papers are announced on the day of their holding. Decisions on the evaluation of the defense, as well as on the assignment of qualifications, the award of a degree and the issuance of a diploma of their own sample (without distinction, with distinction) are made due to the attestation commission through an open vote by a majority of the votes of the commission members who participated at the meeting.

12.16 Re-passing a comprehensive exam or defending a graduation paper in order to increase a positive assessment is not allowed.

12.17 The student who has received an unsatisfactory assessment, retake a comprehensive exam, as well as re-defense of final papers during the given period of final certification is not allowed. Documents on the state of health submitted to

the attestation commission after receiving an unsatisfactory assessment are not considered.

12.18 The student who has received an "unsatisfactory" grade according to the final certification is expelled by University Rector's decree as "not fulfilling the requirements of the educational program" and "not defending a thesis/project, or Master's thesis /project" or "not passing a comprehensive exam".

12.19 The repeated final attestation is realized in the next period (autumn or spring) of the final attestation only according to its forms, according to which the previous final attestation was rated "unsatisfactory".

12.20 The student is allowed to retake the comprehensive exam or re-defend the final work only on a paid basis.

12.21 The student who has passed the final certification and confirmed the development of an educational program at higher or postgraduate education, owing to attestation commission's decision, is awarded Bachelor or Master's degree, or a qualification is awarded according to the corresponding educational program and a diploma is issued with an appendix after the graduation order's issuance.

12.22 In the appendix to the diploma (transcript), the latest grades are indicated based on the point-rating letter system of assessments for all academic disciplines, completed course papers (projects), research or experimental research works, types of professional practices, final certification, indicating their volume in academic credits.

12.23 The student who has mastered the educational program of doctoral studies and defended a doctoral dissertation, with a positive decision of the dissertation council on examination result, is awarded the degree of Doctor of Philosophy PhD / doctor in profile and a diploma with an appendix (transcript) is issued.

12.24 The duration of training in Bachelor, Master's and Doctorate is determined by the amount of academic credits grasped. Upon mastering the established amount of academic credits and achieving the expected learning outcomes to obtain the appropriate degree, the educational program is considered fully mastered.

12.25 The student who has passed the final certification or a comprehensive exam is credited for "Final certification" section 12 credits.

12.26 Students of educational programs as part of one diploma project defend the project before the attestation commission of departments and write an explanatory note on the project's sections. At the same time, at least 2 students per project, one supervisor, participate in such project.

12.27 A mandatory requirement in all academic Bachelor degree programs at KazNRTU is the study of "History of Kazakhstan" discipline. Students of all Bachelor degree programs take the state exam in "History of Kazakhstan" discipline after completing its study during the interim attestation period, based on the approved academic calendar.

12.28 Students enrolled in the reduced educational programs with an

accelerated period of study on the basis of higher education do not study "History of Kazakhstan" discipline and do not pass the state exam on it.

12.29 The program of the state exam in "History of Kazakhstan" discipline is developed on the basis of a standard curriculum for the given discipline and approved by University's Academic Council. State examination form is determined by Institute's Academic Council.

12.30 To take the state exam in "History of Kazakhstan" discipline, State Examination Commission (SEC) is created consisting of a chairperson and commission members for a calendar year. The results of passing the state exam in "History of Kazakhstan" discipline are taken into account when summing up the results of the examination session in which its passing is provided.

12.31 If a student receives an unsatisfactory grade on the state exam in "History of Kazakhstan" discipline, he/she is re-enrolled in this discipline on a paid basis, re-attends all types of training sessions in the next academic period or summer semester, fulfills the current control requirements, receives admission and passes the state exam.

12.32 It is not allowed to retake a positive assessment on the state exam in order to increase it.

12.33 A diploma with honors is issued to a student who has passed exams and differentiated tests with grades A, A- ("excellent"), B+, B, B-, C+ ("good") and has an average academic performance score (GPA) for the entire study period not lower than 3.5, as well as defended a thesis (project), who has passed the state and comprehensive exams instead of defending a thesis (project) with grades A, A- ("excellent"), a diploma with honors is issued in the absence of repeated exams during the entire study period (excluding the military training assessment). The student who had retakes or repeated exams during the study period does not receive a diploma with honors, despite meeting the specified criteria. If the student has had a grade of "satisfactory" and/or "unsatisfactory" for the entire period of his studies at the university, a diploma with honors is not issued to him/her even in the case of a retake of this assessment for "good" or "excellent" grade.

### **13 The transfer to vacant educational grants**

13.1 Vacant educational grants released during the training process (hereinafter referred to as vacant grants) are awarded on a competitive basis to students on a fee-based basis for educational programs groups.

13.2 Students who do not have academic debt in the form of "F" grades can apply for the vacant place of the state educational grant.

13.3 Registrar Office places an announcement of an open competition on KazNRTU website indicating the number of available educational grants.

13.4 In the case of identical indicators of average GPA, students who have grades only A, A- ("excellent") have a preferential right, next of all - grades from A, A- ("excellent") to B+, B, B-, C+ ("good"), further - mixed grades for the entire



study period.

13.5 The award of vacant educational grants released during the training process is carried out during the summer and winter holidays on a competitive basis in the following order:

- a student on a paid basis submits an application to KazNRTU Rector for further training under an educational grant;
- the received applications are considered at Academic Council's meeting;
- based on Academic Council's decision, a list of applicants for transfer to vacant educational grants for decision-making is sent to Ministry of Science and Higher Education by August 5 and January 25 of the current year. Attached to the list are copies of the student's application, Academic Council's decision, an extract from the student's transcript, a copy of his/her identity document, and certificate of the holder of the educational grant (original), expelled from the university;
- vacant educational grants released during the training process and submitted to Science and Higher Education Ministry due to the absence of applicants are redistributed by the republican commission on a competitive basis;
- Science and Higher Education Ministry reviews the received documents in the context of educational programs groups, with a positive decision, issues an order to award a vacant educational grant;
- based on Science and Higher Education Ministry's decree, National Testing Center draws up a certificate and transmits the data to the university;
- based on the certificate, Registrar's Office issues an order for further training on an educational grant.

## **14 State Scholarship**

14.1 The procedure for appointment and payment of state scholarships to students on the basis of a state educational grant, the size of the state scholarship and allowances to it are determined owing to Rules for the appointment, payment and size of state scholarships to students in educational institutions, approved by the relevant Decree of RK Government (hereinafter - Rules for the payment of scholarships), and other RK regulatory legal acts.

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

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

State scholarship is paid to the visually and hearing disabled, orphaned children and children left without parental care and under the tutelage (guardianship), studying under the state educational order, in the absence of academic debt according to examination session results.

14.4 Scholarship is paid monthly from the first day of the month following the

interim attestation (examination session) and holidays, inclusive until the end of the month in which the academic period, interim attestation and holidays end. State scholarship is paid to students of the final courses until the date of expulsion in connection with the end of education organization. When assigning a state scholarship, only the student's grades are taken into account, and not the student's GPA.

14.5 For students transferred from another educational institution, a state scholarship is awarded and paid in accordance with the established procedure after eliminating the academic difference in the curricula.

14.6 State scholarship is paid to students for the period of maternity leave in the amounts established before going on maternity leave, during the entire period established by the current legislation of the Republic of Kazakhstan.

When submitting a sheet on temporary disability due to pregnancy and childbirth during the academic leave period, the academic leave is interrupted and maternity leave is issued.

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

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

14.11 Students who have received only "excellent" grades based on examination session results are eligible for an increased state scholarship. The amount of allowances is determined by Rules for the payment of scholarships.

14.12 Scholarship appointment is made due to the decree of Rector or their replacement, on the basis of a memo (submission) of the head of Registrar's Office.

14.13 Scholarship is paid by crediting the scholarship amount to the current account opened by the student in the bank.

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

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

14.15 Presidential scholarship is awarded to full-time students from 3<sup>rd</sup> study year and to undergraduates from 2<sup>nd</sup> study year, subject exclusively to "excellent" grades at the end of semesters, both on the basis of a state order and on a paid basis for the entire study period.

14.16 The appointment of the scholarship is realized by Rector's order on the basis of University's Academic Council's decision.

14.17 Presidential scholarship is awarded for a period of one academic period.

14.18 Presidential scholarship may be awarded repeatedly to the same person by University's Academic Council's decision.

## 15 Institute of Distance Education and Professional Development

15.1 Ensuring the organization of educational and methodological process for training the students in the areas of the first and second higher education.

15.2 The educational process at Distance Education and Professional Development Institute (hereinafter - IDEPD) is implemented using digital technologies based on the interaction of a remote teacher and a student, regardless of the place or time of training, available 24/7 and without limiting the number of views.

15.3 Distance learning portal Polytech Online

<https://polytechonline.kz/> contains not only a database of more than 1,500 video courses, but also has an interactive interface for tracking the student progress.

15.4 Accounts and class schedules for students and teachers on Polytech Online are created automatically from the data of University's student learning portal. Logins and passwords are the same in all systems.

15.5 Polytech Online includes multilingual services with a user-friendly interface and easy setup. When updating the platform, user reviews on Network and the convenience/quality ratio were taken into consideration. Namely, the visibility of the personal account from the point of view of the student and moderator. There are also opportunities for people with special needs to use the platform.

How the educational process is organized in IDEPD:

- the student gets access to a personal account located on University's electronic educational platform. There is educational content, tasks for independent work, materials for interim and final control, contact details of teachers.

- all the educational material is divided by topic, the student can study it at their own pace, periodically passing the control tasks and two interim controls in each discipline.

- the content is most often presented in the form of online lectures, presentations, lecture notes, electronic textbooks.

- Contact classes (Consultations) are held in real time on-line and off-line, seminars are held in video conferences format. To do this, the student will need a webcam and high-speed Internet.

- Exams are given in 3 formats: in the form of multivariate tests, essays/ individual tasks and online written, which are uploaded into the training platform;

- examination control is carried out through online proctoring;

- final work defense takes place off-line;

- contact with teachers is carried out through corporate mail, messengers, chats.

Information support for the educational program is provided by the group's advisor.

## **16 Research work of students**

16.1 University is a research university, and research work is the main priority of University's academic departments. Departments are obliged to involve students in implementing the research works through scientific projects in accordance with Regulations on the research work of students at the university.

16.2 Undergraduates and doctoral students, as part of educational programs development, carry out research (experimental research) work, including the preparation of scientific publications and implementation of Master's degree/Doctorate dissertation.

16.3 Research (experimental research) work is carried out under the guidance of scientific supervisors / consultants, who are approved owing to Rector's decree based on University's Academic Council's decision within the first two months after enrollment. Professional compliance of scientific supervisors/scientific consultants should be confirmed by scientific publications in foreign and domestic scientific publications on the profile of the student's dissertation research, having a non-zero impact factor and the corresponding percentile.

16.4 Students have the right to participate in student's research work (SR&D). Departments should stimulate the desire of students to participate in research work, including by identifying a student's supervisor, motivating him/her to register for SR&D, including within the framework of elective choice in disciplines.

16.5 In order to motivate the students to participate in research work, departments reflect these competencies in educational programs, curricula, catalogs of elective disciplines and elaborate methodological materials for research/experimental research work plans.

16.6 Participants of scientific research and works are obliged to independently produce scientific results based on modern scientifically proven literary data using the Rules of Citation of original sources based on the principle of intellectual scientific freedom.

## **17 Non-academic activity**

17.1 Non-academic activity (Extracurricular/Non-curricular Activity) of students is one of the forms of life related to academic community supported by University. Such activities are possible during any period free from academic studies both on and off campus.

17.2 Non-academic activity is a voluntary activity of the student. It includes club, social, charitable, volunteer, popularization, popular science, cultural and sports activity of the student individually, as a team or under the supervision of University's departments and divisions. Non-academic activity should be secular, humanistic and developmental in nature of education, priority of civic and national values, human life and health, free personal development.

17.3 When conducting non-academic activities, students should remember

that they represent the University, its mission and logo. Non-academic activity of a political, religious, clan or clan nature is not allowed, as well as the expression of intolerance to a different point of view, faith, gender, racial or national character.

17.4 University and its departments are designed to support non-academic activity of students within the established norms and rules as well as create conditions for implementing such activities.

17.5 The ultimate goal of non-academic activity should be aimed at University's contribution to social environment, new acquaintances, creating a civic position, acquisition of leadership and communication skills, sports competencies, involvement in society's cultural and linguistic environment.

17.6 A student cannot be forced to perform non-academic activities.

## **18 Academic support for students**

18.1 University's policy is aimed at academic support of students to achieve their personal and professional competencies, and obtain an academic degree as well.

18.2 In addition to the procedures described above, University also provides the following academic support to the student:

- the possibility of obtaining a second professional specialty Minor on a paid basis with receiving an appendix to the diploma;
- searching and performing the places for industrial practice;
- assistance in finding employment within the framework of professional competencies through job fairs, interviews and tests, presentations of employer companies;
- academic mobility for mastering part of the educational program abroad;
- migration and visa support within the academic process;
- advising.

## **19 Inclusive education**

Inclusive education is education in a co-educational environment of students with disabilities and students who do not have such restrictions, by providing the students with disabilities with learning conditions and social adaptation that do not reduce the overall level of education for students who do not have similar restrictions.

To ensure and improve the quality, KazNRTU organizes the educational process in such a way that the diverse interests and needs of students are met, and their right to education is not limited.

We guarantee the students with special educational needs the right to an adaptive learning trajectory that allows them to successfully achieve learning outcomes within the educational program.

We ensure that the campus premises meet the needs of students with special

educational needs.

University keeps specialized records of disabled people and persons with disabilities in the information system at the stages of their admission, training, and employment.

There was developed a mechanism on University's official website for the visually impaired in Polytech online.

Peculiarities related to organizing the educational activities of inclusive education is realized through joint training of students with disabilities and students who do not have such restrictions in the single stream.

## **20 Academic mobility**

20.1 In order to implement Bologna Process principles - the principle of promoting the academic mobility, the university encourages study or research during a certain academic period in another educational organization (within the country or abroad) with mandatory credit transfer.

20.2 Academic mobility is carried out in the form of educational or scientific internships.

20.3 Educational (academic) internship is a training based on the student's individual plan that specifies the disciplines that are supposed to be studied in another domestic or foreign university.

20.4 Types of academic mobility: internal (within the country) academic mobility, external (international) academic mobility, short-term academic mobility (from 10 days to 4 months) and long-term academic mobility (from one semester to 1 year).

20.5 Credit mobility is the movement of students for a limited period of study or internship within the framework of ongoing education at their university - in order to accumulate academic credits (after academic mobility, students return to their university to complete their studies).

20.6 Academic mobility of students is realized within the framework of interuniversity agreements/treaties or joint projects: a tripartite agreement/agreement of the student, the sending and receiving university for internal academic mobility, and an invitation for international academic mobility.

20.7 Referral for participation in academic mobility within the framework of programs funded from the state budget is carried out in accordance with Rules on referral for study abroad, including within the framework of academic mobility.

20.8 The period of stay in another organization under the credit mobility program and the list of disciplines to study with subsequent credit transfer are determined by the student in agreement with degree-awarding department, taking into consideration educational program curriculum.

20.9 Transfer of credits - recognition of equivalence of the volume and content in disciplines or research work studied /conducted by the student at another educational institution related to disciplines / program of research work based on

KazNRTU curriculum educational program, with the inclusion in the student's transcript of credits and grades for the given disciplines in the system on the basis of the university's document (transcript) in which there was the student in the framework of the academic mobility program.

20.10 The transfer of credits is carried out by the Registrar's Office of the University on the basis of the student's application and the presentation of the graduating department with supporting documents.

20.11 Degree-awarding department is responsible for objectively establishing the equivalence of the volume and content of the studied disciplines or research work carried out related to KazNRTU curriculum requirements.

20.12 The final document confirming the student's training under the mobility program is a transcript (analog in the host country). The transcript contains information on the training program: the names of disciplines (module), grades, the number of academic credits mastered.

20.13 The maximum amount of credits allowed to transfer from foreign universities is set individually, taking into account the foreign university rating and educational program profile.

20.14 A stay at another university under the academic mobility program is issued owing to an appropriate order, regardless of the source of funding for training, no later than 10 days before the start of the corresponding study semester.

20.15 To participate in international mobility, it is necessary to have knowledge of a foreign language at the level provided by the host university.

Organizing the program of external (foreign) academic mobility of students is described in detail in DP 718 Academic mobility.

## **21 Academic ethics**

21.1 Academic policy and rules of credit technology of education at University imply strict adherence to academic integrity principles by all participants in the academic process, including a combination of values and principles that develop personal honesty in teaching and evaluating all participants in the academic process. Academic integrity also includes decent behavior when performing the written tests, exams, essays, research, presentations.

21.2 University academic policy and Academic Integrity Code are aimed at systematically combating the academic dishonesty, academic dishonesty and academic deception. All participants in the educational process (faculty, students, teaching and training-supportive staff, administrative and service personnel involved in the academic process) understand that academic dishonesty, academic dishonorableness and academic deception create social injustice when the subject(s) of such actions receive an undeserved advantage in studies. Any participant in the educational process who does not agree with the given provision, as well as convicted of such acts, cannot teach, study or work at University. [Code of Academic Integrity at K.I.Satbayev KazNRTU 2018](#)

21.3 University and all its structural educational and non-academic units involved in academic processes are obliged to provide teachers and students with a transparent academic environment based on fair academic competition and evaluation based on professional, pedagogical and scientific merits. Fair academic competition does not imply the use by any participant in the academic process of advantages associated with social, kinship, clan, religious, ethnic, gender or social status.

21.4 University's Academic community trusts each of its members that they honestly and responsibly produce a scientific or academic product, as long as the opposite is not convincingly proven; respects their academic rights and/or has the right to check and evaluate this product.

21.5 Disputes concerning violations of academic ethics and academic dishonesty manifestations are resolved by University's Ethics Commission.

## **22 Rules on allocating the places in dormitories**

22.1 Rules for allocating the places in KazNRTU dormitories determines the procedure that takes into account the grounds and the order of providing the places of residence in dormitories for students (students, undergraduates, doctoral students) and is posted on University's website [Rules on residence in dormitories at KazNRTU named after K.I.Satbayev 2021](#)

22.2 Places in the hostel are allocated during the entire academic period, excluding the vacation period.

22.3 During vacations, certain categories of students may be allowed to stay in dormitories (SCT and "Zhassyl yel" members, students studying at military department, as well as students undergoing training / industrial practice) on separately stipulated conditions.

22.4 The living price in a hostel is set by KazNRTU internal documents.

22.5 Information on the availability of free places in dormitories is posted on KazNRTU official website.

## **23 Organization of practice and employment of graduates**

23.1. University's Career Center assists the students during their mastering the educational programs of higher or postgraduate education in conducting the professional practices provided for in programs curricula in accordance with the state mandatory standards of education.

23.2. The main and mandatory types of professional practices of students at the university are: educational, industrial, pre-graduate and research.

23.3. All types of practice are conducted in accordance with the practice programs containing the basic requirements for organization and conditions of internship under the guidance of the practice managers approved due to University's Rector's decree.



23.4. The Internship program is developed by degree-awarding department taking into account educational program profile, the nature of enterprise, organization – the venues of internship (practice base), the expected learning outcomes, and is approved by Institute’s Academic Council.

23.5. The internship programs should be coordinated by Career Center with the practice bases.

23.6. Industrial, pre-graduate practice of students is carried out, as a rule, at enterprises, institutions and organizations that are bases of practices in accordance with the existing contracts related to the provision of practice base.

23.7. Responsibility for the timely conclusion of contracts with organizations on conducting the students’ professional practice on the basis of organizations, compliance of the practice base with educational program profile and the expected learning outcomes is taken by degree-awarding department’s head, who oversees the work of the appointed practice heads.

23.8. The practice heads are responsible for the timely quality organization of students’ professional practices, monitor the timely completion of practice diaries by trainee interns, advise students on all issues related to the internship and certify the practice results with the entry of grades in certification statements.

23.9. Students have the right to independently search for a base of professional practice and initiate the conclusion of an internship agreement, provided that the intended base of practice corresponds to educational program profile and the expected results of training under the program in terms of creating the practical skills and abilities.

23.10. Internship terms are set by University in accordance with the curriculum and academic calendar, taking into account the capabilities of the educational and production base of University and organizations - bases of practice and the level of students’ preparedness.

23.11. Educational programs curricula determine the amount of credits corresponding to each practice type. Students register for the appropriate type of practice and include it in their individual training plan.

23.12. The student-intern draws up the practice results in the form of a written report, which he/she defends before the commission at degree-awarding department during the appropriate period of interim certification according to academic calendar.

23.13. The results evaluation of the student's internship is equated to the estimates for theoretical training, is taken into account when considering the appointment of a scholarship and its transfer to the next study year and is entered in the practice statement.

23.14. Career Center monitors the employment of Bachelor graduates through a request to State pension payment center for the availability of retirement savings from graduates.

23.15. Career Center provides information on the availability of vacancies for graduates’ employment, invitations to internship, announcements of events (master

classes, Career day), links to employment materials, etc.

23.16. Career Center on the university's website hosts an electronic resume database with links to Headhunter and LinkedIn of SU graduates, which makes it easier for employers to recruit personnel in technical specialties.

23.17. Tripartite agreements are concluded between the university student and employer, according to which, after graduation, the employer guarantees employment to the given graduate.

23.18. Exemption from working out is realized in accordance with the procedure provided for owing to legislation in Republic of Kazakhstan.

23.19. Graduates who have studied under the state educational order, who do not want to fulfill their obligations to work out, are obliged to return the funds spent on their training in full to Financial Center of RK Education and Science Ministry. Otherwise, the funds of the state budget spent on their training are recovered by Financial Center in a judicial proceeding.

## **24 Disciplinary policy**

24.1 All participants in the academic process are required to comply with Internal Regulations and Corporate Ethics Code (Rules on professional ethics of University employees).

24.2 No member of the academic community of University has the right to intentionally, deliberately or unprovoked:

- obstruct or interrupt academic classes, administrative, cultural or sporting events;
- obstruct the legitimate civil rights of other members of the community;
- hinder the work of University staff both physically and electronically;
- destroy or cause damage to University property;
- forge or falsify materials and documents of University or members of the community;
- violate compliance with technical, electrical, information and fire safety of University or its members;
- carry out or call for acts of violence, obscene, disorderly, threatening or insulting actions, or expressions;
- drink alcoholic beverages on University campus or to come to the campus drunk or intoxicated;
- not to obey reasonable instructions of University staff or not to disclose their name to the requirements of authorized University staff;
- smoke any form of tobacco or non-tobacco products;
- bring and use narcotic substances;
- carry out political goals, political events or political slogans;
- practice religion and religious rites in public places;
- participate in the harassment and blackmail of any member of the community;

- be involved in corruption activities reflected in University's anti-corruption policy.

24.3 Any violations of University's disciplinary policy are considered by Disciplinary Commission in accordance with Corporate Ethics Code (Rules on service ethics of employees at KazNRTU named after K.I.Satbayev).[CODE of Corporate Ethics of KazNRTU Employees 2022](#)

## **25 Financial policy**

25.1 In accordance with RK "On Education" Law, higher or postgraduate education is carried out on a paid basis, either in accordance with a state educational order, or at the expense of payment for legal entities or individuals.

25.2 Students are required to comply with University's financial policy according to an individual training agreement.

25.3 If it is impossible to fulfill financial obligations within the specified time, the student must immediately contact the directorate of their institute to change the terms for financial obligations of training.

25.4 Failure by the student to comply with University's financial policy within the specified time without corrective actions on the student's part will be aimed at limiting the University's obligations in academic support and training issues.

25.5 As part of the corrective actions of unfulfilled financial obligations, the student can choose to defer payment for 1 month or sign an additional agreement to an individual training contract with monthly repayment of arrears according to the signed payment schedule formed by Institute directorate.

25.6 University provides financial assistance in the form of grants and discounts for training, support for students of various social categories through open collegial procedures in accordance with Provision of discounts for educational services and financial incentives for students of KazNRTU named after K.I. Satbayev. [Regulations on providing the grants and discounts for educational services and financial incentives \(encouragement\) for students of NPJS K.I.Satbayev KazNRTU 2022](#)

**AMENDMENT RECORD SHEET**

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