


<p>СӘТБАЕВ УНИВЕРСИТЕТИ</p> 	<p>NON-PROFIT JOINT STOCK COMPANY “KAZAKH NATIONAL RESEARCH TECHNICAL UNIVERSITY NAMED AFTER K.I. SATBAYEV”</p>	
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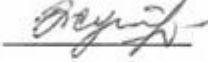
**PROVISION  
ON DEVELOPING AND IMPLEMENTING THE JOINT/DOUBLE-  
DEGREE EDUCATIONAL PROGRAMS**

P 029-03-01-04.1.02–2023

Almaty 2023

## PREFACE


**1 DEVELOPED** by Educational and Methodological Department of Registrar's Office at "Kazakh National Research Technical University named after K.I. Satbayev"


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**3 APPROVED** by EMD's decision, minutes # 2 dated « 23 » 10 2023.

**4 CONFIRMED** by Board's decision dated « 24 » 10 2023. # 15

**5 INTRODUCED** for the first time

## CONTENT

1	Field of application	5
2	Regulatory references	5
3	Abbreviations, terms and definitions	6
4	General provisions	7
5	Procedure for developing and implementing the joint and double-degree educational programs	8
6	Organization of double-degree education programs	10
7	Procedure for enrolling the student in KazNRTU	11
8	Procedure for enrolling in OHPE-partner	12
9	Order of stay of foreign students from OHPE-partners in KazNRTU	12
10	Examples of possible JDP/DDP risks and measures to reduce and/or eliminate	13
11	Tuition and accommodation fees	13
	Applications	14
	Registration sheet on changes	15

## 1 Field of application

1.1 The given Provision defines the general procedure for developing and implementing the joint degree programs and double-degree education with the divisions of Kazakh National Research Technical University named after K.I. Satbayev (hereinafter - KazNRTU).

1.2 These Regulations are guided by the current laws of the Republic of Kazakhstan, regulatory documents of RK MSHE, Charter of KazNRTU, internal regulatory documents of KazNRTU.

1.3 The given Provision is an internal regulatory document of KazNRTU and was developed in order to determine the requirements and procedure for elaborating the degree programs.

1.4 All work under this provision is supervised by Board's member - Vice-Rector for Academic Affairs. Responsibility for maintaining the requirements of the regulations in working order is borne by Educational and Methodological Department of Registrar's Office (hereinafter referred to as EMD OR).

1.5 The given Provision may be clarified, supplemented and changed as the legal conditions of the education system of the Republic of Kazakhstan, international agreements and the regulatory framework applied in KazNRTU change.

1.6 The provision is mandatory for execution by all KazNRTU employees involved in the preparation, conduct and documentation processes.

## 2 Regulatory references

- Law of the Republic of Kazakhstan "On Education" dated 27.07.2007 No. 319- III (with amendments and additions).

- Law of the Republic of Kazakhstan "On Science" dated 18.02.2011 # 407-IV (with amendments and additions).

- Law of the Republic of Kazakhstan "On the Languages of the Republic of Kazakhstan" dated 11.07.1997 # 151-I (with amendments and additions).

- Law of the Republic of Kazakhstan "On Combating the Corruption" dated 18.11.2015 # 410-V LRK L (with amendments and additions).

- State mandatory standard of higher and postgraduate education. Approved by Order of Minister of Science and Higher Education of the Republic of Kazakhstan dated 20.07.2022 # 2 (with amendments and additions).

- Anti-corruption standard for ensuring the openness and transparency in organizations of higher and (or) postgraduate education. Approved by Order of Minister of Education and Science of the Republic of Kazakhstan dated 4.05.2020 #174 (with amendments and additions).

- Concept of the anti-corruption policy of the Republic of Kazakhstan for 2022-2026 and amendments to some decrees of President of the Republic of Kazakhstan. Approved by Decree of President of the Republic of Kazakhstan dated 2.02.2022 # 802 (with amendments and additions).

- Standard rules of activity of organizations of higher and (or) postgraduate education. Approved by Order of Minister of Education and Science of the Republic of Kazakhstan dated 30.10.2018 # 595 (with amendments and additions).

Rules for organizing the educational process on credit technology of training. Approved by Order of Minister of Education and Science of the Republic of Kazakhstan dated 20.04.2011 # 152 (with amendments and additions).

- Rules for organizing the international cooperation carried out by educational organizations. Order of Acting Minister of Education and Science of the Republic of Kazakhstan dated December 27, 2007 # 661.

- Requirements for educational organizations to provide distance learning and rules for organizing the educational process for distance learning and in the form of online training in degree programs of higher and (or) postgraduate education. Approved by Order of Minister of Education and Science of the Republic of Kazakhstan dated 20.03.2015 #137 (with amendments and additions).

- Rules for maintaining the register of degree programs implemented by organizations of higher and (or) postgraduate education, as well as the grounds for inclusion in the register of degree programs and exclusion from it. Order of Minister of Science and Higher Education of the Republic of Kazakhstan dated October 12, 2022 # 106.

- Quality Policy of NPJSC KazNRTU named after K.I. Satbayev

- International standards ISO 9001, 31000, 45001, 14001.

- Regulatory documents of NPJSC KazNRTU named after K.I. Satbayev.

### 3 Abbreviations, terms and definitions

**JDP** – joint degree program

**DDP** – double-degree program

**DIDP** – Department of International degree programs

**IC** – individual curriculum

**RK MSHE** - Ministry of Science and Higher Education of the Republic of Kazakhstan

**CD** – catalog of disciplines

**DP** – degree programs

**TS** – teaching staff

**OHPE** – organizations of higher and postgraduate education

**UPHE** – unified platform of higher education

**KazNRTU** – NPJSC "Kazakh National Research Technical University named after K.I. Satbayev"

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

**Transcript** is a document containing a list of mastered components of the degree program for the corresponding period of study, practice, internship, indicating credits and grades in alphanumeric and numeric terms.

**OHPE-partner** is a foreign or Kazakhstani partner who has concluded a contract (agreement, memorandum) with KazNRTU on joint activities in education and science sphere.

**Joint degree program** - an educational program developed and implemented by two (or more) OHPE-partners (Kazakh or Kazakh and foreign) that assumes the assignment of two (or more) joint degrees (qualifications) to graduates who have successfully mastered OHPE program with the issuance of relevant documents on higher education (transcripts, certificates).

**Double-degree program** – double-degree education - the possibility of parallel training in degree programs in order to obtain two equivalent diplomas or one basic and one additional.

**Online education** is a form of training in specific areas of personnel training, in which a student receives higher and (or) postgraduate education through information and communication technologies and the Internet for interaction between a teacher and a student, regardless of spatial and temporal distance.

**European System of Transfer (transmit) and accumulation of Credits (ECTS)** is the way of assigning the credit units (credits) that make up the components of DP (module / discipline, practice), with the help of which their comparison and re-crediting (credits and assessments) are carried out when changing the educational trajectory, OHPE and the country of study.

**Individual academic mobility** is the transfer of a student, TS, AMS and a researcher for a certain period to another foreign educational and scientific institution for training, teaching, practices and internships.

**Individual curriculum** is a curriculum formed for each academic year of a student with the help of an adviser (department) on the basis of DP and CD.

**Credit technology of training** - training based on the choice and independent planning of the sequence of studying the disciplines by students using credit as a unified unit of measurement of academic work volume of the student and the teacher;

**Memorandum of Cooperation** is a bilateral agreement between University and OHPE-partner, concluded for a certain period of time with the purpose to develop international cooperation in the field of higher, postgraduate education, science and innovation, as well as in experience exchange field among teaching staff.

**Agreement/contract on implementing the joint/double-degree education programs (Agreement)** - an agreement containing the conditions, rights and obligations of KazNRTU and OHPE for implementing the joint degree programs.

**Certificate** is a document issued by an OHPE- partner to a student.

## 4 General provisions

4.1 Joint/double-degree DP is a program based on comparability and synchronization of degree programs of partner organizations of higher and (or) postgraduate education and characterized by the acceptance by the parties of common obligations on issues such as the goals' definition and program content,

organization of the educational process, degrees awarded or qualifications assigned.

4.2 A joint/double-degree DP is developed on the basis of an agreement between OHPE-partners (at least two OHPE), while OHPE-partner must train personnel in the areas of preparation at KazNRTU, for which a program of double-degree education is being created, and have a license to train in the given DP.

The main document regulating the development and implementation of the joint degree program is an agreement on a joint degree program concluded by the university participating in the program. The concluded agreement must meet two requirements:

- not to contradict the current legislation of the countries where partner universities are located;
- to contain essential and all other necessary conditions for regulating the relationship of the parties in executing the joint degree program.

4.3 Objectives of executing the JDP/DDP at KazNRTU:

- training of highly qualified personnel with higher and postgraduate education together with leading OHPE-partners on the terms of mutual recognition of awarded degrees and qualifications;
- increasing the attractiveness of the system of higher and postgraduate education of the Republic of Kazakhstan in the international educational space;
- modernization of university educational institutions in accordance with Bologna process principles;
- association of educational and methodological, pedagogical, material and technical, information and intellectual resources of OHPE-partners.

## **5 Procedure for developing and implementing the joint and double-degree education programs**

5.1 Institute (Department) together with International Degree Programs Department (hereinafter referred to as DIDP) coordinate actions to find partner universities in the areas of training and correspond with them.

5.2 When developing the JDP, the requirements of the state mandatory standards of higher and postgraduate education of the Republic of Kazakhstan and requirements of OHPE-partner organization are taken into account.

5.3 Procedure for the approval of JDP/DDP is carried out in accordance with the internal regulatory documents of KazNRTU ([Provision on developing the degree programs 2022.pdf](#)) after approval with OHPE-partner and is entered into UHEP.

5.4 The developed JDP/DDP is discussed and approved by Academic Council of each of OHPE-partners.

5.5 Degree programs are considered joint if they meet the following characteristics:

- programs are developed and approved jointly by two or more OHPE;
- an OHPE student undergoes part of the training in one or more OHPE in a certain field of training;
- the duration of the student's training at KazNRTU and OHPE-partners are



identical in duration.

5.6 The degree program of double-degree education takes into account the requirements of the state mandatory standards of higher and postgraduate education of the Republic of Kazakhstan and OHPE-partner requirements.

5.7 Double-degree education programs are developed on the basis of an agreement between two OHPE-partners.

At the same time, the mandatory conditions for performing the double-degree education programs are:

- 1) development and approval of the agreed degree programs;
- 2) mastering by the students included in the double-degree education part of the degree program in OHPE-partner;
- 3) mandatory recognition and automatic transfer of periods and learning outcomes based on agreements, general principles and quality assurance standards;
- 4) involvement of teachers in double-degree education, joint development of a degree program, teaching, participation in general admission and attestation commissions;
- 5) students who have fully mastered the programs of double-degree education are awarded the degree of each OHPE-partner, or one joint degree on the basis of agreements.

5.8 The inclusion of the student in the program of double-degree education is carried out on the basis of his application based on the concluded agreement (contract) with OHPE-partner.

5.9 Foreign students included in the program of double-degree education undergo similar enrollment procedures in the general contingent of students with "the included education" special mark and an indication of the period, duration of study, the number of disciplines and the volume of credits being mastered.

5.10 Individual curriculum of the student includes a list of academic disciplines, their labor intensity (in credits and hours), distribution by semester, KazNRTU and OHPE-partner, where they will be mastered, the order of transfer. (Appendix 1).

5.11 The transfer of credits mastered in OHPE-partner, the procedure and deadlines for eliminating the difference in the disciplines of the curriculum are drawn up by Institute director, head of school and certified by Board's member - Vice-Rector for Academic Affairs.

5.12 The re-credited credits mastered in OHPE-partner are included in the academic transcript.

5.13 Individual curriculum of the student may include additional educational modules and summer semesters, partner universities, where they will be mastered, the order of transfer.

5.14 List of disciplines of degree programs of both parties is taken into account when drawing up the student's individual curriculum. Also, the student fully passes all types of practices and final certification.

5.15 When studying under the programs of double-degree education, it is possible to use various learning technologies, online learning.

5.16 At the end of each academic year, KazNRTU and OHPE-partner implementing the corresponding module of the program issues a transcript (certificate) to the student.

5.17 Upon completion of training and fulfillment of all requirements for each of the programs, the student is issued two diplomas of established samples on awarding the academic degree and two transcripts or one joint diploma based on agreements.

5.18 Procedure for implementing the JDP/DDP within the framework of the interuniversity agreement is determined by regulatory documents and legislation of the Republic of Kazakhstan and KazNRTU.

## **6 Organization of double-degree education programs**

6.1 The enrollment procedures for double-degree education are described in paragraphs # 7, 8.

6.2 DIDP of Registrar's Office is responsible for monitoring and controlling the stay of students, the department is responsible for monitoring and controlling the training of students.

6.3 DIDP is engaged in organizing the referral of a student to study at a foreign OHPE-partner and the stay of foreign students at KazNRTU, issuing the orders for the movement of students under the program of double-degree education.

6.4 During their studies at OHPE-partner, students who have an educational grant from the Republic of Kazakhstan receive a scholarship in accordance with RK legislation. Upon successful completion of the intermediate certification in OHPE-partner with positive grades, a scholarship is awarded for the next semester.

Payment for training in OHPE-partner is carried out on the basis of the concluded contract (agreement).

6.6 A student of double-degree education masters all disciplines included in the working curriculum of the degree program.

6.7 The coverage of the disciplines of both degree programs is taken into account when drawing up an individual curriculum of students. The student fully passes all types of practices and final certification.

6.8 When developing the curricula for double-degree education, KazNRTU and OHPE-partner independently determine the trajectory of training, including the order of disciplines, passing educational and professional practices, and intermediate certification procedures.

6.9 During the entire period of study, the academic achievements (academic indicators) of students for each semester are sent to the partner educational institutions after the end of the semester.

6.10 At the end of each academic year, OHPE-partner implementing the corresponding module of the program issues a transcript to the student.

6.11 Registrar's Office includes the credited disciplines and the number of credits in the academic transcript with the mark of OHPE-partner.

6.12 Documents required for implementation and participation in double-degree education programs:

- Agreement;
- coordinated degree programs;
- DP must be registered in UHEP;
- student's statement;
- the student's contract with OHPE-partner and KazNRTU (trilateral);
- other documents at the request of OHPE-partners.

The agreement must contain the following conditions:

- the level of degree programs;
- legal regulation;
- terms of enrollment;
- the mechanism of training (the order and timing of executing the degree programs, recognition of education);
- financial relationships;
- term of Agreement;
- and other conditions.

When choosing OHPE-partner for performing the double-degree education programs, it is taken into account:

- the presence of an official license (and accreditation) from OHPE-partner, which gives the right to issue a document on education;
- rating of OHPE-partners;
- availability of a good material, technical and laboratory base.

## **7 Procedure for enrolling the student in KazNRTU**

7.1 Within the framework of the signed interuniversity agreement and the approved joint working curriculum, the coordinator of OHPE-partner sends to the coordinator of DIDP Registrar Office at KazNRTU a list of candidates with a full package of documents for considering and approving the admission of foreign students.

7.2 Coordinator of DIDP Registrar's Office sends the list of candidates for approval to Institutes' directors, head of school, the department's head.

7.3 After agreeing on the acceptance of a candidate at the department, Institute's director, head of school sends a submission to DIDP related to the acceptance of a foreign student.

7.4 When agreeing on the admission of foreign students within the framework of interuniversity agreements, DIDP coordinator with a full package of documents issues an order for enrollment in the dual diploma program within the framework of the interuniversity agreement.

7.5 Students of DDP program must provide the following documents:

- a package of documents (in accordance with OHPE-partner requirements);
- application addressed to Board's Chairman - Rector;
- after the end of each academic year, to provide the original transcript to DP,

copies of the transcript to DIDP and the supervised institute;

7.5 After the order is issued, DIDP coordinator sends an official letter of invitation and an order for enrolling the foreign students to OHPE-partner for foreign students.

7.6 DIDP coordinator organizes the process of collecting the necessary documents and applying for a student visa.

7.7 The relevant departments and chairs must provide certain information and documents at the request of OHPE-partner.

## **8 Procedure for enrolling in OHPE-partner**

8.1 Within the framework of the signed interuniversity agreement and the approved joint working curriculum, those responsible at the institute send a list of candidates in the direction of training for training under the joint/double-degree education program to DIDP.

8.2 Based on the request from Institute, DIDP coordinator sends an official letter to OHPE-partner for the admission of students in the framework of joint/double-degree education programs.

8.3 When accepting candidates by a foreign OHPE-partner, the coordinator of foreign OHPE sends an official invitation to KazNRTU for training.

8.4 When accepting candidates by a foreign OHPE-partner, DIDP coordinator sends information about the admission of students to the department with a request to submit a student's application, a submission from Institute and school of a complete package of student's documents.

8.5 DIDP coordinator organizes the process of collecting the necessary documents and applying for a student visa.

8.6 After that, the coordinator of DIDP KazNRTU sends a full package of documents to Registrar's Office to issue an order for enrollment in the dual diploma program within the framework of the interuniversity agreement.

## **9 Order of stay of foreign students from OHPE-partners in KazNRTU**

9.1 Upon arrival of a foreign student under the program of double-degree education at KazNRTU, Institute (department) ensures their attendance at DIDP.

9.2 A foreign student must undergo the required procedure at Migration Service in Almaty.

9.3 The rule on stay of a foreign student is written in [Procedure of foreign students at NPJSC KazNRTU named after K.I. Satbayev2023.pdf](#)

9.4 Adviser of the department provides methodological and advisory assistance to a foreign student on academic and other issues.

9.5 A foreign student may be expelled according to Rules of the organization of the educational process on credit technology of training on the recommendation of Institute director, head of school agreed with DIDP.

9.6 Upon successful completion of the full study course, according to the

results of the final state /comprehensive examinations and the defense of the thesis/master's/doctoral dissertation according to JDP, a foreign student is issued or sent a diploma of KazNRTU.

9.7 KazNRTU is not responsible for illegal actions /omissions of a foreign student, unless otherwise provided by the legislation of the Republic of Kazakhstan.

## **10 Examples of possible JDP/DDP risks and measures to reduce and/or eliminate**

<b>Types of risks</b>	<b>Measures to reduce and/or eliminate</b>
Insufficient level of knowledge of a foreign language by students and TS	Language courses for teaching staff and students.
Uneven mobility between OHPE-partners ("one-sided" double diplomas).	Improving the material and technical base and services for foreign students, ensuring the quality and increasing the attractiveness of RK OHPE (rating etc.).
Inconsistency of disciplines and their volumes in loans between OHPE-partners	➤ Joint development of a unified degree program
The lack of common understanding of the essence and JDP content and DDP programs in RK OHPE	Development of a unified concept and approaches to JDP and DDP at the national level.

## **11 Tuition and accommodation fees**

10.1 The cost of training under the program of double-degree education is determined by OHPE- partners, taking into account the actual participation of each of them in executing the program, based on the cost of its implementation, established by the national legislations of OHPE-partners.

10.2 Training under the program of double–degree education can be financed by:

- extra-budgetary funds;
- funds of international organizations, public and private foundations, other sponsorship funds, the receipt of which does not contradict the legislation of the Republic of Kazakhstan;
- personal funds of students.

10.3 Training under the double-degree education program is paid in OHPE-partner, in which the educational process is actually carried out at the time of payment for educational services in accordance with the agreement concluded by OHPE and the student.

Appendix 1

\* *mandatory filling in when drawing up the agreement*

**Procedure for transferring the disciplines**

№	KazNRTU named after K.I. Satbayev			OHPE-partner		
	Discipline name	Amount of credits	Hours	Discipline name	Amount of credits	Hours
<b>1 semester</b>						
<b>2 semester</b>						
<b>3 semester</b>						
<b>4 semester</b>						
<b>5 semester</b>						
<b>6 semester</b>						
<b>7 semester</b>						
<b>8 semester</b>						

**Registration sheet on changes**

Serial number of the change	Section, item of the document	Type of the change (to replace, cancel, add)	Notification number and date	The change was made	
				Date	Surname and initials, signature, position