


<p>СӘТБАЕВ УНИВЕРСИТЕТІ</p> 	<p>NON-PROFIT JOINT STOCK COMPANY “KAZAKH NATIONAL RESEARCH TECHNICAL UNIVERSITY NAMED AFTER K.I. SATBAYEV”</p>	
<p>QMS document of 3<sup>rd</sup> level</p>	<p>Edition #1 dated «<u>14</u>» <u>06</u> 2022.</p>	<p>P 029-03-02-02.1.04-2022</p>


## PROVISION

on the additional degree program (Minor)  
P 029-03-02-02.1.04-2022

Almaty 2022

**PREFACE**

**1 DEVELOPED:** by Educational and Methodological department of Academic Affairs Department at NPJSC “Kazakh National Research Technical University named after K.I. Satbayev”

Educational and Methodological department \_\_\_\_\_  A. Zhumagaliyeva  
«30» 05 2022.

**2 AGREED**

Responsible for translation  
Head of Foreign Languages  
Department  
«   » \_\_\_\_\_ 2022.

 A. Turlybekova

**3 APPROVED** by EMC decision dated «31» 05 2022. # 9

**4 APPROVED** by Board decision \_ dated «14» 06 2022. # 9

**5 INTRODUCED** for the first time

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## 1 General provisions

1.1 Regulation on the additional degree program (Minor) at NPJSC “Kazakh National Research Technical University named after K.I.Satbayev” (hereinafter referred to as Regulation) was developed with the purpose to implement Law of the Republic of Kazakhstan "On Education" and in accordance with Rules of organizing the educational process on credit technology of education (decree of Minister of Education and Science of the Republic of Kazakhstan dated April 20, 2011, # 152).

1.2 The given Regulation defines the basic concepts, format, organization procedure and conditions for the additional degree program (Minor) at NPJSC “Kazakh National Research Technical University named after K.I.Satbayev” (hereinafter - University).

1.3 Objectives of the additional degree program (Minor):

- competitiveness of the graduate in the labor market;
- possibility of working or forming a related industry on the labor market on the border of two degree programs – the main (Major) and additional (Minor).

1.4 Objectives of the additional degree program (Minor):

- improving the quality of education and effectiveness of mastering the professional skills;
- creating conditions for providing graduates with maximum employment opportunities in the competitive labor market;
- fulfilling educational credit technologies with the possibility of free choice by students of the training direction;
- convertibility of Kazakh diplomas of higher and postgraduate education in the European region and beyond;
- ensuring the competitiveness of students in the domestic and international labor market;
- strengthening the prestige of University in the educational market.

1.5 MAJOR – the main degree program (major) is a degree program defined by the student for study in order to form key competencies.

MINOR is an additional degree program, which is a set of disciplines or modules or other types of educational work, determined by the student for study in order to form additional competencies.

1.6 Individual curriculum (hereinafter referred to as IC) is a student's curriculum, independently formed by them for each academic year with the help of an adviser based on degree program and catalog of elective disciplines;

University component (hereinafter referred to as UC) is a list of academic disciplines and the corresponding minimum amounts of academic credits determined by University independently for mastering the degree program;

Component of choice (hereinafter referred to as CC) is a list of academic disciplines and the corresponding minimum amounts of academic credits offered by University, independently selected by students in any academic period, taking into

account their prerequisites and post-prerequisites;

1.7 Rules and procedures for executing the given Regulation have been developed and apply to University students in full-time Bachelor's degree programs in the main and additional degree programs, as well as to advisors, heads of departments.

1.8 Coordination of activities within the framework of this Regulation is carried out by:

- at University - Board Member - Vice-Rector for Academic Affairs;
- in the structural divisions of University – heads of structural divisions (directors of departments, institutes, heads of departments, heads of units, Registrar's Office).

1.9 This Regulation may be clarified, supplemented and changed as the legal terms of educational system of the Republic of Kazakhstan, international agreements and the regulatory framework applied at University.

## **2 Regulatory references**

- Law of the Republic of Kazakhstan "On Education" dated July 27, 2007 # 319-III;

- "On approval of the state mandatory standards of education at all levels of education" approved by the decree of Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018 # 604;

- "Rules for organizing the educational process on credit technology of education", approved by the decree of Minister of Education and Science of the Republic of Kazakhstan dated October 12, 2018 # 563.

## **3 Mechanism of implementing the regulations on the additional degree program (Minor)**

3.1 Students of University have the right to participate in the given program in accordance with this Regulation, if it does not contradict RK Labor Code, RK Laws, regulatory documents of Ministry of RK Education and Science, Charter of University.

3.2 For implementing the given Provision, students in the framework of a additional degree program (Minor) are registered by selecting the disciplines from the catalog of additional degree program (Minor) disciplines when registering the disciplines in the main degree program and forming an IC with the help of an adviser and Registrar's Office.

The catalog of the additional degree program (Minor) disciplines is formed at University level and posted on the educational portal. Students should carefully read the description of the disciplines of Minor and register for it. If necessary, the student can seek advice from adviser and department head that is in charge of the additional degree program (Minor).

3.3 Students are free to choose any additional Minor degree program offered by University's any department. With the purpose to strengthen professional competencies, deep immersion in key competencies. The student can also choose Minor of their own degree program. The scope of disciplines selected according to the additional program (Minor) is determined by University independently. At the same time, Minor disciplines are studied by students within the framework of UC and CC. UC and CC are determined by University independently and take into account the needs of the labor market, employers' expectations and the student's individual interests.

3.4 To complete the program of obtaining an additional degree program (Minor), the student studying at University (from 2<sup>nd</sup> to 4<sup>th</sup> year of study) is required to master at least 20 and no more than 30 academic credits for an additional degree program (Minor). The labor intensity of each discipline is 5 academic credits, 3 of them are contact credits. After completing the course, the student must pass the exam in the traditional format.

Upon completion of the full study course, a graduate is issued a certificate of mastering the additional degree program (Mipog) in accordance with the established form.

3.5 The student has the right to register for additional credits (in excess of credits) for an additional degree program (Minor) of study during the duration of the curriculum to master supplementary skills and knowledge at the expense of additional tuition fees.

3.6 The amount of payment is determined based on the number of credits, registered disciplines and the cost of one credit established by the internal document of University at the time of payment. In the case of the issuance of regulations that significantly change the terms and costs of educational services, an increase in labor costs and inflation index, the cost of training may be changed, but not more than once a year.

Tuition fees for the additional degree program are paid only for contact credits.

In case of forming the required number of students in a group (10 or more people), students will study in a separate group. If there are less than ten students, they will be distributed among the existing groups of the required training area.

3.8 Students of University have the right to terminate Contract at their own request by written notification (Application) to University 1 (one) month in advance. In case of termination of the contract, the certificate for the additional degree program is not issued to the student.

#### **4 Issuance of the certificate for the additional degree program (Minor)**

4.1 When students master the requirements of this Regulation, after completing the full study course, the graduate is issued the certificate of mastering the additional degree program (Mipor) in accordance with the established form, signed by University Rector.

4.2 The certificate cannot be issued if the student has not mastered all the disciplines of Minor presented in the catalog.

4.3 The issuance of the certificate on the blank of the prescribed form (Appendix 1) is carried out by Registrar's Office.

4.4 Re-issuance of this certificate (duplicate) is carried out on a paid basis according to the established payment standards. In case of loss (damage) of the original.

## STANDARD FORM OF THE CERTIFICATE on the additional degree program (Minor)

<p style="text-align: center;"><b>СЕРТИФИКАТ</b> о дополнительной образовательной программе (Minor)</p> <p>Настоящий сертификат выдан _____ в том, что он (а) 2021-2022, 2022-2023 и в 2023-2024 учебные годы в НАО «Казакском национальном исследовательском техническом университете имени К. И. Сатпаева» прошел (-ла) обучение по дополнительной образовательной программе (Minor) _____</p>	<p style="text-align: center;"><b>СЕРТИФИКАТ</b> of additional educational program (Minor)</p> <p>This certificate was issued to _____ in the fact that from 2021-2022, 2022-2023 to 2023-2024 academic years he (she) in the NISC "Kazakh National Research Technical University" named after K. I. Satbayev was trained in an additional educational program (Minor) _____</p>																																																																																								
<p style="text-align: center;">ҚАЗАҚСТАН РЕСПУБЛИКАСЫНЫҢ БІЛІМ ЖӘНЕ ҒЫЛЫМ МИНИСТРЛІГІ МИНИСТЕРСТВО ОБРАЗОВАНИЯ И НАУКИ РЕСПУБЛИКИ КАЗАХСТАН MINISTRY OF EDUCATION AND SCIENCE OF THE REPUBLIC OF KAZAKHSTAN</p> <p style="text-align: center;">К. И. СӘТБАЕВ АТЫЛАРЫ ҚАЗАҚ ҰЛТТЫҚ ТЕХНИКАЛЫҚ ЗЕРТТЕУ УНИВЕРСИТЕТІ КАЗАХСКИЙ НАЦИОНАЛЬНЫЙ ИССЛЕДОВАТЕЛЬСКИЙ ТЕХНИЧЕСКИЙ УНИВЕРСИТЕТ имени К. И. САТПАЕВА KAZAKH NATIONAL RESEARCH TECHNICAL UNIVERSITY named after K. I. SATBAYEV</p>	<p style="text-align: center;">Қосымша білім беру бағдарламасы (Minor) туралы СЕРТИФИКАТ</p> <p>аралығында «К. И. Сәтбаев атындағы Қазак ұлттық техникалық зерттеу университеті» КЕАК _____ қосымша білім беру бағдарламасы (Minor) бойынша білім алғандығы туралы осы сертификат берілді</p>																																																																																								
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<p>Басқарма төрағасы – ректор</p> <p style="text-align: right;">М. Бегентаев</p>	<p>Тіркеу нөмірі _____</p>																																																																																								



## Appendix 2



**Institute** \_\_\_\_\_  
**Department** \_\_\_\_\_

**ADDITIONAL DEGREE PROGRAM (Minor)**

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**name of the degree program**

**Almaty 2022**

Additional degree program (Minor) \_\_\_\_\_

(name of the degree program)

was approved at the meeting of Academic Council at KazNRTU named after K.I. Satbayev.

Minutes # \_\_ dated «\_\_\_\_» \_\_\_\_\_20\_\_.

Reviewed and recommended for approval at the meeting of Educational and Methodological Council at KazNRTU named after K.I. Satbayev.

Minutes # \_\_ dated «\_\_\_\_» \_\_\_\_\_20\_\_.

Additional degree program (Minor) \_\_\_\_\_

(name of the degree program)

was developed by Academic Committee:

Full name	Academic degree/ academic title	Position	Place of work	Signature
<b>Chairperson of Academic Committee:</b>				
<b>Teaching staff:</b>				
<b>Employers:</b>				
<b>Students</b>				

## Content

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| 1. Description of the additional educational program (Minor)    |      |
| 2. Goal and objectives of the additional degree program (Minor) |      |
| 3. Learning outcomes  |      |
| 4. Catalog of disciplines                                       |      |

**1. Description of the additional degree program (Minor)****2. Goal and objectives of the additional degree program (Minor)****Goal of the additional degree program (Minor):****Objectives of the additional degree program (Minor):****3. Learning outcomes****4. Catalog of disciplines****Code and name of the discipline:****Number of credits:****Component:****Goal and objectives of the course:****Brief description of the course:****Knowledge, abilities, skills by the end of the course:**

**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