



**I ♥ KOZYBAYEV
UNIVERSITY**



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Dear first year students!



You have become students of one of the multidisciplinary universities of Kazakhstan, which is located in the northern region of the country and occupies a special place in the educational system.

Today NKU named after M. Kozybayev is a dynamically developing higher education institution of Kazakhstan, successfully combining in its work the experience of generations and the potential of students and young researchers. Applied and fundamental scientific research, new educational technologies are developed and realized within the walls of the university. We strive to reveal the potential of each of our students in accordance with the high requirements for modern specialists!

Our university firmly adheres to the principles of academic integrity and will require you to make a real effort to get high grades. Your studies will be challenging, but hopefully in your future career you will appreciate the knowledge and development you will receive within our walls.

Good luck!

*Regards, Yerbol Isakaev,
Chairman of the Executive Board-Rector
of Kozybayev University*



DEAR 1st YEAR STUDENTS, this guide has been specially prepared for you!

As KU students, you are embarking on a new and exciting chapter of your life—your university years. From now on, you are part of a large and close-knit team with its own mission, specific goals, ethical principles, and wonderful traditions. We strongly recommend not just skimming through but thoroughly reading this guide. The information about the University and studying here, provided in this guide, is essential for your initial stage as a student. It will help you to quickly get used to the university and will make it easier to get into the rhythm of the educational process and the subsequent social life of the university.

Success in your studies and good luck in all your endeavors!

*Team of North Kazakhstan University
named after Manash Kozybayev*

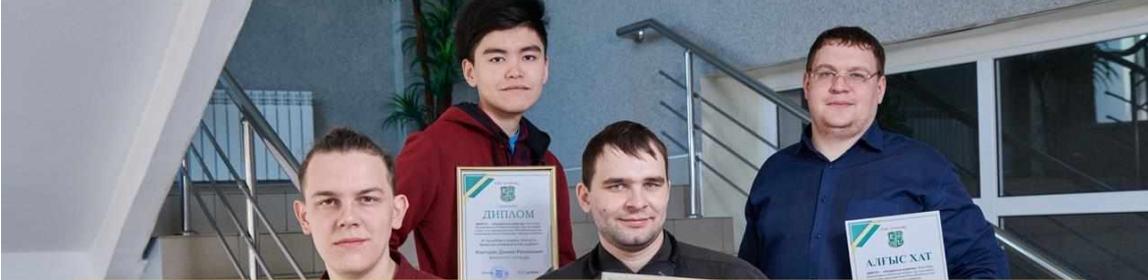




KU STUDENT CODE OF ETHICS

At KU, cultural behavior, good manners, respect for others, and adherence to etiquette and decency are highly valued. The moral principles and value orientations outlined in the Code, which should be observed in both academic and daily life, enhance the effectiveness of students' activities. They contribute to the development of their best qualities as professionally and culturally oriented individuals and, overall, to the growth of the University's prestige.





KU STUDENT

Self-reliant, proactive, responsible, and professionally goal-oriented;

Demonstrates respect and kindness towards fellow students, faculty members, administration, and all University staff;

Adheres to ethical norms and rules of conduct accepted in society and at the University, setting an example through personal appearance and behavior;

Avoids rudeness and the use of inappropriate language, as well as indecent behavior in any form and under any circumstances;

Attends classes regularly, studies diligently, and actively participates in the University's academic, student, research, and social life;

Does not use family or professional connections to gain advantages in studies; does not engage in any form of corruption during the educational process;

Follows access control requirements, promptly presents the ID card to security personnel without being reminded, and informs them about any abandoned items or suspicious objects;

Takes care of University property and maintains cleanliness and order in its premises and on its grounds.

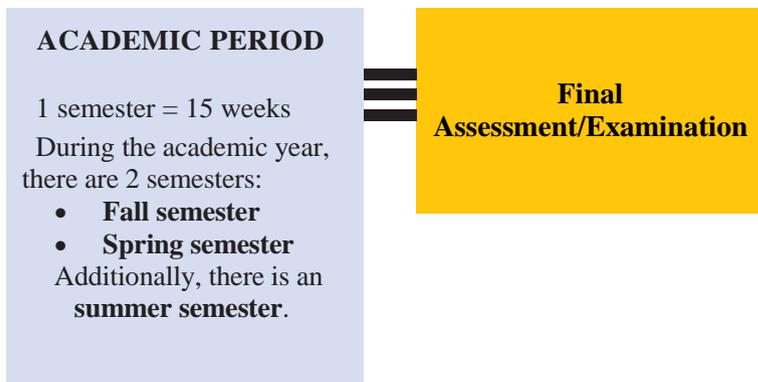
ORGANIZATION OF THE EDUCATIONAL PROCESS

The academic year at Kozybayev University is divided into academic periods (semesters), final assessments (examination sessions), internships, and vacations.

An academic period at Kozybayev University lasts for one semester, which is 15 weeks long, and includes at least 2 weeks for the examination session (final assessment).

30 WEEKS Theoretical training 15 weeks – fall semester; 15 недель – spring semester	6 WEEKS Final training (1-3 weeks each semester)	HOLIDAYS winter – 3 weeks summer – 9 weeks
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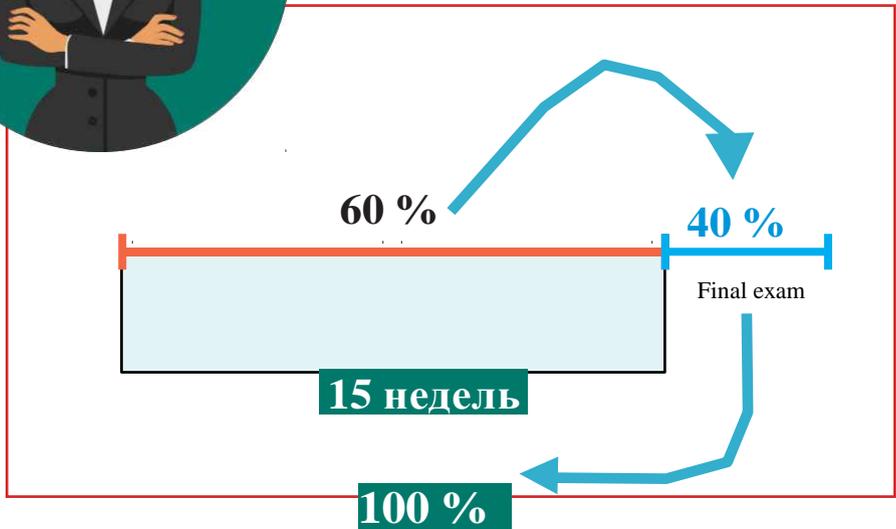
STUDENT KNOWLEDGE ASSESSMENT



It is necessary to attend all classes during the training. The final grade for the discipline includes the grades of the current academic performance and the final exam.



MAXIMUM GRADE FOR CURRENT ACADEMIC PERFORMANCE:



Before the examination, the student must familiarize himself/herself with the “Rules of Conduct for the final examination”, sign the attendance sheet and be personally responsible for compliance with these rules, in case of failure to attend the examination, the student is given a grade of “F” (Fail) for the discipline.

In case of failure to attend the exam for a valid reason (serious illness, injury, surgery with hospitalization, etc.), confirmed by documents, the add of the session is issued.

UNIVERSITY CAMPUSES

1. Academic building №1– 6, Bostandykskaya St.
2. Academic building №2 – 86, Pushkin St.
3. Academic building №3 – 86, Pushkin St.
4. Academic building №4– 83, Pushkin St.
5. Academic building №5 – 26, Internatsionalnaya St.
6. Academic building №6 – 114, Zhumabaeva St.
7. Building № 7 – 2, Abai St.
8. Building № 10 – 87, Pushkin St.
9. Educational and Laboratory Complex – 86B, Pushkin St.

The University has dormitories located at the following addresses:

1. Dormitory №1 – 6, Bostandykskaya St.
2. Dormitory №2 – 2, Bostandykskaya St.
3. Dormitory №3 – 5, Abai St.
4. Building № 10 – 87, Pushkin St.

The University has a Health Center located at 87 Pushkin Street (*entrance from Abai Street, on the side*). Phone: +7 (7152) 49-32-66, add 1104

Psychological service of the University is located at 6 Bostandykskaya Street in the offices 102 and 103 of the student dormitory No. 1. Specialists work in the state and russian languages. Tel: 8(7152)49-30-35

THE PROCESS



EACH FIRST YEAR STUDENT'S PRIORITY TO-DO LIST

ATTENTION, FRESHMAN!

1. **Explore the student guide.**
2. **Attend the workshops and lectures during Orientation Week.**
3. **Complete the complex diagnostic language testing.**

HANDBOOK FOR FIRST YEAR STUDENT

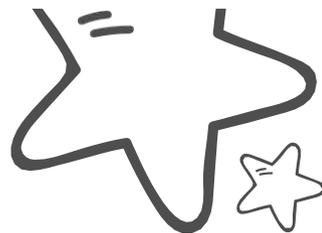
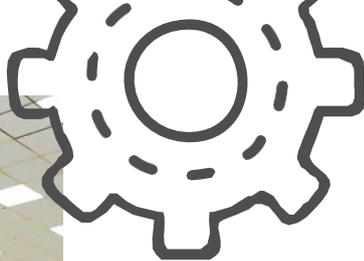


KU FACULTIES AND INSTITUTES

MEDICAL FACULTY

The School of Medicine was established in 2018. In its first year, the department welcomed not only students from across Kazakhstan but also over 60 students from India. Upon graduation, the faculty will prepare bachelor's degree specialists who will be equipped to practice medicine in any healthcare facility in Kazakhstan. The faculty comprises two departments: "**Fundamental Medicine**" and "**Clinical Disciplines**."



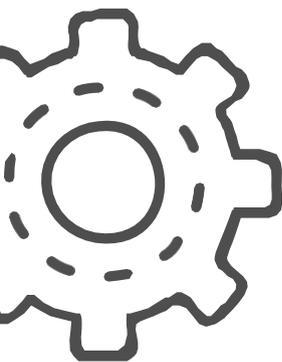


AGROTECHNOLOGICAL FACULTY

The faculty was established on September 1, 2018. It provides education for bachelor's and master's students in various fields of agricultural production and food processing industries. The faculty consists of two departments: "**Agronomy and Forestry**" and "**Food Security**".

INSTITUTE OF LANGUAGE AND LITERATURE

The Institute provides training for highly qualified specialists in the fields of philology, translation, Kazakh, Russian, and foreign languages (English, German, French, Turkish), and their teaching methodologies, at both undergraduate and graduate levels. The Institute consists of five departments: "**Germanic and Romance Philology**," "**Foreign Languages**," "**Practical Kazakh Language**," "**Kazakh Language and Literature**," and "**Russian Language and Literature**."



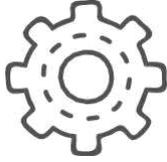
PEDAGOGICAL FACULTY

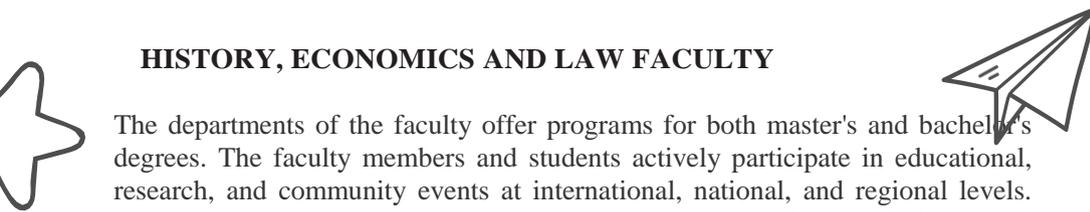
The Faculty of Education serves as a center for providing methodological assistance to educational institutions in the North Kazakhstan region. The faculty consists of six departments: "**Music Disciplines**," "**Pedagogy and Psychology**," "**Special and Social Pedagogy**," "**Theory and Methodology of Primary and Preschool Education**," "**Theory and Methodology of Physical and Military Training**" and "**Physical Culture**".

HANDBOOK FOR FIRST YEAR STUDENT

FACULTY OF ENGINEERING AND DIGITAL TECHNOLOGY

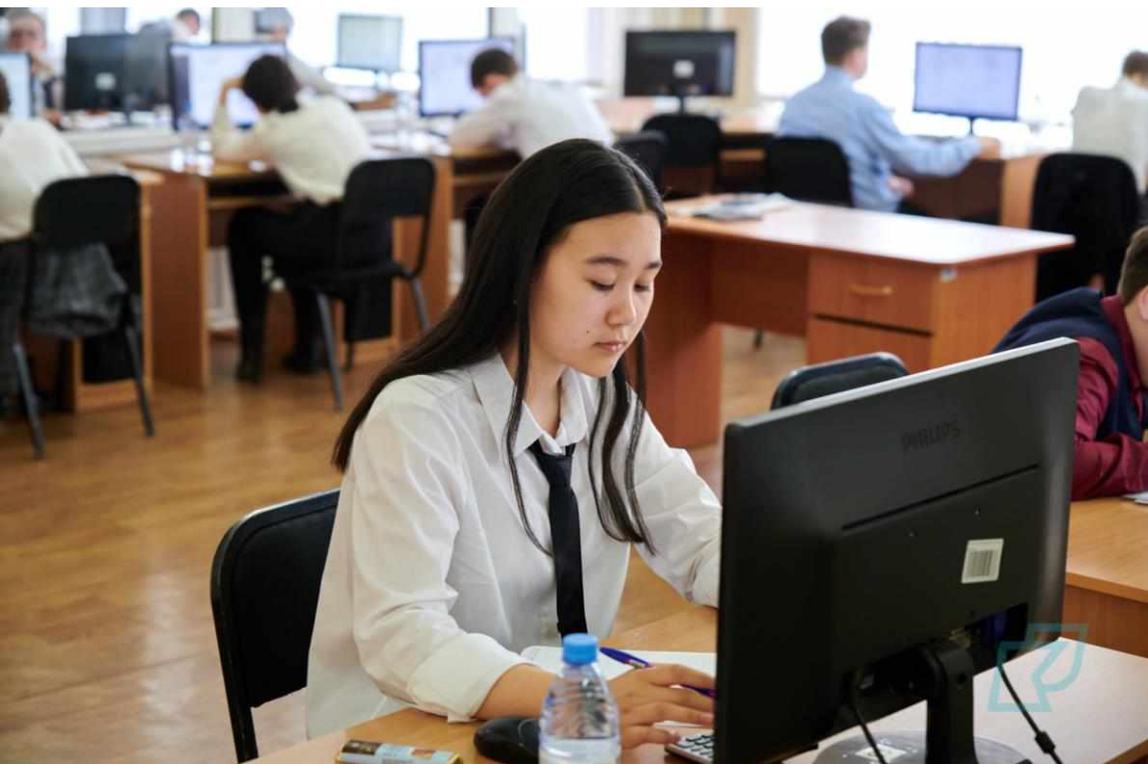
The faculty conducts educational and research activities at a high level of quality, supported by modern facilities and highly qualified instructors. Students and faculty proudly uphold the university's mission, making the faculty a hub for scientific ideas and innovations. Graduates of the faculty are traditionally in high demand in the job market. The faculty comprises four departments: "**Information and Communication Technologies**", "**Construction and Design**", "**Transportation and Machine Engineering**" and "**Energy and Radioelectronics**".





HISTORY, ECONOMICS AND LAW FACULTY

The departments of the faculty offer programs for both master's and bachelor's degrees. The faculty members and students actively participate in educational, research, and community events at international, national, and regional levels. The faculty consists of five departments: **"Journalism"**, **"History of Kazakhstan and Social-Humanitarian Disciplines"**, **"Legal Disciplines"**, **"Finance and Management"** and **"Economics and Accounting"**.



FACULTY OF MATHEMATICS AND NATURAL SCIENCES

The oldest faculty of our university, originally established as the Department of Natural Sciences and Geography in 1937, has existed in its current form since 2018. The faculty comprises five departments: **"Biology"**, **"Geography and Ecology"**, **"Mathematics and Computer Science"**, **"Physics"** and **"Chemistry and Chemical Technologies."**

PROJECT OFFICE

The Project Office is involved in the development and implementation of dual degree educational programs and joint educational programs with the University of Arizona.

You receive **two diplomas**: one from our university and one from the University of Arizona.

DD Educational Programs:

- Biotechnology
- Information Systems in Management
- Primary Education and Inclusive Practice
- Special Pedagogy and Inclusive Practice
- Psychology in Education



Here's how the study process works:

1. Some of the courses are taught by American professors.
2. One semester is spent in Tucson, Arizona, providing an opportunity to immerse yourself in the American educational environment.

Advantages:

- International recognition of educational programs
- Training in modern laboratories and educational complexes
- Full access to the University of Arizona's digital resources
- Mentorship from experienced researchers in various fields
- Instruction from an international faculty
- Improvement of English language skills



STUDENT ORGANIZATIONS

Student life is the best time for creative self-expression and acquiring valuable skills. Student organizations are the ideal platform to achieve all of this. The University hosts a variety of student organizations and clubs in many different fields, all united by the main goal of making university life vibrant and unforgettable. Every September, a "Student Community Fair" is held, where anyone interested can either start and present their own community or join one that appeals to them.



VOLUNTEER CENTER

The volunteer movement at KU is a public fund dedicated to bringing together like-minded individuals who share a desire to help and make the world a little kinder. At KU, the organization participates in socially significant campaigns: spreading awareness about social issues, conducting public actions, and organizing seminars and workshops.



STUDENT CLUB

The student club's core mission is to attract and develop students' creative potential in the realm of amateur and self-directed arts. The club's cultural and mass events are diverse, including performances, concerts, contests, festivals, show programs, and “KVN” (Club of Cheerful and Sharp-witted). These activities engage students from all faculties and institutes in creative endeavors, foster the realization of gifted youth's artistic ideas, and generate significant audience interest.

HANDBOOK FOR FIRST YEAR STUDENT

Folk student's theatre «Pilgrim»

The Kazakh student's theatre «Shanyrak»

Ensemble of modern choreography

Folklore-Ethnographic Ensemble "Shurter"

NKU Student Choir named after M. Kozybaev

The Club of Cheerful and Sharp-witted in M. Kozybaev NKU «Zhaidarman»



SELF-GOVERNANCE:

1. **Student Government**
2. **KU Youth Affairs Committee**
3. **Primary Student Trade Union Organization of KU**
4. **Clubs and Associations: "Debate Club", "English Club"**

SPORT CLUB

From the very first days at the university, the sports club has been active, opening the door to professional sports for many students. Today, Kozybayev University Sports Club offers a wide range of activities for both experienced and novice athletes. These include **volleyball, basketball, football, swimming, arm wrestling, chess, toguz kumalak, freestyle wrestling, aesthetic gymnastics, and more.**

As part of promoting a healthy lifestyle, the University also organizes fitness classes for staff members.

Important to Know: You can organize your own interest-based community.

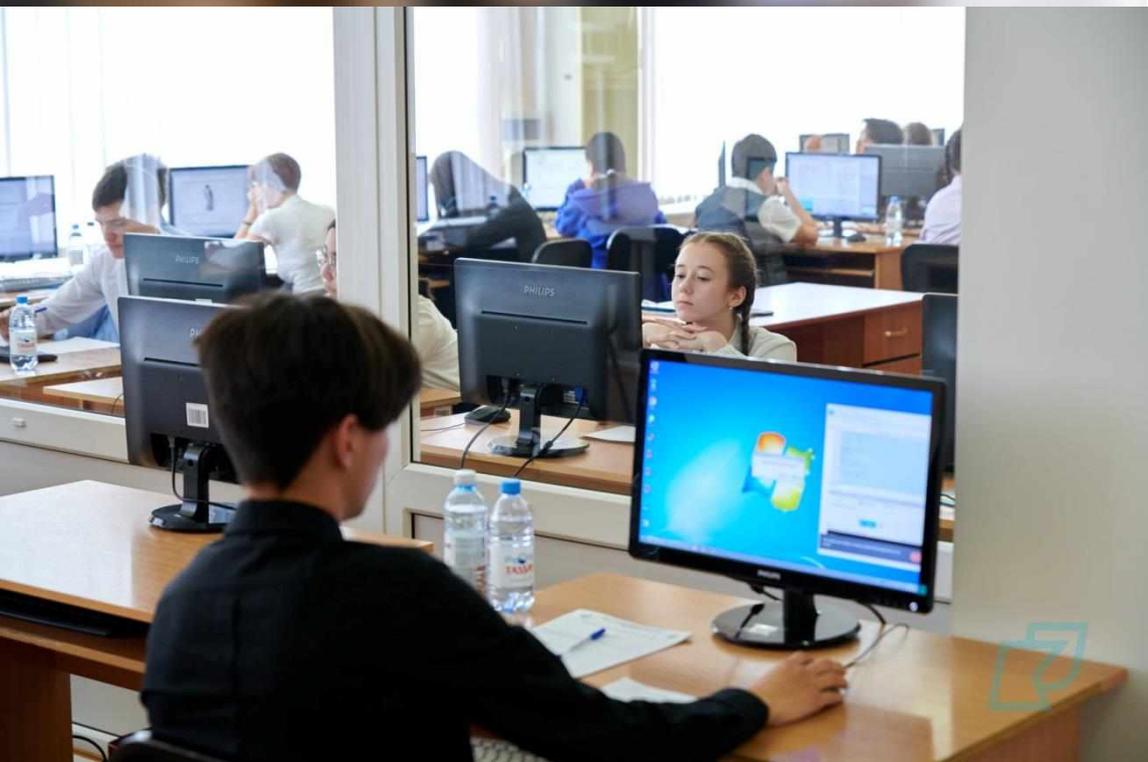


ACADEMIC CALENDAR

2024-2025

FALL SEMESTER 2024-2025	
Enrollment in Academic Courses Educational and Organizational Activities	September 2-7, 2024
Theoretical Course on Autumn Semester disciplines	September 2 – December 14, 2024
Day of the First President of the Republic of Kazakhstan	December 1, 2024
Independence Day of the Republic of Kazakhstan	December 16-17, 2024
Fall Semester Examination Session (2 Weeks)	December 16-28, 2024
Winter Holidays	December 30, 2024- January 18, 2025
SPRING SEMESTER 2024-2025	
Theoretical Course on Spring Semester disciplines	January 18 – May 3, 2025
Enrollment in academic disciplines	February 27 – March 18, 2025
International Women's Day	March 8, 2025
Nauryz	March 21-23, 2025
Перезапись	March 27 – April 15, 2025

Kazakhstan People's Unity Day	May 1, 2025
Defender of the Homeland Day in Kazakhstan	May 7, 2025
Victory Day	May 9, 2025
Spring Semester Examination Session	May 5-31, 2025
Educational Practice (optional)	May 26 – June 27, 2025
Summer Holidays	June 16 – August 31, 2025



SCHEDULE AND PORTAL

The educational portal (<https://ku.edu.kz/>) serves as a functional area of the Internet for students, faculty, parents, employers, and the University administration.

The portal provides students and faculty with access to electronic course materials, academic and individual plans, class and exam schedules, information about advisors and employers, as well as news and announcements. Parents can review students' academic achievements, while employers can search for young professionals and post job announcements.



SCIENTIFIC LIBRARY

The Scientific Library of Kozybayev University is one of the largest university libraries in Kazakhstan. Its collection includes over 970,000 books, including notable works of fiction and rare editions from the 18th and 19th centuries.

The library features 17 service points: 8 loan departments and 9 reading rooms.

The collection is regularly updated with new books and subscribes to 73 periodical publications. Since 2010, the Kozybayev University Library has had access to the "Republican Interuniversity Electronic Library" database, which houses full-text versions of textbooks, study guides, scientific and methodological materials, and published articles by faculty members, in compliance with copyright laws.



LOCATION OF LOAN DEPARTMENTS AND READING ROOMS OF THE SCIENTIFIC LIBRARY

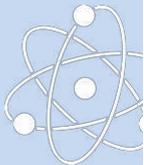
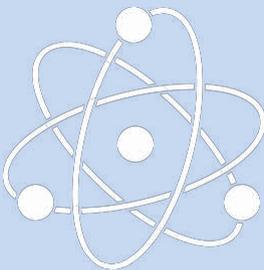
Loan departments, reading rooms, divisions	Location
Loan department of Natural Science Literature	AB №2, room 117
Loan department of Historical, Philological, and Music Literature	AB №2 room 107
Loan department of Pedagogy and Psychology	AB №10 room 106
Loan department of Literature in the Kazakh Language	AB №10 room 110
Loan department of Fiction	AB №10 reading room, room № 109
Loan department of Economic and Legal Literature	AB №6, room 201
Loan department of Technical and Physical-Mathematical Literature	AB №5, room 103
Loan department of Social and Political Literature	AB №6, room 11
General Reading Room	AB №2, room №229
Electronic General Reading Room	AB №6, room №20
Multilingual Literature Reading Room	AB №6, room №21
Literature in the Kazakh Language Reading Room	AB №6, room №120
First President's Hall	AB №5, room №224
Reading Room for Physical-Mathematical, Technical, Economic, and Legal Literature	AB №5, room №201
Electronic General Reading Room No.2	AB №6, room №107
Rare Books Department	AB №6, reading room №110
Coworking – center	AB №6, room 318 «A»
Division of Digitization of Information and Bibliographic Services	AB №6, room 117
Acquisition, cataloging and scientific processing of literature division	AB №6, room 114

HANDBOOK FOR FIRST YEAR STUDENT

ACADEMIC MOBILITY

The signs of the internationalization of higher education include academic mobility for students and faculty, as well as proficiency in foreign languages.

Academic mobility involves the movement of a student or staff member to another educational or research institution (either within their own country or abroad) for a specified period, either individually or as part of a joint educational or research program. This process includes the mandatory transfer of earned credits back to their home institution or for continuation of studies at another university. Participation in such a program provides a valuable opportunity to gain experience studying at a foreign university while also experiencing life abroad. Academic mobility allows students of the University to study with our international partners and gain substantial life experience.



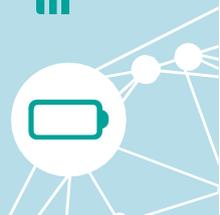
HANDBOOK FOR FIRST YEAR STUDENT



CONTACTS



Member of the Board for Academic Affairs: APERGENOVA RENATA SEITOVNA	Reception +7 (7152) 493166, add 1064. room 2182
Registrar office: IVANTSOVA OLGA BORISOVNA	+7 (7152) 49 32 33, add 1216 room 103/2
Academic mobility and internationalization center: KABIKENOV ASKAR ERSAINOVICH	+7 (7152) 49 32 33, add 1025 room 201/2
Career and employment center: SAPAROVA AINUR MAKSUTOVNA	+7 (7152) 49 32 33, add 1108 room 206/2
Bursar's Office: ILIMBAEVA ZHANARA ABAEVNA	+7 (7152) 49 32 52 room 227/2
Department of Student affairs:	+7 (7152) 49 32 33, add 1301 room 134/1
Psychological service: MOISEEV PAVEL YURYEVICH	+7 (7152) 49 30 35 add 1155 room 103/общезитие №1
Agrotechnological Faculty: SHAYAKHMETOVA ALTYN SEITAHMETOVNA	+7 (7152) 49 32 02, add 1264 room 319/2
Medicine Faculty: STOGNIEV IVAN MIKHAILOVICH	+7 (7152) 49 32 33, add 2067 room 109/2
Faculty of engineering and digital technology: SAVOSTINA GALINA VLADIMIROVNA	+7 (7152) 46 42 49, add 1171 room 208/4
Faculty of mathematics and natural sciences: PASHKOV SERGEY VLADIMIROVICH	+7 (7152) 46 48 95, add1036 room 1146/2
Institute of Language and Literature: SABIEVA ELENA VIKTOROVNA	+7 (7152) 46 34 91, add1086 room 151/3
Pedagogical Faculty: SARZHANOVA AINAGUL NIKOLAEVNA	+7 (7152) 49 31 45, add1206 room.208/5
Faculty of history, economics and law: KARTOVA ZAURE KENESOVNA	+7 (7152) 49 31 77, add1203 room 322/5



USEFUL LINKS

<https://ku.edu.kz/> – official university website

https://vk.com/kozybayev_university – official VK page

<https://www.facebook.com/kozybayev.university> – official FB page

<https://www.youtube.com/channel/UCfvyt7f6A-1znVNPvNVVEOg> – official YouTube channel.

https://www.instagram.com/kozybayev_university/ - official Instagram page.

<https://www.coursera.org> – catalog of online courses for distance learning from universities and educational organizations around the world, offering the opportunity to obtain relevant certificates and diplomas.

<https://www.instagram.com/dad.nku/> – official Instagram page of the Department of Academic Affairs.

HANDBOOK FOR FIRST YEAR STUDENT

GLOSSARY OF TERMS

An academic leave is a temporary interruption of studies due to health reasons, including pregnancy, childbirth, or military service. Academic leave is granted for a period of 6 to 12 months (in rare cases, up to 2 years) based solely on the conclusion of the Medical and Advisory Commission (MAC) of the city student clinic. The student is required to provide a health certificate No. 086 annually.

An appeal is a procedure conducted to identify and rectify factors that may have contributed to an unfair assessment of students' knowledge.

GPA (grade point average) – a key performance indicator at the university is the Grade Point Average (GPA), which reflects the average grade across all courses studied. The GPA result is used as the basis for advancing to the next academic year and for maintaining a state educational grant.

IEP (individual education plan) – a document that outlines a specific student's educational trajectory, prepared independently by the student for an academic period based on the Academic Work Plan (AWP); it includes a list of courses the student has enrolled in and the number of credits.

Credit Hour - a unit of measurement for the volume of academic work for students or lecturers. 1 credit equals 1 academic hour of contact work with the student per week throughout the academic period.

Credit Education is based on the student's choice and independent planning of the sequence of courses to be studied, using credits as a unit of measurement for the volume of academic work for both the student and the lecturer.

Registrar office (RO) – responsible for recording the entire history of students' academic achievements and organizing all types of knowledge assessments. It maintains the student's transcript and statistics, handles student transfers (from one major to another or from one form of study to another), and manages the re-enrollment of students who have been expelled for any reason.

Prerequisite – disciplines that provide the knowledge, skills, and abilities necessary for mastering a given discipline (they need to be completed in advance).

Postrequisites are courses that require the knowledge, skills, and competencies acquired upon completing a given discipline (they should be studied after completing the prerequisite discipline).

Retake – re-study of the discipline in case of receiving the final grade “unsatisfactory” “F” - (fail). Repeated study is carried out only on a paid basis.

AWP (Academic Work Plan) - a document that contains a complete list of compulsory and elective courses, including the number of credits, the sequence of courses, types of instructional activities, and forms of assessment.

Syllabus is an academic program that includes a description of the course, its objectives and goals, a brief summary of its content, topics and their duration, assignments for independent work, consultation times, a schedule for assessments, instructor requirements, criteria for evaluating students' knowledge, and a list of recommended literature.

Transcript - a formal document that lists the courses completed during a specific period of study, including the number of credits, grades, and GPA. An official transcript, which includes a signature and seal, can be obtained from the Registrar office.

Advisor - an instructor who serves as an academic consultant, assisting students in selecting their educational path and navigating their academic program throughout their studies.