



ACADEMIC POLICY

Introduction

The academic policy of NKU named after M. Kozybayev is based on the principles of academic integrity, internal quality assurance, innovation and internationalization.

The academic policy is mandatory for all structural divisions of the university, HETP, employees and students. Violation of the requirements of the Academic Policy is the basis for applying disciplinary measures to university officials, HETP, employees and students in accordance with the current legislation of the Republic of Kazakhstan and internal regulatory documents of the university.

The academic policy of NKU named after M. Kozybayev is developed on the basis of the current legislation in the field of education, considering the priorities and tasks facing the university:

- 1) Act No. 319-III of 27 July 2007 on education;
- 2) The National Development Plan of the Republic of Kazakhstan until 2025, approved by Decree of the President of the Republic of Kazakhstan No. 636 of February 15, 2018;
- 3) The national plan "100 concrete steps for the implementation of 5 institutional reforms of the head of state Nursultan Nazarbayev," approved by the President of the Republic of Kazakhstan on May 20, 2015;
- 4) The State Program for the Development of Education and Science of the Republic of Kazakhstan for 2020-2025, approved by Decree of the Government of the Republic of Kazakhstan No. 988 of December 27, 2019;
- 5) Rules for sending a specialist to work, granting the right to independent employment, exemption from duty or termination of the duty to work out by citizens who studied on the basis of a State educational order, approved by the Government of the Republic of Kazakhstan No. 390 of March 30, 2012;
- 6) Model rules for the activities of higher and (or) postgraduate education organizations, approved by order of the Minister of Education and Science of the Republic of Kazakhstan No. 595 of October 30, 2018;
- 7) Standard rules for admission to education organizations implementing educational programs of higher education, approved by order of the Minister of Education and Science of the Republic of Kazakhstan No. 600 of October 31, 2018;
- 8) Standard rules for admission to education organizations implementing educational programs of postgraduate education, approved by order of the Minister of Education and Science of the Republic of Kazakhstan No. 600 of October 31, 2018;
- 9) Qualification requirements for educational activities and the list of documents confirming compliance with them, approved by Order of the Minister of Education and Science of the Republic of Kazakhstan No. 391 of June 17, 2015.
- 10) Rules for the organization of the educational process on credit training technology, approved by order of the Minister of Education and Science of the Republic of Kazakhstan No. 152 of

April 20, 2011;

- 11) State mandatory standard of higher education, approved by order of the Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018, No. 604;
- 12) State general obligatory standard of postgraduate education, approved by order of the Minister of Education and Science of the Republic of Kazakhstan of October 31, 2018, No. 604;
- 13) Rules for awarding degrees approved by Order of the Minister of Education and Science of the Republic of Kazakhstan No. 127 of March 31, 2011;
- 14) Rules of organization and implementation of educational-methodical and scientific-methodical work, approved by Order of the Minister of Education and Science of the Republic of Kazakhstan No. 583 of November 29, 2007;
- 15) Rules for the organization of the educational process in remote educational technologies, approved by Order of the Minister of Education and Science of the Republic of Kazakhstan No. 137 of March 20, 2015;
- 16) Rules of direction for study abroad, including within the framework of academic mobility, approved by Order of the Minister of Education and Science of the Republic of Kazakhstan No. 613 of November 19, 2008;
- 17) Strategic development plan of North Kazakhstan University named after M. Kozybayev for 2020-2024, approved by the Board of Directors of 24.12.2020.

Academic policy is approved by the meeting of University EC and can be revised in case of changes in normative legal acts and internal regulatory documents.

Abbreviations list

| | |
|--------------|--|
| BD | Basic disciplines |
| UC | University component |
| HSEI | Higher Special Educational Institution |
| HEI | Higher Education Institution |
| SGSHE | State General Standard of Higher Education |
| SGSPE | State General Standard of Postgraduate Education |
| FAAC | Final Academic Assessment Commission |
| BE | Biodiplomacy education |
| DAMI | Department of Academic Mobility and Internationalization |
| RET | Remote education technologies |
| UNT | Unified national testing |
| FA | Final Academic Assessment |
| FEC | Final Academic Assessment Commission |
| IACUM | Information and analytical complex of university management |
| ISC | Individual Student Code |
| IC | Individual curriculum |
| QR | Qualification requirements for educational activities and the list of documents confirming compliance with them, approved by Order of the Minister of Education and Science of the Republic of Kazakhstan No. 391 of June 17, 2015 |
| CTT | Credit Training Technology |
| CED | Catalogue of elective disciplines |

| | |
|----------------------------|---|
| MES RK | Ministry of Education and Science of the Republic of Kazakhstan |
| MEP | Modular Education Program |
| RW | Research work |
| GED | General education disciplines |
| EP | Educational program |
| PD | Profiling disciplines |
| TS | Teaching staff |
| RK | Republic of Kazakhstan |
| NKU n.a M. Kozybaev | North Kazakhstan University named after M. Kozybaev |
| IWS | Independent work of students |
| IWSWT | Independent work of a student with a teacher |
| REMST | Remote Education Management System |
| TaVE | Technical and vocational education |
| SC | Standard Curriculum |
| TMSP | Teaching and Methodological Set of Practice |
| EMCS | Educational and methodological complex of specialty |
| CEC | Career and Employment Center |
| SRSC | Student Registration and Service Center |
| DLE | Dual Learning Elements |
| ERW | Experimental research work |
| ETMCE | Electronic teaching and methodological complex of disciplines |

Basic terms

| | |
|--------------------------|---|
| Academic mobility | relocation of students or research teachers to study or conduct research for a certain academic period (semester or academic year) to another university (at home or abroad) with the obligatory re-registration of mastered curricula, disciplines in the form of academic credits at their university or to continue their studies at another higher educational institution. |
| Academic freedom | A set of powers of subjects of the educational process, granted to them to independently determine the content of education according to the disciplines of the component on choice, additional types of training and organization of educational activities in order to create conditions for the creative development of students, teachers and the use of innovative technologies and methods of training. |
| Academic degree | the degree awarded by educational organizations to students who have mastered the corresponding educational curricula, based on the results of the final certification. |
| Academic calendar | calendar of training and control events, professional practices during the school year with indication of rest days (holidays and holidays). |
| Academic credit | unified unit of measurement of scientific and (or) educational work (load) of the trainee and (or) teacher. |
| Academic leave | the period for which students (students, interns, undergraduates, students, doctoral students) temporarily interrupt their studies for medical reasons, due to their service in the armed forces, maternity leave and childcare for children up to 3 years. |

| | |
|--|--|
| Academic period | the period of theoretical training, established independently by the organization of education in one of three forms: semester, trimester, quarter. |
| Academic ranking of the student | Quantitative indicator of the level of the student's mastery of the curriculum of disciplines and (or) modules and other educational activities, compiled on the basis of the results of intermediate certification. |
| Illustrative materials | illustrative materials handed out at the training sessions to motivate the student to creative successful learning of the topic (theses of lectures, links, slides, examples, glossary, tasks for self-work). |
| Academic hour | academic hour - the unit of measurement of the volume of educational classes or other types of educational work, 1 the academic hour is equal to 50 minutes, is used when compiling the academic calendar (schedule of the educational process), the schedule of educational classes, when planning and accounting for the educational material completed, as well as when planning the pedagogical load and accounting for the work of the teacher. |
| Academic integrity | a set of values and principles that express the integrity of the student in learning when performing written work (control, course, essay, thesis, dissertation), answers to exams, in research, expressing his position, in relations with academic staff, teachers and other students, as well as evaluation. |
| Appeal | procedure carried out at the initiative of the student, in case of doubt in objective assessment of knowledge. |
| Bachelor | degree awarded to persons who have completed higher education programmes. |
| Bachelor degree | level of higher education, aimed at training personnel with the award of the degree of "bachelor" in the corresponding educational program with compulsory mastery of at least 240 academic credits. |
| Scoring and rating letter system for assessment of educational achievements | a system for assessing the level of educational achievements in points corresponding to the letter system with a digital equivalent adopted in international practice, which allows establishing a rating of students. |
| University component | a list of educational disciplines and corresponding minimum amounts of academic credits determined by the university independently for the development of the educational program. |
| Higher special education (specialty) | level of higher education, aimed at training personnel with qualification of a specialist in the corresponding educational program with mandatory mastery of at least 300 academic credits. |
| Biodiplomic education | two-degree education - the possibility of studying according to two educational programs and curricula with the aim of obtaining two equivalent diplomas or one basic and the second additional. |
| Descriptors | the description of level and volume of knowledge, abilities, skills and competences acquired by students on completion of studying the educational program of appropriate level (step) of the higher and postgraduate education, based on results of training, the created competences and the academic credits. |

| | |
|---|--|
| Graduate work | graduation work, which is a synthesis of the results of the student's independent study of an actual problem corresponding to the profile of the educational program. |
| Diploma project | graduate work of the student, which is an independent solution of applied problems corresponding to the profile of the educational program, performed using project approaches and (or) in the form of preparing business projects, a model, as well as creative projects and other projects. |
| Remote education technologies | training carried out using information and communication technologies and telecommunication means with indirect (at a distance) or not completely indirect interaction of a student and a teacher. |
| Differentiated offset | a form of assessment of the level of assimilation of the discipline "Physical Culture," "Manashtanu" and the implementation of the professional practice program. |
| Doctoral studies | postgraduate education, whose educational programs are aimed at training personnel for scientific, pedagogical and (or) professional activities, with the award of a Ph.D. (PhD), a doctor in profile with mandatory mastery of at least 180 academic credits. |
| Doctor of Philosophy (PhD) | degree awarded to persons who have mastered the doctoral program in the scientific and pedagogical field and defended a dissertation in the Republic of Kazakhstan or abroad, recognized in the manner established by the legislation of the Republic of Kazakhstan. |
| Supplementary education programme (Minor) | a combination of disciplines and (or) modules and other types of educational work determined by the student for study in order to form additional competencies. |
| Dual education | a form of training of personnel, combining training in the organization of education with mandatory periods of training and professional practice at the enterprise (in the organization) with the provision of jobs with equal responsibility of the enterprise, educational institution and student. |
| European Transfer (Transfer) and Credit Accumulation System (ECTS) | method of transferring loans received by a student abroad into loans that are counted for obtaining a degree upon their return to their educational organization, as well as accumulation of loans in the framework of educational programs. |
| Entry for Training Discipline | procedure for registration of trainees for training disciplines. |
| Individual curriculum | the student's curriculum, independently formed by him for each academic year with the help of an educator based on the educational program and the catalog of elective disciplines. |
| Inclusive education | A process that ensures equal access to education for all students, considering special educational needs and individual abilities. |
| Final certification of students | A procedure to determine the extent to which they have mastered the educational disciplines and/or modules and other educational activities provided for in the educational programme in accordance with the State general mandatory standard of the relevant level of education. |

| | |
|--|--|
| Catalogue of elective disciplines | the systematized annotated list of disciplines of a component for choice containing their short description with the indication of the purpose of study, the summary (main sections) and the expected results of study (knowledge acquired by students, abilities, skills and competences). |
| Classifier of areas of training of personnel with higher and postgraduate education competences | document establishing the classification and coding of areas of training of personnel with higher and postgraduate education and used for the implementation of educational programs of higher and postgraduate education. Ability to make practical use of learning knowledge, skills and skills in professional activities. |
| ElectiveComponent | a list of academic disciplines and corresponding minimum amounts of academic loans offered by the university, independently selected by students in any academic period, taking into account their pre-details and post-registration. |
| Monitoring of educational achievements of trainees | verification of the level of knowledge of students in various forms of control (current, intermediate and final) and certification, determined independently by a higher educational institution. |
| Credit mobility | transfer of students for a limited period of study or internship abroad - as part of ongoing study at their native university - in order to accumulate academic credits (after the mobility phase, students return to their educational organization to complete their studies). |
| Credit training technology | training on the basis of selection and self-planning of students of the sequence of studying disciplines and (or) modules with accumulation of academic credits. |
| Master | degree awarded to persons who have mastered the educational programs of the magistracy. |
| Master's degree | postgraduate education, the educational programs of which are aimed at training personnel with the award of a master's degree in the corresponding educational program with compulsory development of at least 60-120 academic credits. |
| Module | the autonomous, finished in terms of results of training structural element of the educational program having accurately formulated knowledge acquired by students, abilities, skills, competences and adequate evaluation criteria. |
| Modular training | method of organizing an educational process based on a modular construction of an educational program, a curriculum and educational disciplines. |
| Scientific justification of dissertation research (research proposal) | a document prepared by a doctoral student and approved by the university during the first or second years of study, including the purpose, objectives and methodology of the study, the literature review, and the expected results of the study. |
| National Qualifications Framework | A structured description of the skill levels recognized in the labour market. |

| | |
|---|---|
| Non-formaleducation | type of education provided by organizations that provide educational services that do not take into account the timing and form of education, and is accompanied by the issuance of a document confirming the results of training |
| Educational program | unified set of basic characteristics of education, including goals, results and content of education, organization of educational process, methods and methods of their implementation, criteria for evaluation of educational results. |
| Educational portal | system-organized, interconnected set of information resources and Internet services, containing administrative-academic and educational-methodical information, allows to organize educational process. |
| Required Component | A list of educational disciplines and corresponding minimum amounts of academic credits established by the State Educational Institution and studied by students as required under the program of study. |
| OnlinePlatform | a portal of open online education, providing the opportunity to study selected online courses. |
| Basic Education Program (Major) | An educational program defined by the student for study in order to form key competencies. |
| Organization of higher and/or postgraduate education | higher educational institution implementing educational programs of higher and (or) postgraduate education and carrying out research activities. |
| Discipline Description | a brief description of the discipline (consisting of 3-8 proposals), which includes the objectives, tasks and content of the discipline. |
| Industry skills Framework | A structured description of the skill levels recognized in the industry. |
| Student Service and Registration Center | an academic service that registers the entire history of educational achievements of a student and ensures the organization of all types of knowledge control and the calculation of his academic rating. |
| Prerequisite | the disciplines and (or) modules and other types of study containing knowledge, the abilities, skills and competences necessary for development of the studied discipline and (or) modules. |
| Proktoring | this is a procedure for monitoring and monitoring the online exam (certification) in order to identify the person passing. |
| Post-details | disciplines and (or) modules and other types of educational work, the study of which requires knowledge, abilities, skills and competencies acquired upon completion of the study of this discipline and (or) modules. |
| Vocational guidance | Providing information and advice to the student in the realization of his rights in the field of educational and professional opportunities, free and informed choice of profession and place of study in accordance with professional interests, individual abilities and psychophysiological characteristics. |

| | |
|---|---|
| Professional practice | a type of educational activity aimed at consolidating theoretical knowledge, skills, acquisition and development of practical skills and competencies in the process of performing certain types of work related to future professional activity. |
| Professional standard | A standard defining, in a specific area of professional activity, the requirements to the level of qualification and competence, to the content, quality and working conditions. |
| Intermediate certification of trainees | A procedure conducted during the examination session to assess the quality of students' learning of part or all of the subject and/or module, as well as professional modules, after completion of their study. |
| Work Curriculum (ssyllabus) | curriculum, which includes description of the studied discipline, goals and objectives of the discipline, its brief content, topics and duration of their study, tasks of independent work, time of consultations, schedule of tests of students' knowledge, requirements of the teacher, criteria for assessment of students' knowledge and list of literature. |
| Work Curriculum | an educational document developed by universities independently on the basis of the educational program and individual curricula of students. |
| Midterm control | monitoring of educational achievements of trainees upon completion of section (module) of one training discipline |
| Independent work of students (IWS) | work on a certain list of topics allocated for independent study, provided with educational literature and recommendations, controlled in the form of tests, control papers, colloquiums, abstracts, essays and reports. Depending on the category of students, it is divided into independent work of a student, independent work of a master's student, independent work of a doctoral student; the entire scope of SRO is confirmed by tasks that require the student to work independently on a daily basis. |
| Interim assessment of students | a procedure carried out to assess the quality of students mastering the content of a part or the entire volume of one academic discipline after completion of its study. |
| Working curriculum (syllabus) | the curriculum, which includes a description of the discipline being studied, the goals and objectives of the discipline, its brief content, topics and duration of their study, tasks for independent work, consultation time, a schedule of students 'knowledge tests, teacher requirements, criteria for assessing students' knowledge and a list of references. |
| Working curriculum | an educational document developed by universities independently on the basis of the educational program and individual curricula of students. |
| Midterm control | control of students' knowledge upon completion of a major section (module) of one academic discipline. |

| | |
|--|--|
| Independent work studying (IWS) | work on a certain list of topics allocated for independent study, provided with educational and methodological literature and recommendations, controlled in the form of tests, tests, colloquia, abstracts, essays and reports. Depending on the category of students, it is subdivided into independent work of a student, independent work of a master's student, independent work of a doctoral student; the entire scope of the IWS is confirmed by assignments that require the student to work independently on a daily basis. |
| Independent work of students under the guidance of a teacher (IWST) | work of a student under the guidance of a teacher, carried out according to a schedule that is determined by the university or the teacher himself; depending on the category of students, it is divided into: independent work of a student under the guidance of a teacher, independent work of a master student under the guidance of a teacher and independent work of a doctoral student under the guidance of a teacher. |
| Certificate | a document confirming the assessment of the student's learning outcomes on the online platform and the number of academic credits (hours) received. A certificate can be a certificate of training, a confirmed certificate or another document officially issued and confirming the fact and results of training on the online platform. The certificate is issued to the listener in the form indicating the name of the University, the surname and initials of the student, the name of the course and the amount of credits, a link to the electronic certificate, signed and stamped by the operator of the online platform of the National Open Education Platform of Kazakhstan (hereinafter referred to as NOEPK), if the training took place on NOEPK - mooc.kz. |
| Education Management System (EMS) | a high-level, strategic solution for planning, delivering and managing all educational activities, including e-learning, virtual classrooms and online courses. |
| Joint educational program | an educational program jointly developed and implemented by two or more universities. |
| Grade Point Average (GPA) | the weighted average assessment of student knowledge, determined for one academic year according to the selected program as the ratio of the sum of credit products and the digital equivalent of grades for grading in intermediate disciplines to the total number of credits in disciplines of intermediate grading. |
| Monitoring of student achievements | a systematic check of students' knowledge in accordance with the educational program, conducted by the teacher in classroom and extracurricular classes according to the schedule during the academic period. |
| Transcript | a document containing a list of completed disciplines for the corresponding training period, indicating credits and grades according to the point- rating alphabetic system of knowledge assessment . |
| Tutor | a teacher who acts as an academic advisor to the student in the development of a specific discipline and (or) module. |

| | |
|---|---|
| Educational achievements of students | knowledge, abilities, skills and competencies of students acquired by them in the learning process and reflecting the achieved level of personality development. |
| Digital content | content of digital educational materials (texts, graphics, multimedia and other informational content). |
| Digital educational resources (DER) | didactic materials on the studied disciplines and (or) modules that provide training in an interactive form: photographs, video clips, static and dynamic models, objects of virtual reality and interactive modeling, sound recordings and other digital educational materials. |
| Advisor | a teacher who performs the functions of an academic mentor of a student in a relevant specialty, assisting in the choice of a learning trajectory (formation of an individual curriculum) and mastering an educational program on a credit technology of instruction during the period of study. |
| Elective disciplines | academic disciplines included in the university component and the optional component within the framework of established academic credits and introduced by educational organizations, reflecting the individual training of the student, taking into account the specifics of socio-economic development and the needs of a particular region, established scientific schools. |
| Mixed Learning | it is a combination of traditional forms of classroom learning, with elements of e-learning, which uses special information technologies. |

1. Policy of choice of educational programs

- 1.1. NKU named after M. Kozybayev, on the basis of the state license for engaging in educational activities No. 12016901 of November 19, 2012, carries out training in educational programs for bachelor's, master's and doctoral studies in accordance with the Classifier of areas for training personnel with higher and postgraduate education.
- 1.2. List of NKU named after M. Kozybayev EPsis posted on the university website www.nkzu.kz in the "Education" section ("Educational programs") and in the EP register posted on the website of the Center for the Bologna Process and Academic Mobility of the Ministry of Education and Science of the Republic of Kazakhstan.
- 1.3. EP are developed by NKU named after M. Kozybayev independently in accordance with the National Qualifications Framework, sectoral qualifications framework and professional standards based on Dublin descriptors. All EPs are focused on learning outcomes.
- 1.4. The main criterion for the completion of undergraduate programs is the development of at least 240 academic credits by the student for the entire period of study, including all types of student's educational activities, with the exception of the EP in the direction of training "Health and Social Security (Medicine)", EP "Design".
- 1.5. Taking into account the specifics of the EP of higher education, the main criterion for the completion of higher education is the mastering of 300 academic credits by the student in the EP direction of training "Health and Social Security (Medicine)", EP "Design".
- 1.6. The term of study for undergraduate students with general secondary education (11 years) is determined by the period of mastering 240 or 300 academic credits for the entire period of study and 60 credits per academic year and is 4 years or 5 years, respectively. At the same time, at the request of the student, the period of study can be increased or decreased if the student forms an individual curriculum from disciplines and other types of

educational activities with a volume of less or more than 60 credits per academic year.

- 1.7. The term of study of undergraduate students with higher education or technical and vocational or post-secondary education is determined taking into account the recognition of previously achieved learning outcomes of formal and non-formal education. At the same time, at the request of the student, the period of study can be increased or decreased if the student forms an individual curriculum from disciplines and other types of educational activities with a volume of less or more than 60 credits per academic year.
- 1.8. The main criterion for the completion of training in the Master's degree programs in the scientific and pedagogical profile is the mastering by the student of at least 120 academic credits for the entire period of study, including all types of educational activities of the master's student. The main criterion for the completion of training in specialized master's programs is the mastering by students from 60 to 90 academic credits for the entire period of study, including all types of educational activities of the master's student.
- 1.9. The term of study of undergraduates of the scientific and pedagogical magistracy is determined by the period of mastering 120 academic credits for the entire period of study and 60 credits per academic year and is 2 years. At the same time, at the request of the master's student, the period of study can be increased or decreased if the student forms an individual curriculum from disciplines and other types of educational activities with a volume of less or more than 60 credits per academic year.
- 1.10. The term of study of master's degree students of a specialized magistracy is determined by the period of mastering 60 or 90 academic credits for the entire period of study and 60 credits per academic year and is 1 year or 1.5 years, respectively. At the same time, at the request of the master's student, the period of study can be increased or decreased if the student forms an individual curriculum from disciplines and other types of educational activities with a volume of less or more than 60 credits per academic year.
- 1.11. The main criterion for the completion of doctoral studies is the development of at least 180 academic credits by the student for the entire period of study, including all types of doctoral student's educational activities.
- 1.12. The term of study for doctoral students is determined by the period of mastering 180 academic credits for the entire period of study and 60 credits per academic year and is 3 years. At the same time, at the request of the doctoral student, the period of study can be increased or decreased if the student forms an individual curriculum from disciplines and other types of educational activities with a volume of less or more than 60 credits per academic year.
- 1.13. EPs are subdivided into existing, new and innovative. The current EP is the educational program of the University, according to which the training of personnel for undergraduate, internship, graduate and doctoral studies is carried out. The new EP is an educational program, newly developed and approved by the University. An innovative EP is an educational program that has no analogues in the Republic of Kazakhstan and is being introduced into educational activities for the first time.
- 1.14. According to the degree of compliance with the educational tasks of training persons with special educational needs, the NKU named after M. Kozybaev EPs are adapted.
- 1.15. Full-time education with the use of distance educational technologies takes place in accordance with the Prize of the Ministry of Education and Science of the Republic of Kazakhstan No. 137.

At the same time, for the training of personnel in the field of pedagogical sciences, law, construction, health care in the study of disciplines using DET, no more than 20% of the total amount of academic credits for the entire period of study is provided.

For the training of personnel in other areas of training in the study of disciplines using DET, no more than 50% of the total amount of academic credits for the entire period of study is envisaged.

- 1.16. Full-time education with the use of distance educational technologies at the University is regulated by PP NKU 32 Regulations on the organization of the educational process in distance educational technologies in NKU named after M. Kozybayev and the Rules for the organization of the educational process with the use of distance educational technologies in M. Kozybaev NKU.
- 1.17. In M. Kozybayev NKU, trilingual EP is being implemented, providing for the training of specialists in three languages of learning (Kazakh, Russian, English).
- 1.18. EP list of M. Kozybayev NKU, implemented within the framework of trilingual education is posted on the university website www.nkzu.kz in the "Education" section ("Educational programs").
- 1.19. Two-degree EP is being implemented in M. Kozybayev NKU. Two-degree EP are developed by M. Kozybayev NKU with foreign partner universities. The implementation of Two-degree EP is carried out both on the basis of M. Kozybayev NKU, and on the basis of a partner university.
- 1.20. Teaching in Two-degree educational programs is carried out on the basis of EP and curricula agreed with the partner university, mutual recognition of learning outcomes in partner universities.
- 1.21. The student is included in the TDE education program on the basis of his\her application addressed to the Rector of the University and in accordance with the agreement (memorandum) concluded with the partner university.
- 1.22. If necessary, the duration of a student's mastering of Two-degree education programs, depending on the chosen model of its implementation, increases in bachelor's degree - by 1-1.5 years, in magistracy - by 0.5-1 year, in doctoral studies - by 1 year.
- 1.23. EP of M. Kozybayev NKU provide for the possibility of mastering along with the main EP (Major) and additional EP (Minor), which is studied in the framework of 240 or 300 academic credits, depending on the field of study.
- 1.24. A student, when determining an individual educational trajectory at the graduation course, when registering for academic disciplines, can choose to master only the main EP (Major), or the main EP (Major) and additional EP (Minor).
- 1.25. The applicant and the student have the right to choose an EP in the field of education and direction of training.

2. Admission policy

- 2.1 Admission of students to the EP of bachelor's, master's, doctoral studies at M. Kozybayev NKU is carried out on an educational grant at the expense of the republican budget or local budget, tuition fees at the expense of the student's own funds and other sources and is regulated by the University Admission Rules.
- 2.2 Persons with general secondary, technical, vocational, post-secondary, higher education are accepted at the Bachelor's Degree EP of M. Kozybayev NKU.
- 2.3 Persons with higher education are accepted at the EP magistracy of M. Kozybayev NKU.
- 2.4 Persons with master's degree and work experience of at least 1 (one) year are accepted at the EP of doctoral studies of M. Kozybayev NKU.

2.5 Admission to the EP of bachelor's, master's, doctoral studies is carried out in accordance with the Rules for admission to study in educational programs of higher and postgraduate education at North Kazakhstan University named after M. Kozybaev.

2.6 Grants are provided for the winners of subject Olympiads held by the university, and a system of discounts for the category of students on a paid basis at North Kazakhstan University named after M. Kozybaev.

3. Policy of relations between the academic community of the university

3.1 The academic community of the university includes: students, Higher-education teaching personnel (HETP), university administration, heads and employees of departments

3.2 There is the following classification of students: student, master's student, doctoral student, enrolled in the University to master the EP and obtain an academic degree; exchange student - a student, intern, undergraduate, doctoral student from a partner university studying at the University for one or several semesters (under the program of academic mobility, double-degree education, and so on); student-listener, student enrolled in the Faculty of "Foundation" for short-term courses (up to 9 months of study), interns restored or transferred from other universities, conditionally enrolled students - students who did not score a threshold score on the UNT.

3.3 The University adopted the following documents regulating relationships in the academic environment: Policy and standards of internal quality assurance, Rules of academic integrity, Code of Ethics of NKU named after M. Kozybaev.

3.3.1 On the basis of the faculty, a Commission is formed, the Council for Quality Assurance, which makes decisions on the content and conditions of the educational programs implementation, on the assessment policy and other academic issues of the faculty, organizing students survey for the conformity of the quality of educational programs and (or) disciplines / modules, for availability violations of academic integrity.

The Commission of the Council for Quality Assurance includes teachers, students, undergraduates, doctoral students and other academic staff of the university. The meeting of the Quality Assurance Commission is attended by representatives of the administrative and managerial staff of the university.

3.4 Students, Higher-education teaching personnel, representatives of the university administration, managers and employees of NKU named after M. Kozybaev should not commit actions that damage the interests and image of the university.

3.5 A student of NKU named after M. Kozybaev is issued a student card by The student department of the DAA, a library card by the library.

3.6 Mandatory requirement of M. Kozybayev NKU to students is: attending classroom classes, timely attendance at the base of professional practice, fulfillment within the terms established by the University in accordance with the academic calendar, individual curriculum, individual work plan of the master's / doctoral student, professional practice schedule, orders of the University rector , a working curriculum (syllabus) of all types of educational tasks and work, timely submission of a report on professional practice for defense, reports on the implementation of individual work plans for undergraduates / doctoral students, timely passage of all types of monitoring of progress, including certification of undergraduates and doctoral students, final certification.

3.7 A student's absence from a lesson is indicated in the Electronic Attendance Record by the letter "a".

3.8 In case of missing training sessions, the stages of passing the current and midterm control

for a good reason, the student is given the opportunity, within the framework of the SIWTG, to work out the missed classes and receive points for control activities. To do this, the student, legal representative or student's relatives must, within three days, inform the dean of the faculty in writing about this fact, indicating the good reason and the first day of attendance at the University, the student submits the original documents of the established sample (medical certificates, summons, and other documents), confirming reasons for absence. Also, on the first day of his\her appearance at the University, the student submits an application to the SIWT for permission to refine the points, to which he attaches documents confirming the existence of a valid reason explaining the absence of studies, the stages of passing the current and midterm control.

- 3.9 The dean of the faculty considers the student's application for the completion of points and the submitted documents confirming the existence of a good reason, the authenticity of the documents is determined, a decision is made to allow or not to allow the completion of points by the student on the basis of the Academic Policy, the Rules of Academic Integrity, and other internal regulatory documents in accordance with academic calendar.
- 3.10 In case of missing classes, the stages of passing current and midterm control for a good reason, but without timely informing the dean of the faculty and / or not providing timely documents confirming the existence of a good reason, untimely submission of the student's application to the Student registration and service center, the dean of the faculty recognizes the indicated omissions of training sessions and stages of passing current and midterm control as passes without a good reason.
- 3.11 Missing classes, stages of passing the current and midterm control without a good reason, outside the terms of the academic period cannot be worked out and completed by students.
- 3.12 In case of late attendance at the professional practice base, non-attendance at the exam during the midterm certification, defense of the report on professional practice for valid reasons, the student, legal representative or student's relatives are required to inform the Vice-Rector for Academic Affairs and on the first day of arrival at the University, submit original documents of the established form (medical certificates, summons, and other documents) confirming the reasons for the absence. Also, the student submits an application to the SRSC addressed to the dean for permission to change the terms of practice, extend the terms of interim certification, change the date of defense of the report, to which he attaches documents confirming the existence of a valid reason explaining the failure to appear on time at the base of professional practice, failure to appear for the exam during the period midterm certification, defense of professional practice report.
- 3.13 The dean considers the student's application for permission to change the terms of practice, extend the terms of intermediate certification, change the date of defense of the report on professional practice and the submitted documents confirming the existence of a good reason, determines the authenticity of the documents, makes a decision on the satisfaction or dissatisfaction of the student's application on the basis of the Academic Policy, Rules academic integrity, other internal regulatory documents in accordance with the academic calendar.
- 3.14 In case of late attendance at the professional practice base, non-attendance at the exam during the midterm certification, defense of the report on professional practice for a good reason, but without timely informing the dean of the faculty and / or untimely submission of documents confirming the existence of a good reason, late submission of an application of a student at the Student registration and service center, the student's failure to appear at these training events is recognized as failure to appear without a good reason.
- 3.15 Changing the terms of professional practice of students, the date of defense of the report on professional practice, extension of the terms of intermediate certification without a good

reason, without taking into account the terms of the academic period in accordance with the academic calendar is not allowed.

- 3.16 In case of failure to appear for the final attestation, the student, legal representative or the student's relatives are obliged, no later than the day of the examination or defense of the thesis (project), master's thesis (project), to inform the chairman of the final attestation commission in writing about this fact, indicating a valid reason, and the first day attendance at the University, submit original documents of the established form (medical certificates, summons, and other documents) confirming the reasons for the absence. Also, on the first day of attendance at the University, the student submits an application to the SRSC addressed to the chairman of the final attestation commission for permission to change the timing of the final attestation, to which he attaches documents confirming the existence of a valid reason explaining the failure to appear at the final attestation.
- 3.17 The chairman of the commission for final certification, within one day, considers the student's application to change the timing of final certification and the submitted documents confirming the existence of a good reason, determines the authenticity of the documents, makes a decision on the satisfaction or dissatisfaction of the student's application on the basis of the Academic Policy, the Rules of Academic Integrity, and other internal regulations. - legal documents in accordance with the period of the final certification according to the academic calendar.
- 3.18 In case of failure to appear for the final attestation for a good reason, but without timely informing the chairman of the final attestation commission and / or not timely submission of documents confirming the existence of a good reason, untimely submission of an application by a student at the SRSC, the chairman of the final attestation commission recognizes the failure to attend the final attestation. certification as non-appearance without a valid reason.
- 3.19 Changing the timing of the final certification without a valid reason, without agreement with the chairman of the final certification commission, and outside the terms established by the academic calendar is not allowed.
- 3.20 The following reasons are considered to be good reasons for skipping classes, not showing up on time at the professional practice base, not showing up for the exam during the interim certification period, defending the report on professional practice, for the final certification: illness (personal or minor), death of close relatives (father , mother, grandmother, grandfather, sibling, child, spouse or spouse), business trip, industrial necessity, emergency events (natural disasters, accidents, etc.).
- 3.21 The participation of students in the public life of the University is considered by the dean of the faculty on an individual basis with the issuance of an appropriate order on the validity of the reasons for the absence from the classroom, the stages of passing the current and midterm control.
- 3.22 If students are provided with inaccurate documents indicating the existence of valid reasons, including medical certificates and other documents, disciplinary measures are applied to the student in accordance with the Rules of Academic Integrity, up to expulsion from the University.
- 3.23 Every student of the University, regardless of levels and forms of study, has the right to:
- 3.23.1 Obtaining a quality education in accordance with the state compulsory education standard.
- 3.23.2 Mastering in addition to the main EP (Major) additional EP (Minor).
- 3.23.3 Formation of an individual curriculum, taking into account the existing prerequisites.
- 3.23.4 Mastering academic credits of EP during one or more academic periods in universities of

the Republic of Kazakhstan and foreign universities under the programs of academic and credit mobility at the expense of the republican budget of the Republic of Kazakhstan or own funds, or extra-budgetary funds of the University.

- 3.23.5 Extension of the session, the terms of defense of reports on professional practice, research work, if there is a valid reason, within the academic calendar approved for the academic year.
- 3.23.6 Participation in the management of the University in the forms established by the current legislation and internal regulatory documents of the University, including in the discussion and solution of the most important issues of the University's activities.
- 3.23.7 Transfer, restoration, expulsion and provision of academic leave in the manner prescribed by the current legislation of the Republic of Kazakhstan and the Academic Policy of the University.
- 3.23.8 Participation in all types of research work, in conferences, symposia, meetings, competitions, olympiads, to submit their works for publication, including in the publications of the University.
- 3.23.9 Membership in student government bodies, governing bodies of the University, faculty, Academic committees, etc.
- 3.23.10 Free expression of one's own point of view about the methods, techniques and technologies of teaching used at the University, making proposals for their improvement, assessing the quality of teaching disciplines and other types of educational work of teaching staff.
- 3.23.11 Use of sports, assembly halls, the Library, (subscriptions and reading rooms), a swimming pool, services of educational, scientific and other departments of the University when carrying out activities provided for by the educational process at the University.
- 3.23.12 Respect for one's human dignity, freedom of conscience, obtaining information.
- 3.23.13 Employment during free time from studies in organizations of any organizational and legal forms as agreed with the dean, subject to mandatory attendance at training sessions and the timely completion of other types of educational work within the EP.
- 3.23.14 Accommodation in a student hostel of the University, subject to the availability of free beds.
- 3.23.15 Encouragement and reward for success in studies, research and creative activities.
- 3.23.16 Other rights provided for by the current legislation of the Republic of Kazakhstan and the internal documents of the University.
- 3.24 Student of M. Kozybayev NKU, regardless of the level and forms of education, is obliged:
 - 3.24.1 Master the EP in full, having mastered knowledge, skills, practical skills and competencies in accordance with the requirements of the state compulsory educational standard.
 - 3.24.2 It is mandatory to attend all types of training sessions, to start professional practice in a timely manner, to complete all types of study assignments within the time limits established by the academic calendar, individual curriculum, individual work plan of a master's / doctoral student, professional practice schedule, working educational program (syllabus), timely submit reports on professional practice for the defense, pass all types of progress control and final certification established in accordance with the EP.
 - 3.24.3 In case of missing training sessions, stages of passing the current and midterm control, not timely attendance at the professional practice base, for the exam during the intermediate certification period, for the final certification, defense of the professional practice report for valid reasons, notify the University in accordance with clauses 3.8, 3.12, 3.16 of this

Academic Policy.

- 3.24.4 Eliminate the academic difference within the time frame and on the conditions established by the relevant order of the Rector of the University and / or the student's individual plan.
- 3.24.5 Eliminate academic debt in the summer semester or in the following academic periods on a paid basis.
- 3.24.6 Strictly comply with the Academic Policy, the Rules of Academic Integrity, the Code of Honor of the student of M. Kozybaev NKU.
- 3.24.7 Pass the procedure of nostrification / recognition of the educational document in case of admission on the basis of a foreign educational document during the first semester of study after enrolling in the University.
- 3.24.8 Timely inform the University about changes in marital status and contact (place of residence, phone number, e-mail, etc.) and other information provided to students when enrolling in the University.
- 3.24.9 Take care of your health, strive for spiritual and physical self-improvement.
- 3.24.10 Maintain loyalty to the legitimate interests of the University, exercise their rights and perform duties in relation to the University in good faith and reasonably, not take actions that cause financial damage to its interests, as well as damage to the image and business reputation.
- 3.24.11 Maintain the honor and dignity of the student of the University, preserve and enhance the best traditions of the University.
- 3.24.12 Fulfill the requirements of the Charter of the University, the Academic Policy of the University and other internal regulatory documents of the University on the organization of educational and upbringing processes.
- 3.24.13 To fulfill in good faith the terms of the agreement concluded by him\her with the University on the provision of educational services, as well as other contracts and agreements.
- 3.24.14 Timely pay the tuition fees in accordance with the agreement on the provision of educational services (for students on a paid basis).
- 3.24.15 Properly execute orders, orders, instructions and instructions of the administration of the University, faculty, heads of departments, issued by them within their competence.
- 3.24.16 Regularly get acquainted with the announcements and information posted by the administration of the University, the faculty on the information stands of the departments that are administrators of the EP, faculties, daily visit the official website of the University and get acquainted with the information posted on the website.
- 3.24.17 Know and study the laws and other regulatory legal acts in force in the Republic of Kazakhstan governing the rules and procedure for studying in higher educational institutions of the Republic of Kazakhstan, the Academic policy of the University and other internal regulatory documents.
- 3.24.18 Respect the honor and dignity of the teaching staff, other employees of the University, as well as persons studying at the University.
- 3.24.19 Observe the established internal regulations of the University, public order, generally accepted norms of behavior.
- 3.24.20 Observe the admission regime established at the University, including not transferring your document granting the right of admission to the territory, in the classroom and in the University departments, and not to use the document issued to another person.

- 3.24.21 Observe the rules of living in a dormitory established by housing legislation, internal regulations of the University and the rental agreement.
- 3.24.22 Observe the rules of safety, fire safety, industrial sanitation and personal hygiene.
- 3.24.23 Prevent, including during extracurricular hours, actions for which the legislation of the Republic of Kazakhstan provides for administrative or criminal liability.
- 3.24.24 Upon expulsion from the University, before the date of expulsion: submit to the Student Department the student card, library card and other documents issued to the student by the University; if there is a financial debt to the University, pay off the debt in full; sign and submit a workaround to the Student Department.
- 3.24.25 In case of damage to the property of the University as well as property of third parties for which the university is responsible by virtue of legislative acts or a contract, the student bears full material liability and compensate the losses caused to the university in accordance with the procedure established by the current legislation of the Republic of Kazakhstan, voluntarily or on the basis of a court decision.
- 3.25 Termination of the contract about providing educational services between the university and the student after causing damage (harm) does not involve release of the student from liability on compensation of the caused damage (harm) to the university.
- 3.26 Ignorance of students with the norms of the current legislation, contracts and agreements concluded by them and other internal normative documents and organizational and administrative acts of the university administration does not exempt the student from liability and obligations to compensate for damage (losses) caused to the university students.
- 3.27 In M. Kozybayev NKU of the following system of consideration of addresses of students by administration of the university functions: an advisor → the head of the department, the being administrator of EP → dean's office (the dean, the deputy dean for the direction) → the vice rector for the direction → the First vice rector → the rector.
- 3.28 All other students applications, including for the receipt of public services and services of the University, are submitted personally by students to the Center for Education and Science, egov, state corporation.
- 3.29 A student who believes that the services provided by the university do not meet his/her expectations has the right to file a complaint or apply to the University administration in accordance with the internal regulatory documentation. The procedure of consideration of addresses and complaints of students is implemented according to the scheme: the head of the department → dean of faculty → Member of the Management Board in areas → Chairman of the Board → rector.
- 3.30 Complaints of students addressed to the rector can be received through the boxes "Rector's Post" installed in all educational buildings through personal appeal on reception days, appeal to the rector's blog.
- 3.31 For violation of the educational discipline, Rules of internal regulations, Academic policy, Rules of academic Honesty, Rules of residence in the hostel, Code of Honor of the student of M. Kozybayev NKU, one of the following disciplinary penalties may be applied to the students: reprimand; strict reprimand; penalty; eviction from the hostel; expulsion from the university.
- 3.32 In order to stimulate creative activity and civic initiative of students, to increase efficiency of educational and scientific, social, cultural and creative, sports activity in M. Kozybayev NKU there is a system of material and intangible encouragement to students.
- 3.33 The university applies the following forms of non-material encouragement to students:

announcement of gratitude; rewarding with the certificate of Honesty/diploma; a letter of gratitude to the student and/or his\her parents (legal representatives), presentation of the student's experience and performance (participation in competitions, olympiads, seminars, exhibitions, printing of publications, etc.).

- 3.34 Students of the University who have disciplinary sanctions are not presented with incentives.
- 3.35 The application of the incentives established at the University is based on the principles of unity of requirements and equality of conditions for the application of incentives for all students; publicity; rewards for personal or team achievement; promoting efficiency and quality; the relationship between moral and material incentives.
- 3.36 For the period of the state of emergency and / or the quarantine regime, the effect of clauses 3.7, 3.8, 3.9, 3.10, 3.11, 3.12, 3.13, 3.16, 3.17, 3.18, 3.20 shall be suspended.

4. Enrolment Policy for education Subjects

- 4.1 M. Kozybayev NKU implements credit technology of training, carried out on the basis of choice and independent planning of individual educational trajectory of training aimed at achievement of training results.
- 4.2 According to the credit training technology each student must undergo the procedure of registration (recording) and re-registration for training disciplines.
- 4.3 Within the framework of the procedure of students' registration for educational disciplines of M. Kozybayev NKU creates conditions for maximum individualization of training, implements freedom of students to choose disciplines and (or) modules included in the ESRT and teachers, ensures direct participation of students in the formation of the IEPB.
- 4.4 The order of choice and mastering of disciplines for students under the main educational program is carried out taking into account the presence of prerequisites.
- 4.5 The procedure for choosing and mastering disciplines under the additional educational program for students is carried out to obtain additional competences in related or specialized EP as well as to meet the student's personal needs.
- 4.6 Registration of students for training disciplines is organized by the SRSC. At the same time advisors are appointed for organizational-methodological and consulting works.
- 4.7 The students' registration for educational disciplines is carried out in accordance with the academic calendar.
- 4.8 Students enrolled in the EP in the current academic year after the issuance of the enrollment order and the procedure for recognition of the results of formal and non-formal education undergo the procedure of registration for educational disciplines no later than 10 calendar days.
- 4.9 Students of 2-5 courses undergo the procedure of registration for training disciplines during the period from March 1st to March 15th.
- 4.10 The students' registration for training disciplines is preceded by an organizational week from 21st to 28th February organized by the deanaries.
- 4.11 In the framework of the organizational week in accordance with the schedules approved by the deans of the faculties of advisors, consultations of students and presentations of training courses by teachers are carried out.
- 4.12 Advisors at consultations without fail conduct introductory and methodological work on the formation of an IEP.

- 4.13 The student in the process of registration for educational disciplines has the opportunity to choose discipline, teacher and language of discipline study (Kazakh, Russian or English).
- 4.14 The choice of subjects, teachers and language of study is made voluntarily by the learners according to their individual educational needs.
- 4.15 If the number of students registered for the discipline is less than the minimum set by the university, the discipline is considered to be unprofitable and the students must undergo a re-registration procedure.
- 4.16 The procedure of re-registration for educational disciplines for students enrolled in the current academic year is carried out from September 1st to September 5th, for students of 2-5 courses from April 1st to April 15th, for students of 2-5 courses learning disciplines and/or professional practice in the summer semester from August 25th to August 30th.
- 4.17 On the basis of choice and recording of subjects, the student's individual education plan is formed for the academic year.
- 4.18 IEP of students are approved by the dean of the faculty, stored in the dean's office and serves as the basis for monitoring the implementation and development of the EP by the student.
- 4.19 Individual education plans are developed and approved: for students enrolled in the current academic year within 15 calendar days from the date the enrollment order was issued, for students in 2-5 courses until April 30th, for students in 2-5 courses learning disciplines and/or professional practice in the summer semester until August, 25th.
- 4.20 Changes of the student's IEP after the procedure of approval by the dean of the faculty are not allowed.
- 4.21 If the student has not made the choice of training disciplines within the specified time frame, has not registered for the disciplines and has not formed his own IEP, the working education plan of this course is taken as the basis of its training and the disciplines are determined by the head of the department.

5. Training planning, organization and implementation policy

- 5.1 The organization, planning and implementation of the educational process in M. Kozybayev NKU is carried out according to the credit technology of training (CTT).
- 5.2 The duration of the academic year at M.Kozybayev NKU is determined by the academic calendar which is approved by the decision of the Academic council of the university.
- 5.3 The academic year begins on September 1st and consists of academic periods-semesters of theoretical training (lasting 15 weeks), intermediate knowledge control (examination sessions), final certification (for graduation), professional practice, summer semester, holidays.
- 5.4 In order to meet the needs for additional training, elimination of academic debt or differences in curricula, study of educational disciplines and learning of credits to students in other educational organizations with mandatory re-payment in their organization of higher and (or) postgraduate education, improvement of the average academic performance (GPA), mastering of a related or additional educational program including in the framework of double education on a paid basis (both for students on a fee basis and for holders of an educational grant and a state order), a summer semester of at least 6 weeks is organized. The summer semester is due to be completed by August 25th.
- 5.5 The summer semester is not organized for students of the graduate course.
- 5.6 The summer semester provides an opportunity for students to eliminate the unsatisfactory

rating in disciplines, the difference in disciplines created by translation or restoration, to make adjustments to the individual plan through timely examination of prerequisites.

- 5.7 Within the summer semester the student has the right to master no more than 2 credits per week .
- 5.8 During the whole period of study at the university, the student must master the necessary number of credits determined by the SCES and SGCPEs.
- 5.9 The full teaching load of one academic year corresponds to 60 academic credits or 1,800 academic hours. At the same time within one semester the student learns 30 academic credits (at typical load).
- 5.10 Based on the results of registration of students for educational disciplines, the individual education plan form working education plan, define the educational load and number of regular units for each EP and department.
- 5.11 Working education plans are approved at the meeting of the faculty's council.
- 5.12 Training sessions are conducted as scheduled. The schedule of training sessions is drawn up for each semester of the academic year and approved by the Member of the Board for Academic Affairs.
- 5.13 The schedule of training sessions is drawn up in accordance with the working education plans of the EP on the principle of "Discipline – Teacher".
- 5.14 The schedule of classes is a document subject to unconditional execution, both by teachers and students.
- 5.15 Training sessions are conducted by the teaching staff of the relevant departments: professors, associate professors, senior teachers, teachers, experienced specialists involved in production.
- 5.16 Lecture occupations are provided with the teachers having an academic degree of the doctor of science and (or) candidate of science, degree of the doctor of philosophy (PhD) and (or) the doctor on a profile, academic statuses (the associated professor (associate professor), professor) and also with the academic degrees of the master of the corresponding sciences and (or) the senior teachers with at least three years of experience in the position of a teacher or experience of practical work in the profile of at least five years.
- 5.17 Scientific workers, honored figures of culture, art, sports, members of creative unions, specialists-practitioners from production may be involved in lecture classes and other types of training sessions.
- 5.18 The management of theses (projects), master theses (projects), doctoral dissertations, scientific training, research practitioners are carried out by the teachers appropriate qualification requirements in accordance with the level of education.
- 5.19 Heads of departments during the semester control the conduct of HETP training sessions, mutual attendance, organize replacement of training sessions in case of temporary incapacity for work or HETP business trips.
- 5.20 Deans of faculties, supervise the conduct of HETP training sessions, attendance of training sessions by students, current performance of students and results of admission rating, results of intermediate and final certification and procedure of intermediate and final certification.
- 5.21 The learning process at M. Kozybayev NKU is provided by the following training and methodical documentation: EP; Work education programmes (syllabuses); Electronic training and methodical complexes of disciplines (EEMCD).

- 5.22 The form, structure, procedure of development and approval of training and methodical documentation are defined by ISD of NKSU 53 Rules on development and design of educational programs in M. Kozybayev NKU and ISD of NKU 39 Requirements and methodological recommendations on design and development of training and methodical documentation in M. Kozybayev NKU.
- 5.23 EP at all levels of training are built on a modular basis, developed in accordance with the National Qualifications Framework, the sectoral qualifications framework and professional standards and are focused on the learning outcome.
- 5.24 Each outcome of training by EP, module, discipline, professional practice should be checked by appropriate evaluation means and have evaluation criteria.
- 5.25 The content of the basic EP (Major) of higher education consists of disciplines of three cycles: General Education Subjects (GES), Basic Subjects (BS) and Principle Subjects (PS). The GES cycle includes core component (CC) and component for choice (CCh) disciplines. BS and PS cycles include subjects of university component (AC) and component for choice (CCh).
- 5.26 Work education programmes (syllabuses) of disciplines are developed in all disciplines of EP by the teacher conducting lecture classes and are approved by the faculty's EMC until June 30, and are placed in the electronic library.
- 5.27 The content of all types of professional practices is determined by the training programs of the practices. A separate practice work education programme is being developed for each type of professional practice.
- 5.28 Training programs of practices are developed by departments and approved by the faculty's EMC until June 30, and are placed in the electronic library.
- 5.29 The schedule of final attestation is drawn up by the CORC, approved by a member of the Management Board for AA. The schedule of intermediate attestation is made by the EPOD DAA, approved by the Member of the Board for Academic Affairs.
- 5.30 The form of final certification is writing and defence of diploma work (project), the departments develop methodological recommendations for the performance of diploma works (projects) which are approved by EMC of the faculty before the beginning of the academic year and are placed in the electronic library of M. Kozybayev NKU.
- 5.31 The Head of the Department is responsible for providing students with work education programmes (syllabuses) of disciplines, training programs of practices, program of complex examination of final certification, methodological recommendations of professional practice, methodological recommendations on performance of diploma works (projects), master's theses (projects), doctoral theses before the beginning of the academic year.
- 5.32 Training and educational and methodical materials (textbooks, study guides, manuals, methodical instructions and recommendations, courses of lectures, tests, electronic educational editions, etc.) are developed by HETP according to the approved individual plans of the teacher, plans of the departments' work, plans of the edition of educational and educational and methodical literature.
- 5.33 The training load of the student is divided into classroom and out-of-audience.
- 5.34 The classroom load of the student includes: lecture classes, practical classes, laboratory classes, studio classes.
- 5.35 SIWT is planned for the teacher leading lecture classes, in the absence of lecture classes, the teacher leading practical classes.

- 5.36 SIWT is included in the general schedule of training sessions. This type of work includes consulting on the most complex issues of the curriculum, performing tasks, monitoring semester work, reports and other types of tasks of independent work.
- 5.37 All types of individual work are necessarily described in the working curriculum (syllabus) with specific tasks, evaluation criteria and their delivery schedule. The SIW tasks are determined by the number of discipline modules, and the deadlines for completing the tasks, and the deadlines for completing the module study.
- 5.38 The student may not be present in the audience according to the SIWT schedule, if the performance of tasks of individual work does not cause difficulties for him or was completed in advance and all types of SIW tasks in the discipline were handed over. At the same time, all developments and improvements by students are accepted by the teacher only at the SIWT. At other times, the teacher has the right to refuse to work out and refine the points of the student.
- 5.39 The presence of the teacher in the audience according to the SIWT schedule is mandatory. It is not allowed to replace SIWT with lecture, practical, laboratory or studio classes.
- 5.40 Training using DLT in all EPs is based on a combination of classroom, distance classes and SIWs.
- 5.41 When training using DLT, it is possible to change the ratio of academic hours of classroom, out-of-audience classes, hours for preparing and passing exams in the discipline.
- 5.42 Training with the DLT use is implemented through conducting training sessions on-line, off-line on online platforms, individual work of students. The content of the materials accompanying the educational process is posted on the main portal of M.Kozybayev NKU (www.nkzu.kz).
- 5.43 For the period of the emergency state and/or the regime of quarantine and/or the regime of restrictive measures, the educational process is organized in mixed and/or remote and/or traditional formats in accordance with the Rules of the educational process organization using distant learning technologies in NKU named after M. Kozybayev.
- 5.44 Paragraphs 5.40 are suspended during the emergency state and/or quarantine.
- 5.45 Training sessions are held on online platforms. In the context of a pandemic, emergency, quarantine, the educational process is carried out using distant learning technologies.

6. Policy of organization and conduct of professional practice and identification of enterprises (organizations) as bases of practice

- 6.1 The professional practice of students is organized in accordance with the internal regulatory documents of the university.
- 6.2 During the emergency state and/or quarantine regime, professional practices at the university are organized in accordance with the internal regulatory documents/acts of the university.

7. The policy of evaluating the educational achievements of students

- 7.1 The policy of evaluating students' academic achievements is carried out in accordance with internal regulatory documents and is based on the principles of academic integrity, unity of requirements, objectivity and fairness, openness and transparency.
- 7.2 The Dean of the faculty constantly monitors the academic performance, academic debt, academic difference of students.

- 7.3 Students' academic achievements are evaluated according to the point-rating letter system of knowledge assessment. For all types of control, students' academic achievements are evaluated on a 100-point scale.
- 7.4 The final grade according to the results of the exam is given in points and a letter grade. The ratio of the total points according to the exam results and the assessment in the letter system is shown in the table:

| Evaluation by letter system | Digital equivalent | Points (%) | Evaluation by the traditional system |
|------------------------------------|---------------------------|-------------------|---|
| A | 4,0 | 95-100 | Excellent |
| A- | 3,67 | 90-94 | |
| B+ | 3,33 | 85-89 | Good |
| B | 3,0 | 80-84 | |
| B- | 2,67 | 75-79 | |
| C+ | 2,33 | 70-74 | Satisfactory |
| C | 2,0 | 65-69 | |
| C- | 1,67 | 60-64 | |
| D+ | 1,33 | 55-59 | |
| D | 1,0 | 50-54 | |
| FX | 0,5 | 25-49 | Unsatisfactory |
| F | 0 | 0-24 | |

- 7.5 Retaking of the positive assessment on the final control in order to increase it is possible only during the summer semester.
- 7.6 Within two months after enrollment, each master's student is appointed a supervisor to lead the master's thesis (project).
- 7.7 To guide a doctoral dissertation, a doctoral student is assigned a scientific guide within two months of enrollment. The topic of the doctoral dissertation is determined during the first semester.
- 7.8 Scientific guidance and topics are approved by order of the Chairman of board of directors on the basis of the decision of the Board of Studies.
- 7.9 For conducting final attestations on the basis of the representations of the deans of faculties and the decision of the Board of Studies of M.Kozybayev NKU, the chairman and the composition of the attestation commission for final attestation are approved by the rector's order until January 10. The Chairman of the final attestation commission is approved for no more than three consecutive years.
- 7.10 For the final attestation on the basis of the submissions of the faculties' deans, the composition of the final attestation appeal commission is approved by the rector's order no later than 10 days before the final attestation start.
- 7.11 The Chairman of the final attestation appeal commission is a member of the Management Board for AS.
- 7.12 Written evaluated works of students (course, thesis (projects), master's theses (projects) are tested for the presence of borrowed material and the use of text with synonymous replacement of words and expressions without changing meaning (paraphrases), including borrowing. The doctoral dissertation is being tested for the discovery of borrowing the text of other authors at the National center for state scientific and technical expertise.
- 7.13 The results of the final verification of the thesis (project), master's thesis (project) using the

licensed version of the verification system for the borrowed material are taken into account when issuing the final assessment to the student and are attached to the recall of the supervisor.

- 7.14 A student who has fully completed the educational process in accordance with the requirements of the SGCSHE, EP and individual curriculum, who does not have any arrears in tuition fees, is allowed to complete the final certification.
- 7.15 A graduate student who has not fulfilled the requirements of the individual curriculum, who has not mastered the EP in full, remains for a second course of study without passing the summer semester.
- 7.16 Admission to the final attestation of undergraduate students is issued by the order of the dean of the faculty in the form of a list with the indication of surnames, names, patronymics, specialties (EP) no later than 5 days before the start of the final attestation and is submitted to the attestation commission.
- 7.17 Admission to the final attestation of undergraduates is issued by the order of the rector of M.Kozybayev NKU no later than 10 days before the final attestation start and is submitted to the attestation commission or the dissertation council.
- 7.18 No later than five days before the start of the defense of the thesis (project), the student submits to the secretary of the attestation commission: a thesis (project) or a master's thesis (project); a review of the supervisor of the thesis (project) or master's thesis (project), which gives a reasoned conclusion "allowed for defense" or "not allowed for defense"; a review of the thesis (project) or master's thesis (project), which gives a comprehensive description of the thesis (project) or master's thesis (project) submitted for defense and a reasoned conclusion with an indication of the assessment according to the point-rating letter system of knowledge assessment and the possibility of awarding an academic degree, plagiarism check certificate.
- 7.19 The student is allowed to defend his/her thesis (project) and master's thesis (project) both in case of positive and negative conclusion of the reviewer.
- 7.20 A prerequisite for admission of a master's thesis (project) to the defense is the availability of at least one publication on the dissertation (project) topic in scientific publications or in the materials of an international or republican scientific conference and the completion of a scientific internship.
- 7.21 Review of the thesis (project) is carried out only by external specialists from third-party organizations whose qualifications correspond to the profile of the defended thesis (project).
- 7.22 The review of master's theses (project) is carried out only by external specialists with degrees, academic titles, an academic degree of Ph.D. (Phd), a doctor in profile or a master's degree from third-party organizations, the qualification of which corresponds to the profile of the defended master's thesis (project).
- 7.23 Reviewers of theses (projects), master's works (projects), doctoral dissertations are approved by order of the rector of M.Kozybayev NKU with a general list on the proposal of the head of the graduating department with an indication of the work place, position and education (academic degree in a specialty, basic education in a diploma of higher education) until March 30.
- 7.24 The defense of a thesis (project), a master's thesis (project) is carried out at an open meeting of the attestation commission with the participation of at least two-thirds of its members.
- 7.25 The defense of doctoral dissertations is carried out at a meeting of the dissertation council.

- 7.26 The results of passing complex exams and defending a thesis (project), a master's thesis (project) are announced on the day of their holding after signing the minutes of the meeting of the attestation commission.
- 7.27 All meetings of the attestation commission are formalized by the protocol. The minutes of the meetings of the attestation commission are kept individually for each student. The protocol is filled in by the secretary of the attestation commission, who does not have the right to vote.
- 7.28 The minutes of the attestation commission meeting in the archives of the university in accordance with the Law of the Republic of Kazakhstan “On National archive fund and archives”.
- 7.29 Students who passed the final assessment and confirmed the assimilation of appropriate educational programs of higher or postgraduate education, the decision of the attestation commission awarded the degree “bachelor” or “master” or are awarded the qualification of “specialist” and is issued free of charge diploma application.
- 7.30 The appendix to the diploma is filled out on the certificate basis on the implementation of an individual curriculum by the student in accordance with the grades he/she received in all disciplines in the amount provided for by the curricula and programs, course papers (projects) passed, types of practices and the final certification results.
- 7.31 In the appendix to the diploma, the latest grades for each academic discipline are recorded according to the point-rating letter system of knowledge assessments, indicating its volume in loans and academic hours.
- 7.32 A student who passed exams, defended reports on professional practice, who completed RW/RE with grades A, A – “excellent”, B-, B, B + “good” and has an average academic performance score (GPA) for the entire period of study not lower than 3.5, as well as passing a comprehensive exam or defending a thesis (project) or master's thesis (project) with grades A, A– “excellent”, a diploma with honors is awarded (excluding assessment on military training and other types of additional training).
- 7.33 A student who has had a retake or re-examination during the training period does not receive a diploma with honors.
- 7.34 Upon completion of the certification commission work, its Chairman writes a report and submits to the meeting of the Board of Studies of M.Kozybayev NKU for discussion and approval.
- 7.35 The list of graduates who have completed undergraduate and master's degree programs, with their names, first names, middle names (if any), educational programs and numbers of diplomas issued, is prepared by the SRSC and signed by the rector of the university, submitted to the authorized body in the field of education within a month after the issuance of the graduation order.
- 7.36 Peculiarities of the organization of current, frontier controls and intermediate and final certification within the framework of the organization of the educational process with the DLT used during the emergency state and/or the quarantine regime are determined by the rules for the organization of the educational process using distant learning technologies in NKU named after M.Kozybayev.
- 7.37 Paragraphs 7.16, 7.17, 7.18 are suspended for the period of the emergency state and/or quarantine.

8. Policy on transfer, recovery, deduction and granting of academic leave

- 8.1 The student has the right to transfer, reinstate, deduct and grant academic leave.

- 8.2 Students are transferred from one EP to another, from one form of training to another, from one higher educational institution to another, from one language of study to another, from paid training to an educational grant, and vice versa, from course to course.
- 8.3 The procedure of translation and readmission is possible only at vacation time.
- 8.4 The transfer and readmission takes place on the basis of the application of the trainee addressed to the Chairman of the Board of NKU named after M.Kozybayev which is submitted to SRSC.
- 8.5 When transferring to another university, the student submits an application for transfer to the Chairman of the Board of NKU named after M.Kozybayev, to which is attached a completed workarround and a request for a personal file and/or an extract from the order for enrollment in another university, no later than ten days before the start of the next academic period (semester). The student is transferred to another university from the date of the request or the date of the enrollment order.
- 8.6 A student at transfer or readmission to NKU named after M.Kozybayev from another university submits an application for transfer to the SRSC no later than ten days before the beginning of the next academic period (semester).
- 8.7 An application for transfer from paid training to training on an educational grant on a competitive basis, the student submits to the SRSC during the summer holidays until July 30, during the winter holidays until January 10.
- 8.8 When transferring from one EP to another, from one form of training to another, from one language of study to another, the student submits an application for transfer to the SRSC no later than ten days before the beginning of the next academic period (semester).
- 8.9 Applications for transfer or readmission submitted by trainees at a later date shall not be accepted or considered by the SRSC.
- 8.10 Students admitted to M.Kozybayev NKU within the framework of the project “Mangilik el zhastary – industriyaga”! (“Serpin – 2050”), as well as for pedagogical specialties within the allotted quota, are transferred to another university only on a paid basis.
- 8.11 NKU named after M.Kozybayev when transferring a student from another university takes into account the direction of preparation, the profile of the educational program, educational achievements, as well as cases of violation of students’ academic integrity.
- 8.12 The student has the right to transfer to NKU named after M.Kozybayev if he/she completed the first academic period, that is, he/she mastered at least 30 academic loans or 900 academic hours in accordance with the transcript.
- 8.13 A student wishing to transfer to NKU named after M.Kozybayev from other universities, but having an academic debt of more than 30 loans or more than 2 F, FX grades in a transcript or academic certificate, is not admitted to the university.
- 8.14 A student who, when transferred from another university, has an academic debt or academic difference of more than 5 loans for graduation is not accepted.
- 8.15 Transfer of a student from groups of educational programs of higher education that require creative training to other groups of educational programs is carried out in the presence of an UNT certificate with a score not lower than the established threshold score. The transfer of students from foreign universities to M.Kozybayev NKU is carried out according to educational programs for which the university has a state educational order for the appropriate level of education, field of education and year of admission and (or) international specialized accreditation of national and (or) foreign accreditation bodies included in the registers and (or) associations of accreditation bodies of the Organization for Economic Cooperation and Development (OECD) member states in the field of

education.

- 8.16 Transfer and readmission of persons enrolled in the university by full-time study on a paid basis who have not scored a threshold score according to the UNT results, with UNT results with non-conforming combinations of specialized subjects with canceled UNT results, is carried out if the UNT certificate is available with a score not lower than the established threshold score.
- 8.17 The transfer of the student from a paid basis to an educational grant is carried out in accordance with the regulatory requirements of the Ministry of Education and Science of the Republic of Kazakhstan in the presence of vacant places on a competitive basis.
- 8.18 The transfer of the trainee from the course to the course is carried out in accordance with the order of the rector on the transfer. Orders of the rector are formed on the basis of representations of faculties' deans. The first order is issued in July following the results of the summer examination session. The second order is issued by August 25 according to the results of the summer semester.
- 8.19 The basis for the transfer of the student from the course to the course (with the exception of the graduation course) in all educational programs, with the exception of the EP in the field of education 6B10 Health and social security (medicine), is the implementation of an individual curriculum and the absence of financial indebtedness to pay for training. A student with academic debt of more than 16 academic loans is not transferred from course to course.
- 8.20 The basis for transferring a student from a course to a course in the EP in the field of education 6B10 Health and social security (medicine), is the implementation of an individual curriculum, the set of average academic achievement (GPA) is not lower than the one established in NKU named after M.Kozybayev and the absence of financial indebtedness to pay for training. A student with an academic debt of more than 16 academic loans, or who has scored an average academic achievement score (GPA) below the level established at the university from course to course, is not transferred.
- 8.21 A student with academic debt of more than 5 graduation loans is not transferred.
- 8.22 A student on a paid basis who is financially indebted to pay for the training from the course to the course is not transferred.
- 8.23 A student who has not been transferred to the next course remains on a repeat course of study or is expelled for academic failure.
- 8.24 For registration of training on the second course, the student shall submit an application to the SRSC to the Chairman of the Board - the Rector by August 20. Based on the application of the student, an order is issued for training on a second course.
- 8.25 A student who has not applied for re-education shall be expelled for academic failure by order of the Chairman of the Board - the Rector on the basis of the presentation of the Dean of the Faculty by August 26.
- 8.26 In NKU named after M.Kozybayev, the average student achievement score for transfer from the course to the course in the EP in the field of education 6B10 Health and social security (medicine), is defined as follows:
- on the 2nd course - not less than 2.5;
 - on the 3rd course - not less than 2.7;
 - on the 4th course - not less than 2.9;
 - on the 5th course - not less than 3.0.

- 8.27 A student who is the holder of an educational grant left for a second course of study is deprived of an educational grant and continues his/her further training on a paid basis.
- 8.28 A student may recover from one higher educational institution to another, from one form of education to another, from one EP to another, from one language of study to another, with the passing of an academic difference in the work curricula, with the exception of persons who have not completed the first academic period, that is, have not mastered 30 academic loans.
- 8.29 The student can be reinstated in NKU named after M. Kozybayev regardless of the terms of deduction.
- 8.30 A student who is expelled due to non-appearance for the final certification or as having received a rating of “unsatisfactory” (F, FX) according to the results of the final certification more than one school year ago is readmitted to the graduation course according to a typical EP curriculum in force at the time of restoration. If there is an academic difference of not more than 18 academic loans, the student is readmitted for the last academic period (semester) of the difference. If there is an academic difference of more than 18 academic loans, the student is readmitted to the last course of study. In the absence of an academic difference, the student is readmitted to the final certification.
- 8.31 A student on a paid basis, deducted for non-payment of the cost of training, in case of payment of arrears, is readmitted and within four weeks from the date of deduction and continues to study in his/her academic flow. The readmission takes place on the basis of the application of the student in the name of the rector of NKU named after M. Kozybayev, which is submitted to the SRSC. Applications for readmission submitted by students after four weeks from the date of expulsion are not accepted or considered by the SRSC.
- 8.32 The student may be expelled from the university: of his/her own free will; in connection with transfer to another university; for violation of the Rules of internal regulations and the Charter of M. Kozybayev NKU; non-fulfillment of the terms of the contract for the provision of basic educational services; for absence from academic leave within 15 days after its completion without good reason; for academic failure; for failure to appear for final certification or receipt of an “unsatisfactory” rating based on the results of the final certification (F, FX); for passes in the amount of 40 or more academic hours in one academic period without good reason; for not passing the procedure of nostrification or recognition of a foreign diploma during the first academic period; for violation of the Rules of residence in student dormitories of NKU named after M. Kozybayev; for violation of the Rules of academic integrity of NKU named after M. Kozybayev; in connection with death; as not having commenced the training in a timely manner; for providing fraudulent documents on previous education on the basis of a decision on an examination to establish the authenticity of the document, in the event of the entry into force of the court sentence, by which the student is sentenced to imprisonment or other punishment that excludes the possibility of continuing his studies. Students who do not score a threshold score according to the UNT results, who are enrolled in the university on a paid basis, are expelled from the university if they do not participate or do not score a threshold score when re-passing the UNT during the year within the established time frame upon completion of the first or second academic period of study.
- 8.33 A student may be expelled of his or her own free will on the basis of a personal application addressed to the Rector and Chairman of the Board, which is submitted to the SRSC.
- 8.34 The student must pay for educational services for the period or sign an agreement on reimbursement of financial indebtedness for educational services before the date of submission of the application on a paid basis prior to submitting the application.
- 8.35 The dean of the faculty prepares a submission for expulsion of the student in the name of

the Chairman of the Board - the Rector in the following terms: for failure to fulfill the terms of the agreement for the provision of basic educational services within 5 days from the end of the examination session; in case of absence of the student without good reason from the academic leave - on the 16th day from the end of the academic leave; for missing 40 or more academic hours of classroom training in one academic period without good reason - within 3 days from the moment of discovery of this fact; for failure to appear for final certification or receipt of “unsatisfactory” assessment based on the results of the final certification (F, FX) - within 5 days from the end of the commission's work on the final certification; for academic failure - not later than 7 days before the beginning of the next academic period; in connection with death - within 2 days from the moment the relatives provide a certificate/certificate of death of the student; for providing fraudulent documents on the previous formation on the basis of the resolution on examination to establish the authenticity of the document - within 2 days from the moment of submission of the resolution by the authorized body; for violation of the Rules of academic integrity of NKU named after M. Kozybayev - within 10 days from the moment of discovery of violation of the Rules of academic integrity.

The student is expelled by order of the Chairman of the Board - Rector of NKU named after M. Kozybayev on the basis of the presentation of the Faculty's dean.

- 8.36 The dean of the faculty shall, within 1 day from the moment of the opening of circumstances indicating the student's death, submit an official note to the rector on the suspension of compensation payments or tuition fees.
- 8.37 The dean of the faculty prepares a submission for expulsion of the student in the name of the Chairman of the Board - the Rector in the following terms: for violation of the Rules of internal regulations and the Charter of NKU named after M. Kozybayev - within 3 days from the moment of the circumstances; for violation of the Rules of residence in student dormitories of NKU named after M. Kozybayev - within 3 days from the moment of the circumstances.
- 8.38 A student expelled from a university shall be issued a transcript signed by a member of the AS Management Board and sealed. All educational disciplines and (or) modules studied by the student with the indication of all the received assessments on the final control (exam), including FX and F scores corresponding to the equivalent “unsatisfactory” are necessarily recorded in the transcript.
- 8.39 Academic leave is granted to the student on the basis of: the conclusion of the medical advisory commission (MCB) at the outpatient and polyclinic organization, certified in the health center of M. Kozybayev NKU, lasting from 6 to 12 months due to illness; decisions of the Central Medical Consultative Board (CMCB) in the case of tuberculosis for a period not exceeding 36 months; conscription summons; birth, adoption or adoption of a child until he reaches the age of three.
- 8.40 In order to apply for academic leave, the student shall submit an application to the Chairman of the Board - the Rector and submit to the SRSC the documents provided for in paragraph 8.39 of these Rules.
- 8.41 On the basis of the submitted documents, the student department within 3 working days issues an order on granting the student academic leave with indication of its start and end dates.
- 8.42 To leave academic leave, a student who has been on an academic leave due to illness submits an application to the Chairman of the Board - the Rector and submits a certificate to the MCB (CMCB) from the healthcare organization that observed the patient, with an opinion on the possibility of continuing training in this EP (certified in the health center of NKU named after M. Kozybayev); a student who is on academic leave in connection with

conscription for military service, at the end of the service termin the Armed Forces of the Republic of Kazakhstan, submits an application for the continuation of training to which a copy of the military ticket is attached; at the end of maternity leave, childcare for a child under 3 years of age, the student submits an application for withdrawal from academic leave, to which he attaches a birth certificate of the child.

8.43 On the basis of the submitted documents specified in paragraph 8.49, the student department shall issue an order for the student to leave academic leave within three working days.

8.44 When returning from academic leave, the student continues his/her studies from the course (academic period) from which he issued this leave or with the course below.

9. Academic mobility policy

9.1 NKU named after M.Kozybayev stimulates the development of academic mobility of students, faculty and employees, including the organization of training, foreign practices and internships abroad, the involvement of foreign teachers in lectures and foreign top managers in management activities.

9.2 The goals, objectives and general rules for ensuring and implementing academic mobility in M.Kozybayev NKU correspond to the basic principles of the Bologna Declaration.

9.3 Students, HETP and employees of NKU named after M.Kozybayev (researchers, administrative and managerial personnel, training and support personnel) have the right to take part in academic mobility programs.

9.4 Implementation of specific forms and types of academic mobility is regulated by separate agreements with partner universities, action plans, cooperation agreements and their annexes.

9.5 Coordination of academic mobility programs in NKU named after M.Kozybayev is carried out by the CAMI.

9.6 Students can independently choose another university (at home or abroad), define a list of disciplines for study and submit an application to the CAMI.

9.7 On the basis of students' applications, the CAMI organizes the conclusion of a cooperation agreement with another partner university.

9.8 The university partner and its educational programs should be accredited in their country and entered in the Register of accredited educational organizations and accredited educational programs.

9.9 Internal academic mobility is ensured between universities that have signed the Taraz Declaration.

9.10 The deadline for sending applicants who have passed the competition for training within the framework of academic mobility is determined in each case separately in accordance with the beginning of the academic period in the country of study.

9.11 Education in foreign universities within the framework of academic mobility is carried out at the expense of: funds of the republican budget; the university's revenue from paid services; grants from employers, social, academic and scientific partners, international and domestic foundations and scholarships; personal funds of trainees.

9.12 Sending students abroad within the framework of academic mobility at the expense of the republican budget is carried out according to the quotas of the Ministry of Education and Science of the Republic of Kazakhstan.

- 9.13 Applicants for participation in the competition for study abroad at the expense of the national budget submit documents for participation in the competition through the portal of electronic Government and (or) the office of the university within 60 days from the date of announcement of the competition. The following documents are attached to the application: a copy of the passport of a citizen of the Republic of Kazakhstan; documents on education (according to the undergraduate program, a transcript on current academic performance is provided, according to the master's program - a bachelor's/specialist diploma with an appendix and a transcript on current academic performance, according to the doctoral program - a master's diploma with an appendix and an extract from the minutes of the meeting of the department on the relevance of the scientific dissertation and the need to send for training); document confirming the level of proficiency in a foreign language (for example, a certificate obtained through international systems for assessing knowledge of a foreign language or a letter of consent of a foreign university to accept a student with an existing level of a foreign language or the result of testing of NKU named after M.Kozybayev (not lower than B2 level); written consent of parents, guardians, legal representatives of the applicant to travel abroad, if he/she does not reach the age of 18 at the time of departure from the Republic of Kazakhstan; a document on the composition of the family, to confirm the large family of the student; document confirming the absence of parents from the student (for categories of students belonging to orphans or students left without parental care); document confirming the student's disability.
- 9.14 CAMI provides information and organizational support to selected applicants, facilitates the receipt of an official invitation of a foreign university, prepares an order for sending students to study abroad, monitors their performance and stay abroad, analyzes the received educational credits and their inclusion in the curriculum of the student, and is also responsible for the compliance of educational programs.
- 9.15 The university shall direct students abroad within the framework of academic mobility at the expense of the funds defined in clause 9.12 with the exception of the republican budget.
- 9.16 Trainees shall submit to CAMI a justification statement indicating the purpose of departure, destination, term, course and language of instruction, specialty, intended sources of financing.
- 9.17 Attached to the justification statement is a written recommendation of the leading department, written confirmation of the partner university about admission to training, individual curriculum and transcript.
- 9.18 CAMI organizes the work of the Commission for conducting a competition among students.
- 9.19 The main criteria for competitive selection are: completion of one academic period at his/her university, academic performance in “A”, “A-“, “B+”, “B”, “B-“, fluency in a foreign language (if possible, the availability of a certificate on passing a test in a foreign language).
- 9.20 With students who have passed the competition, NKU named after M.Kozybayev organizes the conclusion of a tripartite agreement between the student, sending and receiving university.
- 9.21 In case of sending for training at the expense of national companies, social partners, a four-party agreement is concluded.
- 9.22 The agreement indicates: personal data of the student (Surname, First name and Patronymic, sending university, country), details of training (receiving university, country), individual curriculum (list of disciplines selected for study at the receiving university with

indication of the discipline code, number of loans of the receiving university (if there is a national credit system), number of ECTS loans, time of study or industrial practice, semester of training).

- 9.23 On the basis of the official invitation of the partner university, the students draw up an individual curriculum and coordinate it with the head of the department.
- 9.24 Students in the host university undergo administrative enrollment procedures in accordance with the educational institution rules.
- 9.25 After completing their stay at the host university, students submit a transcript and an advance report (in case of training at the expense of the republican budget or university funds) to NKU named after M.Kozybayev.
- 9.26 On the basis of the transcript, the trainee according to the ECTS loan rewriting system.

Academic policy approved by the Board of Studies of NKU named after M.Kozybayev

August 27, 2021, Protocol No. 1.

| | | | |
|----------------------------------|--|---|--------------------------------------|
| <i>Edition:</i> <i>fourth</i> | <i>Approval date:</i> <i>27.08.2021</i> | <i>Effective Date:</i> <i>01.09.2021</i> | <i>Responsibility:</i> <i>DAA</i> |
|----------------------------------|--|---|--------------------------------------|