

**MINISTRY OF EDUCATION AND SCIENCE OF THE REPUBLIC OF KAZAKHSTAN
KAZAKHSTAN MARITIME UNIVERSITY**

Approved

At the meeting of the Academic Council

Protocol No. 7-1 of March 18, 2020

Chairman Of The Academic Council

_____ S. Zh. Aliev

**ACADEMIC POLICY
KAZAKHSTAN MARITIME UNIVERSITY (KAZMU)
(with changes from 18.03.2020)**

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This Academic policy of Kazmu is compiled in accordance with the Law of the Republic of Kazakhstan "on education", with standard rules and orders of the MES of the Republic of Kazakhstan,

Changes were made in accordance with the order of the Minister of education and science of the Republic of Kazakhstan A. Aimagambetov of 14.03.2020 N 108 "on strengthening measures to prevent the spread of COVID-19 coronavirus infection in educational organizations, organizations for orphans and children left without parental care during the pandemic"

Abbreviations used

MES - Ministry of education and science of the Republic of Kazakhstan

Kazmu-Kazakhstan Maritime University

GPA - Grade Point Average

SSO - State mandatory standard of education

DOT-distance educational technologies;

PRE-distance learning;

IOR-information and educational resources;

MOS-Modular educational program

NPA - Normative legal acts

OTD, division of remote technologies;

OP-Educational program

OR-registration office;

Teaching staff - teaching staff

Umkd - Educational and methodological complex of the discipline

UMR-educational and methodological work;

EUI-electronic educational publication;

EUMC-electronic educational and methodical complex.

DICTIONARY

academic mobility is the movement of students or research teachers to study or conduct research for a specific academic period (semester or academic year) at another UNIVERSITY (within the country or abroad) with the mandatory transfer of completed academic programs, disciplines in the form of academic credits at their own University or to continue their studies at another University;

academic freedom is a set of powers granted to subjects of the educational process to independently determine the content of education in the disciplines of the component of 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 teaching methods;

academic Calendar – calendar of educational and control events, professional practices during the academic year, indicating the days of rest (holidays and holidays);

schedule of the educational process – a document that defines the sequence and alternation of theoretical training, all types of practice, intermediate and final certification of students in courses for the entire period of training, indicating the days of rest (holidays and holidays);

academic credit (credit, Credit, Credit-hour) – a unified unit of measurement of the volume of scientific and (or) educational work (load) of a student and (or) a teacher;

academic period (Term) – the period of theoretical training established independently by the educational organization in one of three forms: semester, trimester, quarter;

academic rating of a student (Rating) - a quantitative indicator of the level of mastering the curriculum of disciplines and (or) modules and other types of educational activities, compiled based on the results of intermediate certification;

academic hour – a unit of volume in training or other types of educational work, 1 academic hour is 50 minutes, used in the preparation of the academic calendar (schedule of the educational process), training schedule, planning and accounting of educational material traversed, as well as planning for teaching load and accounting for the work of the teacher;

active handouts (APM) (Hand-outs) - visual illustrative materials distributed during training sessions to motivate students to successfully master the topic creatively (lecture theses, links, slides, examples, Glossary, tasks for independent work);

point-rating letter system for evaluating educational achievements – a system for evaluating the level of educational achievements in points that correspond to the internationally accepted letter system with a digital equivalent, and allows you to set the rating of students;

Distance education technologies - technologies implemented mainly with the use of information and telecommunications technologies in the mediated (at a distance) or not fully mediated interaction between the student and the teacher;

double-degree education – the opportunity to study in two educational programs of the curriculum in order to obtain two equivalent diplomas or one basic and second additional;

The European credit transfer and accumulation system (ECTS) is a method of converting loans received by a student abroad into loans that are credited for their degree upon return to their educational organization, as well as for accumulating credits within educational programs;

enrollment - the procedure for registering students for academic disciplines;

individual curriculum – a curriculum that is formed for each academic year by students independently with the help of an adviser based on the educational program and the catalog of elective disciplines and (or) modules;

individual educational trajectory is a list of academic disciplines and other types of educational

work that is determined by the student independently within the framework of the corresponding program.

Information and educational resources - formalized ideas and knowledge of an educational nature, various data, methods and means of their accumulation, storage and exchange between sources and consumers of information;

Information and educational portal - a systemically organized interconnected set of information resources and Internet services that contains administrative and academic educational and methodological information that allows you to organize the educational process on DOT;

GENERAL PROVISIONS

1. Kazmu trains specialists in programs of higher and postgraduate education (bachelor's, master's) on credit technology of training, the main task of which is to develop students' abilities to self-organization and self-education based on the elective educational trajectory within the framework of regulating the educational process and taking into account the volume of knowledge in the form of loans.

2. This Academic policy defines the procedure for organizing training in Kazmu on credit technology for higher and postgraduate education programs. The document includes the procedure for registering students to attend classes; conducting current, intermediate and final controls; organizing students' passage of all types of practices; evaluating students' knowledge; rules for transferring, restoring, expelling students; final certification, etc.

3. The planning of the educational process is based on state educational standards of higher and postgraduate education, schedule of the educational process, individual education plan students (IEP), modular educational programs, modular curriculum and working curriculum (WC) specialty.

4. the Amount of training load of students is measured in credits mastered during the academic period for each academic discipline;

5. for the entire period of study at the University, the student must master the required number of credits, determined by the Working curriculum of the specialty;

6. The development of the required credit is available for four academic years for undergraduate and 5 years in the specialty areas of training 6B021 Art, 1 year and 1.5 years for masters, 2 years for scientific and pedagogical magistracy;

7. The curriculum of each specialty contains of three blocks of disciplines: General education, basic and profiling;

8. the blocks of disciplines contain a list of subjects of the mandatory component, the elective component and (or) the University component, indicating the number of credits;

9. Each discipline is studied, as a rule, for one semester, but the curriculum is based on the principle of logical sequence of studying disciplines and strict consideration of prerequisites in the study of each discipline;

10. the Academic year consists of academic periods (semester, trimester, quarter), which include theoretical training, intermediate knowledge control, final knowledge control (examination session), final certification (for the final course), all types of practices and vacations;

11. the duration of a semester of theoretical training is 15 weeks, a trimester-10 weeks, a quarter-7-8 weeks;

12. the Educational process is organized in the following forms: classroom classes (lectures, seminars, practical, laboratory, Studio classes), extracurricular classes (independent work of a student with a teacher; independent work of students, individual consultations), educational and professional practices, research work, preparation of a thesis, control of students' educational achievements (current control, boundary control, intermediate certification, final state certification (defense of a thesis/project, state exams));

13. the Ratio between the types of classes (lectures, practical, seminars, laboratory, SRSP) is established by the UMS of the University in agreement with the heads of departments;

14. the Summer semester is held with a duration of 6 weeks for re-studying the discipline (Retake), of which 5 weeks-theoretical training and 1 week-final control (examination session);

15. for the summer semester, as a rule, subjects are taken out for which students have not mastered the curriculum, as well as other disciplines, including for students from other universities.

Training in the summer semester is carried out on a paid basis;

16. the Summer semester provides an opportunity for students to eliminate unsatisfactory grades in the disciplines, eliminate the difference in the curriculum, make adjustments to their individual plan by studying prerequisites in a timely manner;

17. to master the required credits during the summer semester, the student can register no later than a week before the start of the summer semester;

18. the Duration and terms of each academic year are indicated in the Academic calendar, which is developed and brought to the attention of students and teachers no later than three months before the beginning of the academic year.

1. THE ORDER OF FORMATION OF THE CONTINGENT OF STUDENTS (BACHELOR'S DEGREE, MASTER'S DEGREE)

19. According to the "Standard rules for admission to educational organizations that implement educational programs of higher education", approved by the Decree of the Government of the Republic of Kazakhstan dated October 30, 2018 No. 600: persons with General secondary, technical and professional, post-secondary, higher education are accepted.

20. Graduates of organizations of secondary, technical and professional or post-secondary education who have passed the UNT to enroll in paid training according to the UNT results must score at least 50 points, including at least 5 points-in the history of Kazakhstan, mathematical literacy, reading literacy – the language of instruction, and at least 5 points for each profile subject, except for those entering higher education programs that require creative training.

21. Graduates of organizations of technical and professional, post-secondary education, entering related areas of training of higher education personnel, providing for reduced training periods, who have passed the UNT to enroll in paid training, according to the results of the UNT, must score at least 25 points, including at least 5 points in a General field discipline and at least 5 points in a profile discipline, with the exception of those entering higher education programs that require creative training.

22. Graduates of organizations of secondary, technical and professional or after secondary education, entering higher education programs that require creative training, who have passed the UNT to enroll in paid training based on the results of the UNT and creative exams must score at least 50 points, including at least 5 points – on the history of Kazakhstan, reading literacy-the language of instruction, and at least 5 points for each creative exam.

23. Graduates of organizations of technical and professional, post-secondary education, entering related areas of higher education training, providing for reduced training periods that require creative training, who have passed the UNT to enroll in paid training, according to the results of the UNT and the creative exam must score at least 25 points, including at least 5 points on the creative exam and at least 5 points on the main discipline.

24. Citizens of the Republic of Kazakhstan who have technical and professional, post-secondary or higher education are accepted for training under educational programs of higher education that provide for a reduced period of study.

25. Admission of those who have technical and professional or post-secondary education with the qualification of "mid-level specialist" or "applied bachelor" in related areas of training of higher education personnel, which provide for shorter training periods, is carried out according to the results of the UNT

26. Admission of persons with higher education in a group of educational programs that provide

for a reduced period of study on a paid basis is carried out by the admission Committee of KazMU in the form of a written exam, with the exception of those entering the group of educational programs that require creative training.

27. Admission of persons with higher education in a group of educational programs that require creative training, providing for a reduced period of study on a paid basis, is carried out by the admissions Committee of KazMU in the form of a creative exam.

28. Admission of foreign citizens to higher Education institutions on a paid basis is based on the results of an interview conducted by the admissions Committee of KazMU during the calendar year. At the same time, foreign citizens are enrolled in accordance with the academic calendar 5 (five) days before the beginning of the next academic period.

29. admission of students to higher educational institutions is carried out by admission commissions from August 10 to 25;

- the University admissions Committee is attached to the application for admission:

- document on General secondary, technical and professional, post-secondary or higher education (original);

- 6 photos measuring 3 x 4 centimeters;

- medical certificate on form 086-U, approved by order of the acting Minister of health of the Republic of Kazakhstan dated November 23, 2010 No. 907 "on approval of forms of primary medical documentation of healthcare organizations" (registered in the Register of state registration of regulatory legal acts under No. 6697) (hereinafter-order No. 907);

- certificate of UNT;

- an extract from the statement (for applicants for higher education programs that require special and (or) creative training, including in the fields of education " Pedagogical Sciences»

30. Persons who have documents on technical and professional, post-secondary education, who have confirmed their qualifications and have at least one year of work experience in the specialty, additionally submit one of the following documents:

- employment record;

- service record (a list of information about the work, work activity of the employee), signed by the employer, certified by the seal of the organization (if available);

- an archived certificate containing information about the employee's employment;

- an employment contract with the employer's mark on the date and reason for its termination;

- extracts from the employer's acts confirming the emergence and termination of employment relations based on the conclusion and termination of an employment contract;

- extracts from the Gazette of the issuing of wages to employees.

31. For admission to the University in accordance with paragraph 5 of the Model rules of admission for training in organization of education, implementing educational programs of higher education from 31 October 2018 number 600 in the admissions office of the person the statement also enclose the following documents:

- Documents on General secondary or technical and professional, post-secondary education (original);

- 6 photos measuring 3 x 4 centimeters;

- medical certificate on form 086-U approved by order 907;

- certificate of UNT.

32. higher Education institutions conduct an additional examination for admission to higher EDUCATION institutions on a paid basis, which is regulated By the rules for admission to higher and (or) postgraduate education, approved by the first head of the University or a person acting as his / her

duties in accordance with subparagraph 6) of paragraph 2 of article 43-1 of the Law.

33. Graduates of organizations of secondary or technical and vocational, post-secondary education the current year who have passed the UNT in established time in accordance with the order № 204 and obtained the threshold score set out in paragraph 4 of Model regulations of admission to educational organizations implementing educational programs of higher education from 31 October 2018 number 600, apply for the name of the first head of the University or a person acting on his on admission to the UNIVERSITY on a paid basis before the receipt of the document on General secondary or technical and vocational, post-secondary education.

34. after receiving a document on General secondary or technical and professional, post-secondary education, applicants submit documents in accordance with the list specified in paragraph 33 of the Standard rules for admission to training in educational organizations that implement educational programs of higher education dated "31" October 2018 № 600.

35. Persons who have scored the threshold score set in paragraph 4 of the Standard rules for admission to higher education organizations implementing educational programs of higher education dated October 31, 2018 No. 600, based on the results of the UNT, submit an application to the first head of the University or a person acting as his / her duties for admission to the UNIVERSITY on a paid basis.

36. the application is accompanied by the UNT certificate, a copy of the transcript signed by an authorized person and sealed.

37. If you do not provide a complete list of documents specified in paragraphs 15, 33, 36, 37 of the Standard rules for admission to training in educational organizations that implement educational programs of higher education from "31" October 2018 № 600, the admission Committee does not accept documents from applicants.

38. Admission to the UNIVERSITY is carried out separately according to the educational programs of higher education and language departments.

39. Enrollment in higher education programs for which creative exams are set is based on the scores for these exams.

40. Enrollment in the fields of education "Pedagogical Sciences" is carried out taking into account the results of a special exam.

41. In the case of applying for an educational loan issued by second-level banks, the applicant is enrolled in the number of students of the University when they submit a corresponding certificate from the Bank about the presence of documents under consideration.

42. At the same time, he is granted a deferral on payment of the amount established in the agreement for the provision of educational services and payable before the citizen's enrollment, for the period of registration of an educational loan, but no more than 4 (four) weeks from the date of receipt of a certificate from the Bank.

43. Documents in a foreign language are provided with a notarized translation into Kazakh or Russian.

44. Documents on education issued by foreign educational organizations undergo the procedure of nostrification in accordance with the legislation of the Republic of Kazakhstan after enrollment of persons during the 1 (first) academic period of study.

45. According to the "Standard rules for admission to training in educational organizations that implement educational programs of postgraduate education", approved by the Decree of the Government of the Republic of Kazakhstan dated October 31, 2018 No. 600

46. Admission to the master's program is carried out on a competitive basis based on the results of entrance exams.

47. Admission of foreigners to the master's program is carried out on a paid basis.

48. Admission of foreign citizens to study in educational programs on a paid basis of postgraduate education is carried out during the calendar year in accordance with the academic calendar of the University.

49. Education Documents issued by foreign educational organizations are recognized or nostrified in accordance with the procedure established by law in accordance with the Rules for recognition and nostrification of education documents approved by order of the Minister of education and science of the Republic of Kazakhstan dated January 10, 2008 No. 8 (registered in the Register of state registration of normative legal acts under No. 5135).

50. For acceptance of documents and the organization of entrance exams creates a selection Committee. The Chairman of the admissions Committee is the head of the University or a person who performs his duties.

51. The composition of the admissions Committee is approved by the order of the head of the University or scientific organization or by a person acting as his / her duties.

52. Acceptance of applications for master's degree is carried out by the admissions Committee of KazMU, as well as through the information system. The deadline for accepting applications is from 3 to 25 July of the calendar year.

53. Entrance exams in foreign languages, specialty and comprehensive testing are held from 8 to 16 August of the calendar year, enrollment-until 28 August of the calendar year.

54. Admission to the master's program is conducted in two stages: pre-selection, entrance exams.

55. Pre-selection of applicants to the master's program is held before the beginning of the entrance exams from February 1 to March 31 of the calendar year.

56. Persons who have completed the educational programs of higher education are admitted to the master's program

57. Persons entering the master's program submit the following documents to the UNIVERSITY:

- application (in any form) addressed to the head of the organization;
- a copy of the higher education document;
- certificate of completion of the internship (for admission to the residency);
- a copy of the identity document;
- a personal sheet of personnel records and a document confirming employment (for persons with work experience);

- six photos size 3x4 cm;
- medical certificate form 086-U, approved by order of the acting Minister of health of the Republic of Kazakhstan dated November 23, 2010 No. 907 "on approval of forms of primary medical documentation of health organizations" (registered in the Register of state registration of regulatory legal acts under No. 6697) (hereinafter-Order No. 907);

- a copy of the certificate of passing the test for programs (if any).

58. Persons entering the master's program pass a comprehensive test for groups of educational programs, consisting of a test for a foreign language, a test for the profile of a group of educational programs, a test to determine readiness to learn.

59. Persons who have international certificates confirming their proficiency in a foreign language in accordance with the pan-European competences (standards) of foreign language proficiency are exempt from the entrance exam in a foreign language to the master's program, residency in the following languages: English: Test of English as a Foreign Language Institutional Testing Programm) (TOEFL ITP) – at least 460 points), Test of English as a Foreign Language Institutional Testing Programm (test of English as a foreign Language Institute Testing program) Internet-based Test

(Internet basic test) (TOEFL IBT (TOIFL AIBITI), threshold score – at least 87), (TOEFL (TOIFL) threshold score – at least 560 points), International English Language tests system (international English languj tests system (IELTS), Threshold score – at least 5.5); German: Deutsche Sprachpruefung fuer den Hochschulzugang (Deutsche sprachpruefung fuer den Hochschulzugang) (DSH, Niveau C1/level C1), TestDaF-Prufung (TestDaF-prufung) (Niveau C1/level C1); French: Test de Francais International TM -Test de Francais Internacional (TFI (TFI) – not lower than level B1 in the reading and listening sections), Diplome d'etudes en Langue française - Diploma détude EN lang Francaise (DELF (DELf), level B2), Diplome Approfondi de Langue Francaise - Diploma Approfondi de lang Francaise (DALF (DALF), level C1), test de Connaissance du français –test de connaissance du Francais (TCF (TSF) – at least 400 points).

60. The authenticity of the submitted certificates are verified by selection committees of higher schools and scientific organizations.

61. Entrance exam in a foreign language in master's and comprehensive testing conducted by the National testing center of the Ministry of education and science of the Republic of Kazakhstan (hereinafter – NTC).

62. The results of entrance examination in a foreign language and a comprehensive test certificate is issued.

63. The Entrance exam in a foreign language to the master's program, residency and comprehensive testing are held at the admission points of entrance exams determined by the Ministry of education and science of the Republic of Kazakhstan (hereinafter - MES RK).

64. Retake of entrance exams and comprehensive testing in the year of their completion is not allowed.

65. Procedure for admission to the master's program

65.1. Enrollment of individuals in a magistracy is carried out according to the results of comprehensive testing in accordance with the Scale 150-point grading system for comprehensive testing the magistracy of Kazakh and Russian language of instruction in accordance with Annex 1 of the Model rules of admission for training in organization of education, implementing educational programs of postgraduate education: at least 75 points, including a foreign language – at least 25 points on the profile of the group's educational programs: the selection of one correct answer – at least 15 points, with one or more correct answers – at least 20 points, and on the test to determine readiness for training-at least 15 points.

65.2. Persons who have certificates of passing the test in a foreign language (English, French, German), specified in paragraph 13 of the Standard rules for admission to training in educational organizations that implement educational programs of postgraduate education, are credited with the highest score on the 100 - point rating system.

2. CHOICE OF EDUCATIONAL TRAJECTORY BY STUDENTS

66. **Individual curriculum of the student.** To ensure a wide awareness of students on the content of elective disciplines offered by departments, a Catalog of elective disciplines for each direction of training of specialists, including several specialties of the University, is published.

67. The Catalog is formed by departments together with employers, considered in and coordinated by the UMS and brought to the attention of students.

68. On the basis of the curriculum and the Catalog of elective disciplines, the student independently forms their own learning trajectory. The student chooses the required number of

mandatory and elective subjects, which are reflected in the individual curriculum (IUP). The student is responsible for drawing up the IEP and complete course of training in accordance with the requirements of the working curriculum of specialty.

69. Individual training planning is formed for the academic year by the student (for the academic year) under the guidance of the adviser.

70. Departments are required to provide students with full information about the number of elective disciplines and a brief description of them in advance through advisors, through The catalog of disciplines, as well as to present presentations of disciplines in the AIS Platonus system before the start of the registration period.

71. Before the beginning of the theoretical period of training in AIS Platonus should be placed a full Educational and methodological complex of disciplines (umkd), according to the working curriculum.

72. For individual plans, the student proposes a list of obligatory disciplines, optional disciplines and a high school component in accordance with the work plan of occupations and Directory disciplines.

73. The choice of disciplines should be carried out with the obligatory consideration of the logical sequence of studying disciplines.

74. A student can not be registered for a discipline if in the previous semester he did not master the prerequisites of the next semester's disciplines.

75. The choice of basic disciplines is made taking into account the professional orientation of the student, but the student's IUP may also include the disciplines stated in the block of basic disciplines in other specialties.

76. The Formed IUP in 3 copies is signed by the student and submitted to the adviser for approval.

77. The adviser, in the absence of comments, signs the PPI, approves it in the Registrar's Office and submits it to the Vice-rector for approval. After approval, one copy remains with the student, the second copy is sent by the adviser to the Registrar's Office for use in the certification process, and the third is stored with the adviser and serves as the basis for monitoring the implementation of the student's curriculum.

78. The Student has the right to change the IEP within the framework of the working curriculum of the specialty before the beginning of the semester of theoretical training during the registration period specified in the Academic calendar.

79. Students, undergraduates who have studied in foreign Universities on the basis of international exchange educational programs or partner programs of KazMU, can be credited with credits earned during their study abroad in the disciplines corresponding to the approved curriculum of the University's specialty.

80. in the conditions of the credit system of education, the student is provided with a large amount of independent work in the form of homework, case analysis, coursework and other research projects.

81. All types of independent work must be described in the syllabus and with the indication of specific tasks, evaluation criteria and schedule of tasks.

82. During the period of the state of emergency in the Republic of Kazakhstan, the educational process at the University is organized with the use of DOT in accordance with the Regulations on the organization of the educational process with the use of remote educational technologies in KazMU

3. REGISTRATION TO ATTEND TRAINING SESSIONS

83. Formation of the schedule of classes is carried out on the basis of registration of students for disciplines;

- the student must register for a certain number of credits provided by the working curriculum of the specialty;

- registration dates are specified in the Academic calendar;

- registration for disciplines is carried out by students after a detailed discussion of their individual learning path with the adviser, who gives explanations on the choice of disciplines according to the approved working curricula and the catalog of elective disciplines;

- for first-year students, during the presentation period (the terms of which are specified in the academic calendar), a General acquaintance with the credit system of education, the procedure for registering for disciplines, determining the level of language and physical training is carried out;

- during the presentation week, meetings are held with representatives of the administration, heads of departments, advisors, and the University library;

- each student is given a username and password to log in to the AIS "Platonus", with which they log in to the AIS "Platonus".

- for students in the 1st year, the basis for access to registration is an order to enroll in the number of students/undergraduates of the University and payment for the semester (if the training is carried out on a paid basis);

- the remaining students are registered for the next semester's courses and Retake the courses during the registration period specified in the Academic calendar;

- the basis for access to registration is: passing all prerequisites required to study a particular discipline (responsibility of the adviser);

- no financial debt on tuition fees;

- registration for the summer semester is carried out at the end of the summer session;

- registration for re-study of the discipline ("Retake") is carried out within the established terms of General registration, but provides for pre-payment for training, since the re-study of the discipline is carried out only on a paid basis for all specialties and forms of training;

- academic streams of students are formed on the principle of a sufficient number of students who have signed up for this discipline;

- the minimum required number of students who have registered for compulsory bachelor's degree courses is:

- lectures-from 75 people;

- practical classes – no more than 30 people;

- language and laboratory classes – at least 15, with the exception of disciplines with a small number of students.

• academic flows of students in elective disciplines of specialties with a small contingent of students are formed on the principle of recording all students in one discipline. The total number of students in this case should be at least 10-12 people.

If the number of students is less than the minimum set, the discipline is not opened. Students who have signed up for this course are warned about this and within 3 days after the end of registration are asked to re-select the discipline.

In the case of registration for an academic discipline of students in the number exceeding the maximum set number, an additional academic stream for this discipline is formed.

When forming groups in the master's program, it is guided by the relevant NPA of the Ministry of education and science of the Republic of Kazakhstan.

84. Academic flows are formed from a maximum of 20-25 people, with the exception of disciplines of specialties with a small contingent of students.

85. During the period of training in other universities of the Republic of Kazakhstan, foreign universities on academic mobility - differences in the curriculum are studied using distance technologies.

4. MONITORING STUDENTS ' ACADEMIC ACHIEVEMENTS

86. During the period of the state of emergency in the Republic of Kazakhstan, all types of monitoring of educational achievements of students are carried out in the DOT mode.

87. To check the educational achievements of students, the following types and forms of control of students ' knowledge are provided: current control, boundary control and final control.

88. Current control is a systematic check of educational achievements of students, conducted by the teacher in the current classes in accordance with the syllabus of the discipline;

89. Boundary control is a control carried out on the 7th and 15th weeks of theoretical training, including the results of the current control and putting the results of boundary controls in the statement in the AIS "Platonus". The number of boundary controls is determined by the working curriculum and indicated in the syllabus of the discipline. Current and boundary controls can be conducted in the form of colloquiums, computer or matrix test surveys, written tests, assessment of students ' participation in debates, round tables, business games, solving situational problems, etc. Detailed information about the forms of current and boundary control is included in the syllabus for the discipline and brought to the attention of students in the first 2 weeks of the semester;

90. Landmark control results are entered by the teacher in the statement of the boundary control in AIS "Platonus" no later than the next certification week Monday, changes of boundary control with a view to their increase is not allowed.

91. **Final control**-verification of educational achievements of students, conducted after the completion of the study of the discipline during the examination session (intermediate certification).

92. The Duration of examination sessions and the number of examinations is determined in accordance with the approved working curriculum of the specialty and the academic calendar;

93. The Registrar's office is responsible for organizing and conducting the exam;

94. Students must pass all exams in strict accordance with the working and individual curriculum for the approved academic programs of disciplines;

95. Distance learning students are admitted to the examination session if they do not have academic debts for the previous course;

96. Examination sessions for correspondence education, their periods and number in the academic year are determined by the approved curricula of specialties;

97. KazMU exams are conducted in written, oral and test form on a computer or on paper.

5. ASSESSMENT OF STUDENTS ' KNOWLEDGE

98. Educational achievements (knowledge, skills, skills and competencies) of students are evaluated in points on a 100-point scale, corresponding to the letter system with a digital equivalent accepted in international practice (positive ratings, as they decrease, from "A" to "D", and "unsatisfactory" – "FX", "F",) and assessments according to the traditional system.

A point-rating letter-based assessment system for accounting academic achievements of students with their transfer to the traditional scale of assessments and ECTS

Rating by letter system	Digital equivalent of points	Points (%-ing contents)	Evaluation using the traditional system
A	4,00	95-100	Great
A-	3,67	90-94	
B+	3,33	85-89	Good
B	3,00	80-84	
B-	2,67	75-79	
C+	2,33	70-74	
C	2,00	65-69	Satisfactory
C-	1,67	60-64	
D+	1,33	55-59	
D-	1,00	50-54	
FX	0,5	25-49	
F	0	0-24	Unsatisfactory

99. In the case of receiving a grade "unsatisfactory" corresponding to the sign "FX", the student has the opportunity to retake the final control without re-passing the program of the discipline/module.

100. In case of receiving an "unsatisfactory" rating corresponding to the "F" mark, the student is re-enrolled in this academic discipline/module, attends all types of training sessions, performs all types of training work according to the program and retakes the final control.

101. The Registrar's Office constantly monitors the results of intermediate certification of students and analyzes them in accordance with the evaluation table, which reflects the actual percentage distribution of absolute grades above the passing level in groups of students

102. Awarding of academic credits to students in academic disciplines and other types of academic work, as well as upon completion of the study of OP in General, is carried out with a positive assessment of the learning results achieved by them.

103. The Achieved learning results and positive ratings received by students at previous levels of education and in other organizations of formal education are recognized with the transfer of academic credits by the University independently.

104. When transferring, restoring the achieved learning results, the student's positive ratings are recognized with the transfer of academic credits from one OP to another, from one educational organization to another educational organization.

105. All academic credits and academic results obtained by students in formal and non-formal education are accumulated over a lifetime:

- assessment of students' knowledge is made on a four-point scale;
- during the final exam, a positive assessment is entered in the examination sheet for the academic discipline AIS "Platonus". The grade F "unsatisfactory" is entered only in the examination sheet;
- the total assessment of the student in the discipline is formed by summing the points for the foreign and final control of knowledge obtained during the semester. At the same time a positive assessment on the final exam is a mandatory requirement for completing the intermediate certification

of a student in the discipline;

- the maximum assessment of the current academic performance in the semester is 60% of the final assessment of knowledge in the discipline, and the maximum exam score is 40% of the final assessment of knowledge in the discipline;

- the results of the exam, according to the examination sheet, are entered by the teacher in the AIS "Platonus" on the day of the exam;

106. Applications for appeal based on the results of a written, oral exam or computer testing are accepted within one day following the announcement of the results, on the personal application of the student, where it is necessary to specify the essence of the appealed question (s). The appeal is conducted orally by the subject appeal Commission of the Department. The results of the appeal, drawn up by the Protocol, are signed by the members of the appeal

107. Students who have gained the established level of GPA are transferred to the next course by order of the University rector. The required GPA score for transfer from one course to another is set by the Academic Council of the University at the beginning of the academic year;

108. A student who has not scored the established GPA score is enrolled in the summer semester to increase the GPA score in certain disciplines on a fee - based basis, or remains for a second course of study on a fee-based basis. A student who is left for a second course of study has the right to study according to the previously adopted individual curriculum or to form a new individual curriculum developed in accordance with the established procedure;

109. A student who has obtained the required GPA and transferred to the next course of study, if there is an academic debt, re-studies the subjects for which he has debts only on a paid basis.

6. ORGANIZATION AND PRACTICE

110. During the period of the state of emergency in the Republic of Kazakhstan, all types of practices are organized in the DOT mode, reports on all types of practices are accepted in the online conference mode. Those types of practices that are difficult to conduct (or not possible) in remote mode are transferred by the decision of the Academic Council of the University to the next semester.

111. Professional practice is a mandatory type of educational work of the student.

112. The Main types of professional practice are educational, pedagogical, industrial and pre-graduate.

113. Practical training is conducted after the second semester. Its main purpose is to familiarize students with the nature and features of their future specialty, i.e., to introduce students to the specialty.

114. Production practice is planned after the completion of 4 and 6 semesters, as well as on the final course in the second half of the year before the final certification. The purpose of industrial practice is to acquire practical skills and experience in professional activities. At the first three-week industrial practice, the student receives primary professional competencies, getting acquainted with the activities of the enterprise, its structure, and the functional responsibilities of employees. During the subsequent production practices, which last 5 and 12 weeks, the employee is involved in the work process, forms more advanced professional competencies and practical skills for the profile of future activities.

115. The Results of professional practice are taken into account when summarizing the results of the interim certification.

116. The duration of practice is determined in weeks based on the standard time of the student's work in practice during the week, equal to 30 hours (6 hours a day with a 5-day working week).

117. All types of practice are conducted in accordance with the practice Programs that contain the main requirements for practical training. The program is developed by the graduating Department taking into account the profile of the specialty, the nature of the enterprise, the organization - places of practice and approved by the Vice-rector for UMR.

118. The organization of practice at all stages should be aimed at ensuring continuity and consistency of mastering professional skills by students in accordance with the requirements for the level of training of the graduate.

119. Educational practice of students can be conducted in educational divisions of the University or at enterprises, institutions and organizations;

120. Production, including pre-graduate practice of students, is carried out, as a rule, at enterprises, institutions and organizations that are bases of practices in accordance with existing agreements on the provision of a base of practice;

121. The terms of practice are set by the University in accordance with the curriculum and academic calendar, taking into account the capabilities of the educational and production base of the University and organizations-bases of practice and the level of theoretical training of students;

122. The curriculum of specialties determines the number of credits corresponding to each type of practice provided by the program of specialties;

123. Students are registered for the appropriate type of practice and include it in their individual training plan;

124. The results of the practice student-trainee formalizes in the form of a written report, which is protected in the Commission at the Department;

125. The assessment of the results of practical training is equal to the assessment of theoretical training, is taken into account when calculating the total GPA and transferring it to the next year of training and is recorded in the practice statement.

7. ORGANIZATION AND CONDUCT OF THE STATE EXAM ON MODERN HISTORY OF KAZAKHSTAN

126. A Mandatory requirement in all academic undergraduate programs is the study of Modern history of Kazakhstan.

127. Students Of all undergraduate majors pass the state exam on the discipline "Modern history of Kazakhstan" upon completion of its study during the interim certification period, according to the approved academic calendar.

128. The working curriculum of the state exam in the discipline "Modern history of Kazakhstan" is developed on the basis of a standard curriculum for this discipline and approved by the University's UMS. The form of the state examination is determined by the Academic Council.

129. For admission to the state exam in the discipline "Modern history of Kazakhstan", the State examination Commission (GEC) is formed, consisting of the Chairman and members of the Commission for a calendar year. The results of the state exam in the discipline "Modern history of Kazakhstan" are taken into account when summarizing the results of the examination session, which provides for its delivery.

130. Retaking a positive assessment of state exam the purpose of its increase isn't allowed.

131. Retaking the "unsatisfactory" grade on the state exam is not allowed during this period of interim certification.

132. To retake the state exam from the rating "unsatisfactory" to positive, the student must pay a fee during the summer semester or in the next academic period on a paid basis to attend all types of

training sessions in the discipline provided by the working curriculum and get admission to the final control.

8. FINAL CERTIFICATION OF STUDENTS

133. For the period of the state of emergency in the Republic of Kazakhstan, the final certification of all students of KazMU will be carried out in accordance with the Regulations on the organization of the educational process with the use of remote educational technologies

134. Final certification of students in KazMU is carried out in the terms stipulated by the academic calendar and approved working curricula of specialties.

135. To conduct the final certification of students, a state certification Commission (SAC) is created for each specialty for all forms of education.

136. Heads of departments until October 15 of the current year, present candidates for the chairs of the SAC, from among professors, associate professors, scientists, teachers, experienced production specialists and teachers with practical experience, corresponding to the profile of graduates, and not working in this University.

137. Admission to the final evaluation of students is made by order of the Vice rector for list of students not later than two weeks prior to the final certification and submitted to the SJC Review of the diploma project (work) is carried out only by external experts from other organizations whose qualifications match the profile of the protected work.

138. Reviewers of graduation papers and topics of theses of full-time students are approved by the order of the head of the University by a General list on the proposal of the head of the graduating Department, indicating the place of work and position no later than October 15 of the current year.

139. The University independently develops and approves the working programs of the state examination in specialties, the technology of its conduct on the basis of the curricula of the disciplines included in this comprehensive exam.

140. The defense of diploma/the final work (master's thesis) is held at an open meeting of the SAC.

141. The Results of state examinations and defense of theses (master's thesis, doctoral dissertation) are announced on the day of their holding. Decisions on defense assessments, as well as on awarding qualifications, awarding an academic degree and issuing a state diploma (without distinction, with distinction) are made by the SAC at a closed meeting by open voting by a simple majority of the members of the Commission who participated in the meeting. -repeated passing of the state examination and defense of the thesis in order to increase the positive rating is not allowed.

142. Student, passed final examination, and confirmed assimilation of the appropriate professional training programs in higher education, decision plus qualification and (or) the academic degree "bachelor" in the corresponding specialty and the diploma of the state sample with the application.

143. The student passed the exams with grades a, A- "excellent" not less than 75 percent of all subjects of the curriculum, and in other disciplines with the grades B-, b, b+ "right", and passed all state exams and defended thesis (project) with grades a, A- "excellent", diploma with honors.

144. If you receive a grade "F" "unsatisfactory" retake state exams and / or re-defense of the thesis during this period of final certification is not allowed.

145. Repeated final certification of the student is carried out in the next period of final certification only for those forms of it, which in the previous final certification received an assessment of "unsatisfactory". At the same time, the list of subjects submitted to state examinations for persons

who did not pass these exams is determined by the approved working curriculum, which is valid in the year of completion of the theoretical course. Students who received the final certification rating "unsatisfactory" are expelled from the University by the order of the head of the University with the issuance of a Certificate of the established sample.

146. The student, expelled from the University according to the results of final examination, no later than two weeks prior to final certification of the next academic year, writes the application addressed to the head of the organization of education about allowing access to those of its forms, were rating "F" "unsatisfactory". The student is allowed to retake or defend the diploma/final work only on a paid basis.

9. ACADEMIC TRANSCRIPT

147. Transcript-a document containing a list of passed disciplines for the corresponding period of study with the indication of credits and grades according to the point-rating letter system of knowledge assessment.

148. The Transcript is an official document of the student.

149. The transcript records all final grades of the student, including the results of repeated exams.

150. The transcript is issued to students upon written request and upon request of departments.

151. The student's Transcript is registered in the registration log, where the number and date of issue are entered. The document is certified by the Registrar's office.

152. The diploma Supplement (Transcript) is filled out on the basis of a certificate of completion of the student's (student's) individual curriculum in accordance with the grades they received in all disciplines in the amount provided for by the state mandatory standard of education and the working curriculum, submitted course papers (projects), types of practices and the results of final certification.

153. The diploma Supplement (Transcript) records the latest grades for each academic discipline according to the point-rating letter system of knowledge assessments, indicating its volume in credits and academic hours.

154. The student passed the exams and differential tests with grades a, A-"excellent", In, In, In+ "good" and having an overall cumulative grade point average (GPA) for the entire period of study not lower than 3,5, and passed all state exams and defended thesis (project) with grades a, A- "excellent", diploma with honors (excluding the evaluation of military training).

155. Appendices to the diploma (Transcript) and diploma are issued to the student within five working days after completion of the final certification according to the academic calendar.

10. ORGANIZATION OF THE EDUCATIONAL PROCESS USING DOT

156. The organization of the educational process with the use of remote technologies is regulated by the Regulations on the organization of the educational process on remote educational technologies in KazMU. (CallCenter 8 7292 505020, 8 705 8807581.

157. For the period of the state of emergency in the Republic of Kazakhstan, items 160, 166, 167, 168,169,170, 192 shall be suspended

158. Implementation of DOT in KAZMU is carried out in the following types: network technology and case technology.

159. For the organization of educational process with the use of the DOT in the KAZM necessary:

- a distance learning portal containing educational, methodological, organizational and administrative information for students;
- equipment that has access to the telecommunications network;
- multimedia classes and electronic reading rooms;
- educational content;
- testing complex;
- network learning management systems;
- educational content management systems.

160. DOT in KAZMU apply to students:

- on the reduced educational programs on the basis of technical and professional and higher education;
- persons with disabilities, including children with disabilities, people with disabilities of groups I and II, people with disabilities from childhood;
- students who have left the state for exchange programs at the level of higher and postgraduate education, with the exception of "Bolashak" scholarship holders»;
- who are on a long-term business trip abroad (more than 4 months) at the level of higher education;

DOT can also be used:

- in case of receiving additional education, retraining and advanced training of the teaching staff, including in a foreign language;
- when implementing joint educational programs or dual degree programs with foreign partner universities.

161. Students In post-graduate education programs on DOT master credits only for educational components or academic disciplines.

162. DOT is based on conducting training sessions in the "on - line", "off-line" mode (with the exception of final certification). Training in a mode "on-line" include a process of educational interaction in real time (online lectures through video conferencing, messaging, Internet, etc.). Training in the "off-line" include a process of educational interaction in which the communication between the teacher and the learner asynchronously.

163. In this CASE, training sessions are held in the form of video lectures, online lectures, multimedia lectures; independent work of students on electronic educational publications. Computer testing systems are used to organize training sessions; consultations are organized through forums, chats and e-mail.

164. Independent work of the student under the guidance of a teacher-tutor includes interactive consultations on all educational materials of the discipline through chat, forum, online classes and self-study of theoretical material by students.

165. Educational and methodological materials can be provided to students in the form of: electronic training courses, virtual laboratory workshops, computer systems for knowledge control with test sets, other electronic materials; printed publications; electronic resources with Internet access.

166. Students who have expressed a desire to study under the DOT (in accordance with paragraph 159), write an application to the rector of KAZMU with a reasoned justification and providing supporting documents in the following terms:

- for students in reduced educational programs based on technical and vocational / higher education – upon admission to KAZMU or during vacation time, no later than 7 days before the beginning of the academic period.
- for people with disabilities-in fact, when providing medical certificates and

recommendations of psychological, medical and pedagogical advice on the possibility of participating in the educational process for DOT;

- for students who have left the state for exchange programs at the level of higher and postgraduate education-in fact, on the basis of the order of KAZMU;

- for those who are on a long-term business trip abroad (more than 4 months) - in fact, based on the order of KAZMU;

- in cases of obtaining additional education, retraining and advanced training of teaching staff, including in a foreign language-in fact, on the basis of the order of KAZMU;

- when implementing joint educational programs or dual degree programs with partner universities-if there is a set of documents required for the implementation of joint educational programs

167. If the supporting documents are fully available and correct, within 2 business days it prepares:

- a memo signed by the head of the Department to the registration office (hereinafter referred to as the OR) with a request to form an individual curriculum for the student - applicant. The service note is signed by the Director of the ODT and the Vice rector of the University;

- individual schedule of organization of educational activities of the student.

168. Applications with a package of supporting documents are considered by the rector of KAZMU within 5 working days from the date of submission. If the issue is resolved positively, an order is issued within 3 working days to apply the DOT to the applicant students.

169. Order, and all are listed in section 5.8 supporting documents are forwarded to PRS for their accommodation in the private Affairs of students.

170. Within 5 working days after the issuance of the order:

- **the adviser** acquaints the student with the schedule of educational process with application of a DOT, the individual schedule of training activities; conducting an introductory course to familiarize with the rules of organization of educational process on the DOT;

- **ODT** creates a personal account to log in to the portal and passes the student a username and password, provides network access to them.

Registration information (username and password) cannot be transferred to third parties.

- **the head of the Department** that provides the educational process with the use of DOT, appoints a teacher-tutor, fixes it in the AIS and includes the student in the load of the teacher;

- **the assigned teacher-tutor** uploads the EUMC for the current semester to the DO portal.

171. The academic year for students on the DOT is organized in accordance with the academic calendar.

172. All types of educational activities in the implementation of the educational process with the use of DOT are carried out by:

- pedagogical communication of the teacher-tutor with the student using telecommunication means. On the initiative of the student contact forms of work at the University are allowed;

- independent work of the student with the means of training (EUMC discipline, additional literature).

173. The basis of studying of disciplines is the electronic educational - methodical complex (EUMK). EUMC training is carried out by a teacher - tutor in accordance with the approved working curricula.

174. Current monitoring of academic performance, intermediate and final certification of students is carried out in an information system that is protected from unauthorized access and

falsification by using electronic methods of restricting access and independent evaluation, in accordance with the working curriculum, individual curriculum, academic calendar and curricula.

175. The ongoing monitoring of progress and interim assessment of students in distance learning technologies is carried out by:

- direct communication between the student and the teacher in the "on-line" mode using telecommunications (on the initiative of the student);
- automated testing systems;
- verification of written individual tasks (with case technology).

Current control of academic performance, intermediate and final certification of students in DOT are regulated by the Academic policy of KAZMU.

176. The Current control of academic performance and interim certification for students with the use of DOT can be represented by various types of educational work (tests, practical tasks, laboratory work, etc.). In this case, the type of educational work is determined by the teacher independently. All tasks must be checked and approved at the meeting of the Department.

177. The number of jobs is:

- **for current monitoring of progress** - no more than 6 for each discipline (no more than 1 task per week). At the same time tasks are set by the teacher on the distance learning portal in stages and on a weekly basis;

- **for border control** – one task for each border control. Tasks are submitted by the teacher to the remote educational portal during the 6th (for the 1st boundary control) and 14th (for the 2nd boundary control) weeks;

- **for intermediate certification**-no more than 1 task in the form of a test for each discipline. The number of test questions should not exceed 25 for each discipline. Test questions are entered in the test shell placed on the remote educational portal, which allows you to automatically evaluate the educational achievements of students.

The number of attempts to complete a test task during the interim certification should be limited to one. The test task completion time is 50 minutes (limited).

The level of complexity of tasks for current and boundary control, intermediate certification should be in the range from medium to high and should correspond to the material passed.

178. Responsible for the development and improvement of test tasks for intermediate certification is a teacher who leads the discipline, or a teacher appointed by the head of the Department.

179. When developing test tasks for intermediate certification, the following General organizational and methodological requirements must be met:

- tasks in this discipline should be compiled in accordance with the requirements of the curriculum and syllabus;

- when preparing for exams, students should have access to all the standard tasks included in the test database;

- the test database must contain tasks of three levels of complexity in the following proportion: simple-40%, medium-40%, complex-20%;

- the tasks must contain the necessary reference data, it is not allowed for students to use textbooks, manuals and other sources of information during the exam, except for reference materials specified in the passport of test, examination questions and tasks and questions;

- tasks and questions are written in the language of instruction;

- all symbols of values used in the task text and responses must be explained and their units of measurement specified.

180. Educational achievements of students are evaluated according to the point-rating letter system of assessment of accounting of educational achievements of students

181. Educational achievements of students in languages (Kazakh, foreign, Russian) are evaluated in accordance with the point - rating letter system for evaluating educational achievements of students in foreign languages in accordance with the level model.

182. The Student is allowed to intermediate certification in the discipline after performing and passing all control measures established by the RUP.

183. After the deadline for passing the boundary control, the database of tasks and the ability of the teacher – tutor to evaluate the student's educational achievements are blocked by the portal administrator.

184. Professional practice is conducted based on the specifics of the educational program.

185. Data Import to AIS from the DO portal is carried out by the teacher - tutor two days after the last day of intermediate certification.

186. The term of border control / interim certification can be extended on the basis of the provided supporting document (certificate of illness, due to the birth of a child, the death of close relatives, etc.) and a statement of the established sample. In case of a positive decision, the application is approved by the Vice-rector, after which an order is issued to extend the deadline for boundary control / interim certification. In accordance with the approved application of the RR, an individual report is issued, in which the teacher makes an assessment after the students pass the boundary control / exam. Employees of the RR within no more than 2 days from the date of return of the individual statement make the estimates specified in it in the AIS.

187. The individual statement is valid for 14 calendar days from the date of its receipt by the student. If the statement is submitted to the RR later, the estimates received cannot be counted.

188. To eliminate the academic debt of students with the use of DOT, as well as to meet the needs for additional training, KAZMU organizes a summer semester. The organization of the summer semester and registration of students is carried out by the OR.

189. The procedure for passing academic debt in the summer semester involves re-studying the discipline, performing tasks of disciplines in a remote format and passing exams in the disciplines of academic debt according to the terms of the organization of the summer semester.

190. The results of examinations in subjects mastered during the summer semester are taken into account in the transfer score(GPA).

191. All the points received by students in the studied disciplines are reflected in the transcript.

192. **Final certification** of students with the use of DOT in KAZMU is carried out **in contact**.

193. Final certification:

- aimed at determining the degree of mastering by students the volume of academic disciplines and (or) modules and other types of educational activities provided for by the OP in accordance with the state educational standard;

- organized by ODT, the corresponding Department and OR;

- held within the terms stipulated by the academic calendar and RUP;

- students who have fully completed the educational process in accordance with the requirements of the curriculum are allowed.

194. Students with the use of DOT, as well as teachers are required to comply with the principles of academic integrity.

195. In case of refusal the student use the DOT during the holidays takes the application form and supporting documents:

- for persons with disabilities upon submission of the appropriate medical certificates about

removal of disability, etc.;

for traveled outside of the state exchange programmes of students in higher and postgraduate education, and for those who are in a long trip abroad in connection with the termination of time travel;

- for conscripted military service at the level of higher education (distance learning) – due to the end of service;

- when implementing joint educational programs or dual degree programs with foreign partner universities – when passing scheduled exams in accordance with the individual curriculum.

196. The Application for refusal to use the DOT is approved by the head of the DOT Department, the head of the RR and the Vice-rector.

197. Students who have fully met the requirements of the state mandatory standard of education, mastered the training program and passed the final certification, are issued a document of state-standard education.

198. Professional practice is conducted by educational organizations based on the specifics of the educational program.

11. ACADEMIC MOBILITY OF STUDENTS

199. Academic mobility - movement of students for a certain academic period (including training or industrial practice) for training or research, with the mandatory transfer of completed educational programs in the form of credits in their own University or held in another University.

200. Heads of departments carry out the synchronization of working curricula specializations undergraduate (bachelor's) and postgraduate (master) education Kazmu and universities of Kazakhstan for compliance with the disciplines for referral of students for academic mobility:

- review and approve the Department the list and amount of credits of subjects (IEP) for the development of studying in another University within the academic mobility;

- review the list of candidates for participation in academic mobility programs and submit them for approval to prepare an order.

- together with the coordinator for the arrival of the student from the partner University, perform the transfer of the developed loans at the partner University, form an extract of the minutes of the Department meeting, which specifies: 1) a list of disciplines that are read in Kazmu by synchronization, 2) a list of disciplines that were studied with the use of DOT.

201. The student in preparation for departure to the University partner collects information package in conjunction with the coordinator of the University;

- upon arrival to KAZMA, provides a transcript with grades in the passed disciplines at the partner University;

- undertakes to perform tasks according to the umkd in a timely manner, within the deadlines set by the academic calendar of KAZMU, to pass the RK #1, RK #2, TC, and on arrival from the partner University to pass the exam in the issued direction;

- must liquidate all existing academic debts incurred as a result of late delivery of RK #1, RK #2, TC;

- is personally responsible for the data provided to KAZMU.

202. Coordinator of the University: monitors the procedure for recognizing the results of training on the return of the student to the University; enters into the AIS "Platonus" assessment based on the student's transcript and excerpts from the meeting of the Department of synchronization of disciplines; keeps records and issues directions for the exam for incoming academic mobility.

203. Coordinator for the University:

- advise students and teaching staff on academic mobility issues;
- conducts awareness-raising activities among students about the possibility of studying under academic mobility programs, organizes meetings with students, provides comprehensive assistance to students in choosing a University from among partner universities;
- provides constant communication with students of outgoing academic mobility about their progress, living conditions and implementation of IUPA, provide assistance in case of problems with students in the disciplines being mastered at the host University, etc. (using various means of communication, including e-mail).

204. To participate in the outgoing academic mobility program, the student writes an application addressed to the Vice-rector and is approved in the following order: coordinator for the University, head of the Department. After signing the application, the RR prepares a draft order for the student to leave for another University within the framework of the academic mobility program.

205. List of mandatory documents of the information package: University order on academic mobility (copy); "student's Application" in the form;

"Agreement for training" in the form of a 3-party agreement between the sending, receiving universities and students; IUP of the student on academic mobility, drawn up by the head of the Department together with the coordinator; transcript of the student for the past semester; fluorography; permission from parents (guardians), notarized; photo 3*4 – 4 pieces.

206. The "agreement on training" is the main document regulating the process of training a student under the academic mobility program and is filled in in the state and Russian languages.

207. The "training Agreement" and the student's IUP are identical in the list of disciplines. If there are changes in the IUP of a student at the host University, the coordinator of the host University makes changes on an additional page of the agreement, signed and sealed by the host University. The IUP is reworked by the sending University and sent again to the receiving University.

208. The Agreement is signed by three parties: the student, an official of the sending institution and an official of the receiving institution. This document provides a guarantee that a student arriving at another University has the opportunity to study the planned courses/modules of the educational program and get credits for the courses successfully passed by the students.

209. Payment for training under the academic mobility program to the host University is made by the sending University or the student by transferring funds to the account of the host University. Payment for accommodation (including travel, accommodation in a hostel, meals, personal expenses) is made by students themselves. In the case of mutual exchange on both sides, the netting is carried out without transferring funds for training.

210. If the student enrolled in the program of academic mobility, wants to do an internship at a host University in the framework of academic mobility program, to contract additional agreement is made in which the prescribed number of credits during the internship period, form of payment (in case of absence of interchange)

211. If a student brings a transcript (for a good reason) later than the submission of lists of applicants for the scholarship, the scholarship is awarded in full by the order after grading in the AIS "Platonus".

212. Students who arrived within the framework of internal academic mobility in KAZMU must submit an application addressed to the rector, on the basis of which a draft order for admission for the current semester of study is prepared.

213. Tuition Fees are paid by the student or sending University according to a 3-party agreement before the beginning of the academic period of study.

214. Students who arrived under the internal academic mobility program are not entered in the AIS "Platonus", grades for TC, RC #1, RC #2 are put by the teacher in a paper sheet, the exam is taken according to the direction. Exam tests are provided by teachers on paper. Directions are drawn up and issued on the basis of a training agreement signed by the receiving and sending universities.

215. The draft order on passing the early session is issued according to the student's application, signed by the host head of the Department, approved by the rector.

216. Students who came in the framework of academic mobility, the hostel on a paid basis (except for students with exemptions), students are required to read the rules of residence to undergo a medical examination (if required).

217. When changes occur in the names of the disciplines, the number of credits the sending institution should alter the IEP of the student, changes in the agreement are made on the reverse side in the graph Changes.

218. At the end of training, the student receives a transcript, which indicates the list of disciplines passed in KAZMU, the number of credits mastered according to the Iupu and the agreement of the student.

219. In case of absence of the student for the examination, in the direction and in the transcript indicates absence, discipline is considered to be credited. Further retake is considered by the sending University. If a student in the framework of the academic mobility program on return to KAZMU admits a transcript, in which there are differences from the Rups of KAZMU in the names of disciplines, the number of credits, the difference (credits) is handed over on arrival. The direction is issued based on the individual schedule specified in the order. After passing the exam, the Department sends an extract to the OR, which indicates the final name of the discipline and the final score, which are entered in the AIS "Platonus" trasnkript.

220. If the learner is studying the discipline at a host University that is not in the Rupa Kazm, discipline shall be counted as passed a course, be exhibited to the transcript of the host University, then AIS "Platonus" on the basis of an extract of the minutes of the meeting of the Department (credit transfer of subjects passed).

221. The final document confirming education student mobility program is a transcript of training.

12. RULES FOR ISSUING STATE-ISSUED EDUCATION DOCUMENTS

222. A person who is expelled from a higher education institution is issued a certificate of the established (state) sample issued to citizens who have not completed their education.

223. Academic reference.

Issuance of certificates to persons who have not completed higher and postgraduate education is carried out by the Registrar's office. This service is state-owned.

The academic certificate indicates all the disciplines passed by the student according to the individual curriculum.

The list of documents required for the provision of public services when applying for the services of the beneficiary:

–application of the service recipient (or its legal representative) to provide a certificate to persons who have not completed higher and postgraduate education in the name of the rector.

–a copy of the identity document (the original is required for identification).

If the service recipient provides an incomplete set of documents, the service provider issues a

receipt for refusal to accept documents in any form.

224. *The procedure for issuing academic transcripts.* Based on the student's application, the RR sends an application for issuing an academic certificate to the first Deputy Chairman of the Board. The Registrar's office fills out the academic certificate based on the student's transcript and registers it in the registration log with the number and date of issue. The academic certificate is signed by the first Deputy Chairman of the Board and sealed. The term of rendering the state service from the moment of delivery of the package of documents to the service provider is 10 working days. The state service is provided free of charge to individuals.

225. *Rules for the issuance of education documents of the state sample.* The decision of the relevant attestation Commission is the basis for issuing a document to students who studied in educational organizations that provide basic higher education.

226 The Diploma with honors is issued to the student in the educational organization on the basis of the assessments made in the Appendix to the diploma.

227. The Document is issued to the student by the educational organization within five working days after completion of the final certification according to the academic calendar, in a solemn atmosphere, in person. If it is not possible to receive the document personally, it is issued to another person by a power of attorney issued in accordance with the legislation of the Republic of Kazakhstan.

228. *Duplicates of documents and appendices* to them are issued in place of lost or damaged documents. This service is state-owned.

The reason for issuing a duplicate is:

–statement of a citizen or parent (legal representative) of a minor child who has lost or damaged a document addressed to the head of an educational organization, which sets out the circumstances of its loss or damage in any form;

–a copy of your birth certificate or identity card (passport). A duplicate document is issued no later than 30 calendar days from the date of receipt

–statements. The state service is provided free of charge to individuals. Duplicate documents are issued on the forms of the sample valid at the time of making the decision to issue a duplicate, and signed by the head of the educational organization, the Deputy for academic Affairs. On the issued form of the document in the upper right corner is stamped " Duplicate instead of the original no."

229. Citizens who have changed their surname (first name, patronymic (if available), can exchange their existing documents for documents with a new surname (first name, patronymic (if available).

230. The exchange is made by the decision of the head of the educational organization or equivalent entity based on the application of a citizen who changed his name (name, patronymic (if any), together with documents confirming the change of surname (name, patronymic (if available).

13. EXPULSION OF STUDENTS FROM THE UNIVERSITY

231. For the period of the state of emergency in the Republic of Kazakhstan, applications from applicants are accepted remotely, online by the Registrar's office. The application must be completed on the University's website www.kazmu.kz

232. The reasons for the expulsion of a Kazmu student may be the following:

- the student's own wish, issued in the form of an application addressed to the rector of the University;

- transfer to another higher education institution;

- failure to comply with the terms of the student's tuition fee agreement;
- violation of the internal regulations of the University (including violation of discipline, loss of communication with the University, more than 30 hours of missed classes and the student's moral Code);

- for health reasons based on the certificate-conclusion of the HCC.

233. Valid reasons for skipping classes may be medical indications confirmed by a certificate of the student's clinic, departure for a foreign business trip, participation in sports and other events of the national level with the consent of the University administration, as well as force majeure circumstances specified in the standard agreement with the student.

234. It is not allowed to expel a student during illness, vacation, academic leave or maternity leave.

235. A student is expelled for violating the academic discipline, the Charter, and internal regulations on the basis of a reasoned submission by the University's Vice-rector

236. Issued an order of dismissal on recommendation of the Provost, stating the specific reason for the deductions provided for in this regulation of the student indicating the date of expulsion, in the case of students of postgraduate education visa of the head of Department of postgraduate education is required.

237. Undergraduate and postgraduate students must issue an order to expel the student within no more than 3 working days from the date of their application or receipt of relevant documents to the University.

238. When a student is expelled on the basis of a reasoned submission by the head of the Department, the OR is obliged to notify the student or parents of his / her expulsion. File the notification in the student's personal file.

239. Students who are expelled from the University, upon their request, are issued an academic certificate of the established sample, a transcript

240. In case of death of the student, it is necessary to issue an order on the basis of the death certificate with the wording "expel in connection with death" indicating the date of registration of the relevant act.

14. GRANTING OF ACADEMIC LEAVE

241. For the period of the state of emergency in the Republic of Kazakhstan, applications from students for academic leave are accepted remotely, online by the Registrar's office. The application must be completed on the University's website www.kazmu.kz

242. KAZMU students are entitled to academic leave.

Academic leave is a period for which students of KAZMU temporarily interrupt their studies for medical reasons or for other reasons stipulated in the Regulations on the procedure for granting academic leave to students of the Kazakhstan Maritime University.

243. The procedure for granting academic leave to students of KAZMU is a public service and is carried out in accordance with the standard and regulations reflected in the normative legal acts of the Republic of Kazakhstan.

244. Academic leave is granted to students of KAZMU on the basis of:

- conclusions of the medical Advisory Commission at the outpatient organization-for a period of 6 to 12 months (for illness) / for a period of no more than 36 months (in the case of tuberculosis);

- the agenda of the call to military service;
- birth, adoption of a child-until the child reaches the age of three years.

List of required documents for granting academic leave:

due to illness:

- 1) application of the student (or his legal representative) for academic leave in the name of the rector of the University;
- 2) a document certifying the identity (copy);
- 3) the conclusion of the medical Advisory Commission (hereinafter referred to as the VCC) at the outpatient organization;

in the case of tuberculosis:

- 1) application of the service recipient (or its legal representative) for granting academic leave to the rector of the University;
- 2) a document certifying the identity (copy);
- 3) the decision of the Centralized medical Advisory Commission of the TB organization;

in case of birth, adoption of a child:

- 1) application of the student (or his legal representative) for academic leave in the name of the rector;
- 2) a document certifying the identity (copy);
- 3) documents (certificate) of birth, adoption or adoption of a child (copy);

students-conscripts:

- 1) application of the student (or his legal representative) for academic leave in the name of the rector;
- 2) a document certifying the identity (copy);
- 3) summons (certificate) on conscription for military service;

245. Acceptance of documents of students of the University and issuance of results of public services are carried out through KAZMU or non-profit joint-stock company "State Corporation" Government for citizens " (hereinafter - the State Corporation) (at the choice of the student).

246. Kazm in the authoritative structure of the public service provide academic leave to students is the office of the Registrar (hereinafter – PR).

247. OP fails to deliver the public services the provision of academic leave and issues a receipt on refusal in documents acceptance:

- establishing the unreliability of documents submitted to KAZMU students for receiving public services, and (or) data (information) contained in them;

- non-compliance of the submitted materials, data and information required for the provision of public services with the requirements established by the order of the acting Minister of health of the Republic of Kazakhstan dated November 23, 2010 No. 907 " on approval of forms of primary medical documentation of health organizations»;

- providing students with an incomplete set of documents according to the list and (or) expired documents.

248. After receiving the student's application, which is approved by the Vice-rector for UMR resolution "in the order", as well as a package of documents within 3 working days, the OR issues an order signed by the rector of the University to grant the student academic leave, indicating the dates of its beginning and end

249. A Copy of the order on granting academic leave to the student is sent to the Department for timely communication to the student.

250. Listed in the application email address or mobile phone number of the student registration division directs the notice on the granting of sabbatical leave. In this case, the responsibility for timely notification is assigned to the head of the registration Department.

251. After leaving the academic leave, the student submits an application to the OR in the name of the rector of the University, and also provides:

- if you are on academic leave due to illness-a certificate from the outpatient organization that observed the patient, with a conclusion about the possibility of continuing education;
- in connection with conscription - a copy of the military ticket.

252. Head of the Department on the basis of presented documents determines difference in disciplines of working curricula / credits, course of study, and approves individual curriculum of the student in coordination with registration office. When returning from academic leave, the student continues his / her studies from the course (and academic period) from which he / she took this leave.

253. On the basis of the submitted documents, within 3 working days, the RR issues an order signed by the rector of the University on the withdrawal of the student from academic leave, indicating the educational program and course.

254. A Copy of the order for the student to leave the academic leave is sent to the appropriate Department for timely notification of the student.

255. To the e-mail address or mobile phone number of the student specified in the application, the RR sends a notice of termination of academic leave. Responsibility for timely notification is assigned to the head of the registration Department.

256. If the date of leaving the academic leave or going on academic leave does not coincide with the beginning or end of the academic period, the student on an individual schedule performs training tasks and scores the points necessary for the admission rating, or is enrolled in the summer semester in the disciplines for which the difference was formed.

257. To eliminate the difference, the student, in parallel with the current training sessions, during the academic period, attends all types of training sessions, performs training tasks, passes all types of current and boundary control provided by the working curriculum for these disciplines (modules) and passes the final control during the interim certification of students according to the Academic calendar.

258. The Application and all attached documents, an extract from the order in the part concerning the student, are filed by the registration Department in his personal file.

15. PROCEDURE FOR TRANSFERRING STUDENTS (TRANSFER OF STUDENTS FROM OTHER UNIVERSITIES, TRANSFER WITHIN THE UNIVERSITY AND TRANSFER FROM COURSE TO COURSE)

259. For the period of the state of emergency in the Republic of Kazakhstan, applications from students on translation issues are accepted remotely, online by the Registrar's office. The application must be completed on the University's website www.kazmu.kz

260. For the period of the state of emergency in the Republic of Kazakhstan, paragraphs 299-309 are suspended

261. Requirements for the transfer of students.

Translation of students is from course to course, from one educational organization to another, from one form of training to another, from one language of teaching to another, from one specialty to another and from Department to the state educational order within the University in the manner prescribed by the Ministry of education and science of the Republic of Kazakhstan, the University Charter and the regulations on the organization of educational process on credit system to Kazma.

262. The application of full-time students for transfer and restoration is considered by the rector during the summer and winter holidays, but no later than five days before the beginning of the next academic period.

263. When transferring or restoring students, the academic difference in the disciplines of the working curricula that they studied during previous academic periods is determined.

264. The Academic difference in the disciplines of working curricula is determined based on the list of subjects studied, their programs and the amount of academic hours or credits reflected in the transcript or academic reference

265. To eliminate the academic difference in the disciplines of the working curriculum, the student is enrolled in these disciplines, attends all types of training sessions during the academic period, passes all types of current control, and receives admission to the final control. At the same time, the student submits an application for permission to attend all types of training sessions during the academic period, specifying the name of the discipline, the number of credits, and the full name of the teacher in the application.

A copy of the academic difference payment receipt is attached to the application. On the basis of the Vice-rector's visa, the Registrar's office registers the student in the Platonus system, forming an individual student's curriculum and statements of various types of control

266. If the academic difference subjects are not included in the schedule of academic classes of the current academic period, the student is registered for them in the summer semester, the order of the rector indicates the difference in credits.

267. The procedure and terms of liquidation of academic difference in disciplines of the curriculum are issued by order of the Provost for the current academic year and included in the individual curriculum of the student

268. Academic differences in the disciplines of the working curriculum that are not eliminated within the established time period are further considered as academic arrears.

269. In all cases, the transfer must be made provided that it does not entail the inability to master the main educational program of the bachelor's degree.

270. *Transfer from course to course.* A mandatory condition for transferring a student from one course to another is that the student reaches an average academic performance score (GPA) not lower than the established transfer score.

271. Transferable GPA for students who graduated the 1st year, shall be not less than 2.0 points; graduates 2 year of 2.25; have completed 3rd year at 2.50

272. Transferable GPA for undergraduates of all disciplines is 2.50

273. The transfer of students from course to course based on the results of summer examinations (interim attestation) taking into account the results of the summer semester and GPA no later than August 25.

274. Transfer of students from one course to another is made by order of the University rector.

275. Students who do not liquidate academic debts within the established time frame, remain for re-training.

276. Students can transfer or recover after their expulsion if they have completed the first academic period of the program under study in accordance with the individual curriculum. Transfer or restoration of students is carried out during the holidays after the winter session or after the summer session - until August 25.

277. Transfer of a student from one specialty to another, from one form of training to another is carried out only for training on a paid basis.

278. When transferring or restoring students, the course of study is determined based on

prerequisites.

279. The offset is equal to the alphabetic system of an assessment of educational achievements of students corresponding to a digital equivalent on four point scale ranging from minimum to maximum, according to the Rules of organization of educational process on credit technology, approved by order of the Minister of education and science of the Republic of Kazakhstan from April 20, 2011 № 152, registered in the Registry of regulatory legal acts of the Republic of Kazakhstan dated October 16, 2018 No. 17554

280. Undergraduates may transfer to another University on a paid basis only.

281. Transfer of students and undergraduates to the national University is carried out only on a paid basis. At the same time, the student must have a certificate of UNT or CT not less than 60 points and the average academic performance score (GPA - Grade Point Average) is not lower than the established transfer score in this national University.

282. Transfer of students within the University from one specialty to another is made at the request of the student during the summer or winter holidays with the delivery of the difference in the working curriculum of the specialty.

283. The transfer of a student on a contractual basis from one specialty to another within one University is accompanied by making appropriate changes to the contract and is issued by the order of the head of the University.

284. Transfer of a student from one specialty to another within the University is carried out on a contractual basis according to the following procedure:

285. The student submits an application for transfer to the University rector, the application is accompanied by a transcript,

286. Head of the Department determines the difference of disciplines in curricula and in accordance with acquired prerequisites sets course, holds offsetting loans disbursed in accordance with the educational program and approves individual curriculum of the student in coordination with the office of the Registrar - office of the Registrar sets the deadline specified difference;

287. The Registrar's office sets the deadline for the delivery of the specified difference;

288. In accordance with the visas of the head of the Department of the host party and the head of the OR, the rector of the University issues an order to transfer the student from one specialty to another, indicating the date of receipt of the student's application and the number of credits to pay for the difference.

289. Transfer is allowed only for students who have a current academic performance rating not lower than the one set by the University.

290. The procedure for transfer from another institution of higher education in the Kazm is in the following order:

291. A student who wants to transfer to our University, submits an application in any form for transfer to the head of the University where he is studying, and after receiving a written consent to transfer, sealed, addresses the rector of Kazmu

292. The application for transfer to the rector of the University is accompanied by copies or original transcript signed by the head of the University and the office Registrar, and sealed, the certificate of passing the UNT or entrance (for master's degree), the University's license to conduct educational activities in this specialty, the application to the head of the University where he studied (with the signature of the head and the seal);

293. The OR accepts and registers the student's application and set of documents in the registration log;

294. Head of the Department on the basis of submitted documents determines the difference of

disciplines in curricula and in accordance with acquired prerequisites sets course, holds offsetting loans disbursed in accordance with the educational program and approves individual curriculum of the student in coordination with registration Department;

295. It issues an order to transfer the student indicating the date of receipt of the student's application and the number of credits to pay for the difference.

296. KazMU within three working days from the date of issuance of the order sends a written request to the University where the student previously studied, to forward his personal file. The request is accompanied by a copy of the order to enroll the student by transfer.

297. The Head of the University where the student previously studied, after receiving such a request, issues an order of expulsion with the wording "expelled in connection with the transfer to (name of the University)" and within three working days from the date of issuing the order of expulsion, sends the student's personal file to Kazmu.

298. At the University where the student studied, a copy of the transcript, student ID card and an inventory of the sent documents remain.

299. When applying for reinstatement or transfer of a student from a foreign University.

When applying for reinstatement or transfer of a student from a foreign educational organization appear to be a document of mastered curriculum (academic certificate, transcript), the entrance test and also about completion of previous level of education, which should pass nostrification procedure in the Republic of Kazakhstan dated 10 January 2008, №8, registered in the state Register of regulatory legal acts under No. 5135.

300. The procedure for transferring and restoring a student from a foreign University is carried out in the same way as the transfer and restoration of a student from another higher educational institution to KazMU

301. Transfer of a student from KazMU to another higher educational institution for all forms of training is made with the consent of the heads of both Universities and is issued by the relevant orders.

302. The reason for transferring a student to another UNIVERSITY may be his own desire or reasons related to the objective inability to continue studying at the University (moving to a new place of residence, the need to change the specialty due to illness, etc.).

303. The application for transfer is considered by the rector, and after agreement with the Vice-rector, the student is given permission to transfer to another UNIVERSITY, which is made on the application, the appropriate record, sealed by the University.

304. The student's Application is registered in the registration log.

305. The Student is issued a transcript certified by the head of the Registrar's office, the Vice-rector and sealed in accordance with the established procedure. Copies are issued: certificate of passing the unified national testing or complex testing (for bachelor's degree), certificate of passing entrance exams (for master's degree).

306. If the issue of transfer is resolved positively, the head of the University that accepts the student issues an order to allow him to study and pass the difference in the curriculum. At the same time, we send a written request and a copy of the order of enrollment of the student by transfer to transfer his personal file.

307. After receiving such a request, the University issues an order to expel the student with the wording " Expelled in connection with the transfer to (name of the University)", indicating the date of expulsion, and within three working days from the date of issuing the order to expel the OP sends the student's personal file to another UNIVERSITY.

308. Simultaneously with the order to expel the student, the OR fills in the academic certificate. In the student's personal file, when transferring from one course to another and when transferring to

another University, an extract from the order is filed.

309. the University will keep a copy of the academic certificate, transcript, record book and an inventory of sent documents. Information about the dropped out student is saved in the electronic database of the University.

16. PROCEDURE FOR RESTORING STUDENTS

310. For the period of the state of emergency in the Republic of Kazakhstan, applications from students on recovery issues are accepted remotely, online by the Registrar's office. The application must be completed on the University's website www.kazmu.kz

311. Requirements for repeated training of students. Students have the right to return to the University for any form of study, for any specialty, regardless of the terms of deduction during the restoration.

312. Restoration to the number of students is carried out only on a contractual basis of training for the corresponding course.

313. When transferring or restoring students, the course of study is determined based on prerequisites.

314. The transfer of mastered credits is carried out on the basis of comparison of educational programs, the content of the list of mastered disciplines, their volumes, acquired knowledge, skills and competencies, as well as learning results.

315. The Determining condition for the recovery of the student is the possibility of successful continuation of training. Academic debts incurred when transferring from a higher Education institution to a higher EDUCATION institution or within a University due to differences in curricula and educational programs should be eliminated by the student.

316. When restoring a student on a paid basis, an agreement is concluded between the student and the University.

317. Students on a paid basis who were expelled during the semester for non-payment or academic arrears of tuition fees, in case of payment of arrears of payment, have the right to be reinstated within four weeks from the date of expulsion. At the same time, the University restores the student upon presentation of the document on repayment of the payment arrears, within three working days on the basis of the student's application.

318. In a statement, the student must register the date and number of the order on deduction of the student.

319. The student's Application is registered in the registration log.

320. Restoration to the number of students who were previously expelled from the University or from another higher educational institution is made on the basis of the application of the student during the winter and summer holidays as follows:

321. The student submits an application for reinstatement to the rector of the University. The application is accompanied by a transcript or academic certificate of the established sample (original) about the passed academic disciplines (if the student is being restored from another University);

322. The student's application is registered in the registration log.

323. Head of the Department on the basis of submitted documents determines the difference of disciplines in curricula and in accordance with acquired prerequisites sets course, holds offsetting loans disbursed in accordance with the educational program and approves individual curriculum of the student in coordination with registration Department;

324. The Registrar's office sets the deadline for delivery of the specified difference.

325. The decision to restore the University should be made by the rector of the University two weeks before the start of training sessions so that the student has the opportunity to enroll in academic disciplines and form their own individual curriculum.

326. The Application of a distance learning student for restoration and transfer is considered by the head of the educational organization one month before the start of training sessions of the next examination session.

327. If the student is restored to another organization of education, Kazmu, on the basis of a written request the receiving party sends personal record, leaving a copy of academic transcripts, student record book, student card and inventory sent documents.

328. Requirements for re-training.

329. Students who have academic debts based on the results of the summer and winter sessions, who have a low transfer score (GPA), and who have taken a leave of absence for good reasons that are documented can remain for re-training.

330. Repeated training is carried out no more than twice during the entire period of training. If the student has used repeated training twice, he is transferred to the status of a part-time student in accordance with the order of the rector.

331. A Student who has not received a transfer point at the end of the academic year, taking into account the results of the summer semester, remains for a second course of study.

332. A Student who is left for a second course of study is trained according to the previously accepted individual curriculum or forms a new individual curriculum.

333. The Head of the Department sets the list of academic disciplines required for repeated training of students by his order.

334. Students who regularly have academic debts at the end of two or three semesters, form their individual curriculum for the new academic year with fewer credits than established by regulatory materials. At the same time, the training period increases. Tuition is paid at the cost of one loan.

335. The decision to grant a student the opportunity to re-study is made by the rector on the basis of the student's application, and with the consent of the Registrar's office, it is issued with a corresponding order with the wording "leave for a repeat course", indicating the number of credits. Changes to the current contract are made between the student and the University for the cost of training.

336. The student's Application is registered in the registration log.

17. TUITION FEES

337. For the period of the state of emergency in the Republic of Kazakhstan, applications from students on deferred / installment payment for training are accepted remotely, online by the Registrar's office. The application must be completed on the University's website www.kazmu.kz

338. Paragraph 340 shall be suspended for the period of the state of emergency in the Republic of Kazakhstan

339. The cost of training in Kazmu is formed based on the actual costs of providing scientific and educational process;

340. Tuition Fees are regulated in accordance with the agreement for the provision of educational services.

18. TRAINING AND METHODOLOGICAL SUPPORT

341. Educational programs of bachelor, master, based on the provisions of the Law RK "About education", the State obligatory standards of formation of RK, the Model rules of organization activity of education, state standards of specialties, as well as other NPA of the Ministry of education and science.

342. The basis for the formation of educational programs are : state educational standards (hereinafter SES), curricula of specialty (more STUPID), catalogs of elective disciplines (hereinafter CED), IPY and working curricula of specialties (hereinafter DPD).

343. Educational programs are developed in strict compliance with the requirements of SES and should take into account the modern requirements of employers to training, and the terms of specific professional activities and stages of the educational process.

344. Educational programs are implemented on the basis of educational-methodical complexes of specialties and educational-methodical complexes of disciplines.

345. Working curricula of specialty, based on the IEP of students include disciplines of an obligatory component, a high school component and disciplines at the choice. The structure of the curriculum includes the following cycles of disciplines-General education, basic, and profiling.

346. Each cycle consists of disciplines of compulsory component of the University and of the components in the proportions set GOSO RK 2018 Logical sequence of disciplines mandatory component of the University and component selection in the curriculum of each educational program is built in accordance with SES. Separate working curricula have been developed for each form of training and programs with different training periods.

347. Academic autonomy of higher education institutions allows you to independently create educational programs taking into account the needs of the regional labor market. Within the framework of bachelor's and master's degrees, modular educational programs should be developed in accordance with the National qualifications framework, professional standards, and agreed with the Dublin descriptors and the European qualifications framework. Modular educational programs are created based on the competence approach, the modular structure of building educational programs and credit content of disciplines and calculating the educational load of students.

348. The work on the design and approval of educational programs conducted with the participation of employers and in accordance with the Rules of organization of educational process on credit technology of training (order RK MES № 152 from 20.04.2011 g., edit the order of the Minister of education and science of the Republic of Kazakhstan from October 12, 2018 No. 563). The process of developing educational programs includes:

349. Development of educational and methodological complexes of disciplines by departments;

350. Development of QED by curriculum committees, heads of graduate departments with the participation of advisors;

351. Development of the academic calendar and schedule of the educational process by the Registrar's office;

352. Formation of students' educational programs under the guidance of advisors;

353. Development of the working curriculum of the specialty/educational program.

354. CEDs are developed for all bachelor's and master's degrees and must contain a brief description of all the disciplines of the component of choice with an indication of the brief content (main sections) of the discipline. QEDS are developed by committees on curriculum departments with the participation of employers and advisors in this specialty. To take into account the needs of the labor market and the requests of employers, employers of organizations are involved in the

development of CAD. During the meetings of the faculty with employers, the list of elective disciplines is discussed in order to include them in the CEDs. The CAD development also takes into account the opinions and suggestions of students, teachers, and other interested parties. The leading role in determining the list of elective disciplines, their names, content and credit content belongs to the graduating departments that oversee this specialty. It is the Department that defines and develops the concept of preparing a bachelor's or master's degree in its specialty and offers students a choice of the entire range of educational programs within a specific specialty.

355. The content of bachelor's and master's degree programs is developed based on the principles of continuity and continuity with previous levels of education. The content of the programs ensures the completion of each educational stage and makes it possible to interrupt education to switch to a professional field, or to continue education. The goals, objectives, content, methods, technologies, tools and forms of organization of training at all three levels of education should be coordinated with each other. Educational programs should be analyzed for duplicating the content of individual disciplines. Based on the goals of the educational program, the content of disciplines at each level should be deepened taking into account the achievements of science and technology in the relevant industry.

356. Developers of educational programs should plan the necessary results of the development of the educational program on the levels of knowledge, competence, methodological culture and comprehensive training for professional activities in the relevant cycles of the program and evaluate them with the necessary number of credits. Credit expression of disciplines and modules should ensure transparency and comparability of educational programs in the implementation of academic mobility.

357. All working curricula and syllabuses should include a "learning Outcomes " clause. The results of training are formulated by the teachers who lead these disciplines in the form of competencies in accordance with the Dublin descriptors.

358. The results of training in General in the specialty are determined by the committees on modular educational programs of the University consisting of the Vice-rector and head of the Department, as well as with the participation of employers and advisors in this specialty. During round tables and meetings with employers, key professional competencies and requirements for graduates in the workplace should be discussed. The results of training in the main disciplines are specified and specified at the graduate departments, and the results of training in General education and basic disciplines – together with the Department responsible for teaching these disciplines.

359. working curriculum, catalog of elective disciplines, modular educational programs and syllabuses before approval for a new academic year should be discussed annually at meetings of departments, educational and methodological Council, reviewed and supplemented taking into account the achievements of science and practice, new requirements for training specialists.