**NON-PROFIT JOINT STOCK COMPANY**
**«AL-FARABI KAZAKH NATIONAL UNIVERSITY»**

**APPROVED**
by the decision of the Academic Council
Protocol No. 11 of 27 June 2023
*(With amendments from August 1, 2025,*
*Protocol No.13 )*

# ACADEMIC POLICY

**Almaty, 2025**

## CONTENTS

GENERAL PROVISIONS ..... 3
2. BASIC CONCEPTS ..... 3
3. RESEARCH UNIVERSITY ..... 5
4. ADMISSION ..... 6
5. EDUCATIONAL PROGRAMMES ..... 6
6. EDUCATIONAL PROCESS PLANNING (ACADEMIC CALENDAR) ..... 8
7. REGISTRATION FOR DISCIPLINES AND FORMATION OF INDIVIDUAL CURRICULUM ..... 9
8. INCLUSIVITY OF THE EDUCATION ..... 10
9. EDUCATIONAL CLASSES ATTENDANCE ..... 10
10. SCIENTIFIC RESEARCH (EXPERIMENTAL RESEARCH) WORK OF STUDENTS ..... 13
12. PROFESSIONAL INTERNSHIP ..... 19
13. ACADEMIC MOBILITY AND CREDIT TRANSFER ..... 20
14. FINAL EXAMINATION ..... 21
15. TRANSFER AND REINSTATEMENT OF STUDENTS ..... 23
16. GRANTING ACADEMIC LEAVE ..... 26
17. EXPULTION OF STUDENTS ..... 27
18. GRADUATION OF STUDENTS ..... 27
19. EMPLOYMENT OF GRADUATES ..... 28

## GENERAL PROVISIONS

1.1. The Academic Policy is a system of measures, rules, and procedures for planning and managing educational activities and for the effective organization of the learning process, aimed at implementing student-centered learning and improving the quality of education within the higher and postgraduate educational programs at the Non-profit Joint Stock Company Al-Farabi Kazakh National University (hereinafter – the University).

1.2. The Academic Policy is intended for students, the teaching and research staff, heads and employees of the University's structural divisions, as well as other stakeholders.

1.3. The Academic Policy is developed and implemented in accordance with the current legislation in the field of science and higher education, taking into account the priorities and strategic objectives of the University.

1.4. The status of the Academic Policy is defined in subparagraphs 21, 22 and paragraph 40 of Chapter 2 "Procedures for the Activities of Higher and (or) Postgraduate Education Organizations" of the Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018, No. 595 "On Approval of the Model Rules for the Activities of Educational Organizations of the Relevant Types and Categories."

1.5. The regulatory legal acts of the Republic of Kazakhstan (hereinafter – RLAs of the RK), as amended and supplemented, which serve as the basis for the development of the Academic Policy, include:

- Law of the Republic of Kazakhstan "On Education" dated July 27, 2007, No. 319-III;
- Law of the Republic of Kazakhstan "On Science and Technological Policy" dated July 1, 2024, No. 103-VIII ZRK;
- Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated July 20, 2022, No. 2 "On Approval of the State Compulsory Standards of Higher and Postgraduate Education" (as amended by the Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated February 20, 2023, No. 66);
- Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018, No. 595 "On Approval of the Model Rules for the Activities of Educational Organizations of the Relevant Types and Categories" and other applicable laws and regulations of the Republic of Kazakhstan;
- Regulatory legal acts of the Ministry of Science and Higher Education of the Republic of Kazakhstan (hereinafter – MSHE RK);
- Internal regulatory documents of the University.

1.6. The Academic Policy may be revised in case of changes of regulatory legal acts, governing educational activities in the Republic of Kazakhstan, changes in the Charter and the Development program of the University, as well as based on the University Academic Council resolution.

## 2. BASIC CONCEPTS

2.1. **Academic Freedom** – a set of powers of the subjects of the educational process, granted to them for independent determination of the content of education in the disciplines of the component of choice, additional types of education and organization of educational activities to create conditions for the creative development of students, professors, and the use of innovative technologies and teaching methods.

2.2. **Academic Calendar** - a calendar of training and monitoring activities, practices during the academic year; it also indicates the days off (vacation and holidays).

2.3. **Academic Credit** is a unified unit for measuring the volume of scientific and (or) educational work (load) of a student and (or) a professor.

2.4. **The Academic Council** is a body of collegiate managing of educational and methodological work of the University.

2.5. **Academic Mobility** is the movement of students to study, professors to conduct research for a certain academic period (semester or academic year) to another higher and (or) postgraduate educational institutions (HPEI) (within the country or abroad) with binding transfer credits for acquired educational programs, disciplines at the University.

2.6. **Examination Commission (EC)** – a commission for conducting the qualification examination of students in educational programs or fields of study. It should be endorsed by the order of the Chairman of the Board–Rector, or by a person replacing him, consist of a chairperson who is not a professor or employee of the University, and members of the commission, who are the leading representatives of the academic staff.

2.7. **Grading System of students' achievements** – a system for assessing the level of educational achievements in points corresponding to the internationally accepted letter system with a digital equivalent and allowing to set up the rating of students.

2.8. **The Department of Academic Affairs (DAA)** is a structural subdivision that organizes and coordinates educational and methodological work at the University.

2.9. **Distance Learning** - learning carried out with the interaction of a professor and students, separated by distance, with the use of various technologies and means of telecommunication.

2.10. **Distance Learning Technologies (DLT)** information and communication technologies and telecommunication tools used in the implementation of distance education.

2.11. **Additional Educational Program (Minor)** — a set of courses and/or modules and other types of academic work selected by the student for study with the aim of developing additional competencies.

2.12. **Dual training** is a type of personnel training that involves combining training in an educational institution with mandatory periods of work experience and professional practice at a company (organization), with the provision of employment and compensation for students, under the equal responsibility of the company (organization), the educational institution, and the student.

2.13. **The European Credit Transfer and Accumulation System (ECTS)** is a way of transferring credits received by a student abroad into credits that count towards their degree upon returning to their educational institution, as well as accumulating credits within educational programs.

2.14. **Individual curriculum (IC)** is a document that reflects the educational trajectory of a student; it is compiled by students under the guidance of their adviser for each of the academic years based on an educational program and a catalogue of elective disciplines.

2.15. **Inclusive education** is a process that provides equal access to education for all students, considering special educational needs and individual opportunities.

2.16. **Artificial intelligence (AI)** is a set of software algorithms that allows you to simulate several functional capabilities of the human brain in a dynamic computing environment, including the creation of text, graphics, audio, multimedia materials and documents that are identical or partially identical to those created by teachers and students.

2.17**. Research University** — a higher education institution that implements a five-year development program approved by the Government of the Republic of Kazakhstan, aimed at integrating education and science. The University focuses on the creation, implementation, and transfer of new knowledge and technologies, ensuring its sustainable development through scientific research and innovation activities.

2.18. **Information System Univer (IS Univer) —** an information and software complex Univer.kaznu.kz, which represents a comprehensive system for the administration and management of the University's educational activities, covering the full cycle of the learning process.

2.19. **Qualification Examination** is a procedure carried out to determine the degree of acquiring academic disciplines and (or) modules by students as well as other types of educational activities provided for by the educational program.

2.20. **Final Examination** – monitoring students learning achievements to assess the quality of acquiring the academic discipline program; it is carried out during the period of interim attestation in the form of an exam; if the discipline is studied over several academic periods, then the final monitoring can be carried out on the part of the discipline studied in this academic period.

2.21. **The Academic Credit System** is an educational system aimed at increasing the level of self-education and creative development of knowledge. It is based on individualization, elective educational trajectory, and considering the amount of acquired educational material as credits.

2.22. **Credit Mobility** is related to outward student mobility when student's study abroad experience for a limited period of study can accrue credits towards the qualification they are undertaking at the University (after the mobility phase, students return to their educational institution to complete their studies).

2.23 **Massive Open Online Course (MOOC) —** an educational course with large-scale interactive participation, using e-learning technologies and providing open access via the Internet.

2.24 **Module** is an autonomous structural element of an educational program that is complete in terms of learning outcomes and has clearly defined knowledge, skills, competencies acquired by students, as well as adequate assessment criteria.

2.25 **Modular Educational Program** — a study program that includes a set of academic modules aimed at developing in students the key competencies required to obtain a specific academic degree and/or qualification.

2.26 **Modular Learning** — a form of organizing the educational process in which the learning material is structured into separate modules, each representing a thematically complete part of the program with clearly defined objectives, content, learning outcomes, and assessment methods.

2.27 **Student's Research Work —** an independent research study conducted under the supervision of a scientific advisor (consultant) on a current problem within a specific field of science that corresponds to the profile of the educational program being pursued by the student.

2.28 Educational program (hereinafter - EP) – a common set of basic characteristics of education, including the goals, results and content of learning, the organization of the educational process, techniques and methods of their implementation, criteria for evaluating learning outcomes.

2.29 **Main Educational program (Major)** is an educational program determined by students for study to form key competencies.

2.30 **The Office of the Registrar** is an academic service which records the entire history of a student's educational achievements and provides the organization of all types of monitoring and calculation of their academic rating.

2.31 **Dual-Degree Programs (DDP)** programs based on the comparability and synchronization of the educational programs of partner higher and/or postgraduate education institutions. Such programs are characterized by the parties' mutual commitments regarding issues such as defining the objectives and content of the program, organizing the learning process, and determining the degrees to be awarded or qualifications to be conferred. Upon completion of the studies and fulfillment of all requirements for each program, the student is awarded two officially recognized diplomas conferring an academic degree, as well as two transcripts.

2.32 Transferable GPA score is the grade point average of student's grades annually established for each academic year for transfer to the following academic year.

2.33 **Credit Transfer** - recognition of the equivalence the volume and content of disciplines or research work studied / conducted by students in another educational organization to the disciplines/ research work program according to the EP curriculum of the University transferring into the student's transcript in the Information System (IS) Univer the credits and grades for these disciplines /research work on the basis of a document (transcript) from the HPEI where the student was within the academic mobility program.

2.34 **Post requisites** – disciplines and (or) modules and other types of educational work,

the study of which requires knowledge, skills, abilities, and competencies acquired upon completion of the study of this discipline and (or) modules.

2.35 **Interim attestation of students' achievements** is a procedure carried out during the final examination period to assess the quality of mastering by students the content of part or the entire volume of the discipline upon its completion by students.

2.36 **Prerequisites** – disciplines and (or) modules and other types of educational work containing knowledge, skills, abilities, and competencies necessary for acquiring the current discipline and (or) modules.

2.37 **Learning Outcomes** – the amount of knowledge, abilities, and skills acquired, demonstrated by students upon mastering the educational program confirmed by the assessment, as well as the values and attitudes formed.

2.38 **The Register of Educational programs** is an information system of the authorized body in the field of education, which includes a list of educational programs developed by HPEI.

2.39 **Joint Educational Programs (JEP)** — educational programs developed and implemented jointly by two or more partner higher and/or postgraduate education institutions, including foreign ones. Upon completion of studies and fulfillment of all requirements for each program, unlike dual-degree programs, the student is awarded a single joint diploma based on the terms of the partnership agreement.

2.40 **GPA (Grade Point Average)**— the weighted average indicator of a student's academic performance over a specified period within the chosen program. It is calculated as the ratio of the sum of the products of credits and the numeric equivalents of final grades for all types of academic work to the total number of credits for these works during the given study period.

$$\text{GPA} = \frac{(Gr_1 \times Cr_1) + (Gr_2 \times Cr_2) + \cdots + (Gr_n \times Cr_n)}{Cr_1 + Cr_2 + \cdots + Cr_n}$$

where:

**Gr** – grade for the course in numeric equivalent;

**Cr** – number of credits for the course;

**n** – number of courses studied during the given period of education.

2.41 **Transcript** – a document that contains a list of acquired disciplines and (or) modules, and other types of educational work, with credits and grades indicated, for the corresponding period of study.

2.42 **Educational and Methodological Complex of a Discipline (EMCD)** in the Univer Information System — a set of educational and methodological documents that are necessary and sufficient for high-quality teaching and learning within a specific academic discipline. The EMCD includes: the syllabus; lecture notes/thematic materials for practical classes; methodological guidelines for practical, seminar, or laboratory sessions; a guide for students' independent work; and the final assessment program for the discipline. The primary platform for hosting the EMCD is the Univer Information System.

2.43 **Curriculum** – an educational document that regulates the structure and scope of educational programs (EP) by disciplines cycles, indicating the list and minimum number of discipline credits concerning the mandatory component, all types of practices, and final certification; it is to be approved by the Academic Council of the University.

2.44 **Student's Academic Research Work** — a form of scientific and academic activity of students aimed at developing research skills, participating in scientific conferences and competitions, publishing research articles, and other related activities.

2.45 **The Sustainable Development Goals (SDGs)** are globally accepted goals aimed at eliminating poverty and misery, combating inequality and injustice, as well as protecting the planet and ensuring peace and prosperity for the entire population.

## 3 RESEARCH UNIVERSITY

3.1 The University holds the status of a research university and is an institution of higher and postgraduate education that implements the University's Development Program approved by the Government of the Republic of Kazakhstan. It also participates in organizing and conducting fundamental and applied scientific research, as well as other scientific, technical, and experimental design activities.

3.2 The research university independently develops and implements the standards of educational programs for higher and postgraduate education. The requirements for the conditions of implementation and the learning outcomes of these educational programs shall not be lower than those established by the state standards for the corresponding levels of higher and postgraduate education.

3.3 The research university has the right to establish additional profile-specific requirements for admission to higher and postgraduate education programs.3.4. A research university has the right to establish additional requirements for a profile orientation during enrolling in higher and postgraduate education programs.

3.4 The University recognizes the importance of re-evaluating, rethinking, and revising education so that it ultimately encompasses a broad range of principles, knowledge, skills, beliefs, and values related to achieving the Sustainable Development Goals (SDGs) and ensuring sustainability across all three dimensions — environmental, social, and economic.

3.5 Education for sustainable development is intended to anticipate and address the challenges that threaten the sustainability of all areas of human activity. In this regard, the University integrates the topic of sustainable development into its educational programs and carries out educational and informational activities at the University, local, national, and international levels.

3.6 The research university ensures the information security of its educational, research, administrative, and information and communication activities in accordance with the legislation of the Republic of Kazakhstan through an Information Security Management System (ISMS) that complies with the requirements of the international standard ISO/IEC 27001.

3.7 All participants in the educational process are required to contribute to maintaining the security of the University's information environment, including data protection, infrastructure resilience, and the reliable operation of information systems.

## 4 ADMISSION

4.1 Admission to studies is carried out for educational programs of higher (bachelor's) and postgraduate education (master's, doctoral, internship, and residency programs) included in the Register of Educational Programs of the National Center for the Development of Higher Education under the Ministry of Science and Higher Education of the Republic of Kazakhstan (hereinafter – MSHE RK).

4.2 Admission of foreign citizens is carried out for educational programs of higher (bachelor's) and postgraduate education (master's, doctoral) twice a year — during the summer and winter intakes. The specific admission periods are determined by the Admission Committee based on the relevant regulatory legal acts.

4.3 Admission to the branch campuses located in the Kyrgyz Republic for higher education programs (bachelor's) and in the Russian Federation for higher education programs (bachelor's) is conducted once a year. The admission periods are determined by the Admission Committee in accordance with the applicable legal regulatory acts. Admission to the branch located in the Kyrgyz Republic for postgraduate programs (master's and doctoral studies) is carried out twice a year — during the summer and winter intakes. The specific admission periods are established by the Admission Committee based on the relevant regulatory legal acts.

4.4 Upon admission, students are enrolled in the EP from the group of educational programs (hereinafter referred to as GEP) according to a personal application. Advice to students on the choice of an educational program is provided by faculty consultants at the University Admissions Committee.

4.5. The University determines the passing score for applicants, considering the specifics of the chosen field of study. Applicants who have achieved the minimum passing threshold established by the University in accordance with Appendix 2 to the “Rules for Admission to Al-Farabi Kazakh National University” are eligible for enrollment.

4.6. Enrollment into the student body is formalized by an order of the Chair of the Board – Rector, or an authorized representative, in accordance with the “Model Rules for Admission to Organizations Implementing Educational Programs of Higher and Postgraduate Education,” approved by Order No. 600 of the Ministry of Education and Science of the Republic of Kazakhstan dated October 31, 2018."Standard Rules for admission to study in organizations implementing educational programs of higher and postgraduate education", approved by order of the MES RK №600 dated 31.10.2018.

## 5. EDUCATIONAL PROGRAMMES

5.1. The University primarily trains specialists through educational programs (EPs) of higher (bachelor’s, internship) and postgraduate (master’s, residency, doctoral) education. The University also implements a model for the training of medical professionals that combines several levels of education (bachelor’s, internship, and specialized master’s) into a single, continuous program — Continuous Integrated Medical Education (CIME). The University College provides pre-university training of specialists under technical and vocational education programs. The Farabi Business School of the University implements business education programs aimed at training managerial personnel — from middle-level managers to top executives and business owners (EMBA, MBA, DBA). Information about educational programs is available on the University’s website in the “For Applicants” section.

5.2. The University independently develops educational programs (EPs) in fields of study for which it holds a license to conduct educational activities, and within the framework of groups of educational programs in accordance with the Classifier of Fields of Training for Higher and Postgraduate Education of the Republic of Kazakhstan (Farabi University).

5.4. The development of educational programs (EPs) at the University is carried out by Academic Committees (ACs) for specific fields of study, composed of experienced faculty members, qualified curriculum specialists, representatives of employers, and students.

5.5. EPs are developed at the University by academic committees established in the areas of personnel training, which consist of the representatives of academic personnel, employers, and students. The duration of study for educational programs (EPs) at all levels of education is determined by the total number of academic credits earned. The main criterion for program completion is as follows:

- Bachelor’s degree – completion by the student of at least 240/300 academic credits with a standard duration of 4/5 years, respectively, including all types of academic activities; or 240 credits over 3 years under an accelerated trimester-based model;
- Internship – completion by the intern of at least 60 academic credits for the entire period of study, including all types of academic activities;
- Scientific and Pedagogical Master’s degree – completion by the master’s student of at least 120 academic credits for the entire period of study, including all types of academic and research activities;
- Professional Master’s degree – completion by the master’s student of at least 60 academic credits for a 1-year program or 90 credits for a 1.5-year program, including all types of academic and practical research activities;
- Residency – completion by the resident of at least 140/210/280 academic credits with a duration of 2/3/4 years, respectively, including all types of academic activities;
- Continuous Integrated Medical Education (CIME) – completion by the student of at least

300/360 academic credits with a duration of 5/6 years, respectively, including all types of academic and practical research activities;

- Doctoral studies – completion by the doctoral student of at least 180 academic credits, including all types of academic and research activities.

5.6. Upon successful completion of the required number of academic credits and achievement of the expected learning outcomes, the educational program (EP) is considered fully completed, and the student is awarded the corresponding academic degree for the respective program. For medical specialties, an appropriate professional qualification is additionally conferred.

5.7. In addition to traditional educational programs (EPs), the University develops and implements dual-degree programs (DDPs) and joint educational programs (JEPs) in partnership with leading international universities, including those ranked in the TOP-300 and TOP-500 of global, national, and subject-specific rankings, as well as member institutions of the Shanghai Cooperation Organization (SCO) University Network and the Commonwealth of Independent States (CIS) Network University. Information on DDPs and JEPs is available on the University's website Farabi University (section: University – International Cooperation – Programs).

5.8. For each educational program (EP), the University is required to develop curricula (CCs), which constitute a list of compulsory and elective courses/modules, professional internships, all types of academic, research, and experimental-research activities, as well as the final attestation.

5.9. The courses/modules, professional internships, and other components included in the compulsory part of the curriculum (CC) are mandatory for all students, in accordance with the State Compulsory Standard of Education of the Republic of Kazakhstan (SCSE RK), regardless of the specific educational program (EP) they are pursuing.

5.10. During the implementation of educational programs, the University allows the recognition of learning outcomes obtained through formal and non-formal education, as well as professional qualifications and micro-qualifications.
Such recognition is carried out in accordance with the Regulations on the Procedure for Recognition of Learning Outcomes of Formal and Non-formal Education and Professional Qualifications, and may include:

- credit transfer of international examination certificates;
- recognition of learning outcomes achieved in other educational institutions (including within academic mobility, dual-degree programs, or studies abroad);
- recognition of courses previously completed under other educational programs or forms of study (including reinstatement, transfer, change of program or study mode);
- consideration of results from online courses, micro-qualifications, and other forms of non-formal learning, provided they are supported by official documents and have undergone verification; as well as other cases specified in the Regulations.

5.10 The courses/modules and professional internships included in the elective part of the curriculum (university component and elective component) are developed considering the specialization and focus of the educational program (EP).

5.12. All University educational programs undergo internal and external evaluation/expertise to ensure their compliance with the needs of stakeholders (students, employers, and the state) and external qualification requirements. Internal and external evaluation/expertise and updating of educational programs are carried out in accordance with the Regulations on the Development and Updating of Educational Programs at the Non-Profit Joint Stock Company "Al-Farabi Kazakh National University."

5.13. The curricula (CCs) of educational programs approved by the University Board are uploaded in scanned form to the University's corporate portal.

5.14. After consideration by the department, the Faculty/School Academic Council, and the Academic Committee, and approval by the University Board, the University's educational programs are included in the Register of Educational Programs of Higher and Postgraduate Education of the Ministry of Science and Higher Education of the Republic of Kazakhstan (hereinafter – the

Register), in accordance with the Order of the Minister of Science and Higher Education of the Republic of Kazakhstan No. 106 of October 12, 2022 “On the Approval of the Rules for Maintaining the Register of Educational Programs Implemented by Organizations of Higher and (or) Postgraduate Education, as well as the Grounds for Inclusion in and Exclusion from the Register” (as amended on June 27, 2023).

5.15. Inclusion of an educational program (EP) in the **Register** is a mandatory condition for obtaining a state educational order (government grant funding).

5.16. The University’s educational programs may be **excluded from the Register** based on the decision of the Faculty/School Academic Council under the following conditions:

- loss of accreditation and/or license, or absence of a license appendix (by decision of the authorized body or an accreditation agency);
- failure to update the educational program within four years from the date of its inclusion in the Register (programs must be updated in the Register every four years);
- graduate employment rate of 50% or lower;
- results of educational program quality assessment, and other relevant factors.

## 6 EDUCATIONAL PROCESS PLANNING (ACADEMIC CALENDAR)

6.1. Planning of educational activities is carried out based on the academic calendar, which reflects the periods of all types of training and monitoring activities, practices during the academic year, and indicates the days off (vacation and holidays).

6.2. The academic calendar is developed for the academic year, approved by the decision of the Academic Council of the University.

6.3. The academic calendar reflects the periods of training sessions, interim and final attestation, professional practice, and other types of educational work during the academic year, as well as the days off (vacation and holidays). Changes to the academic calendar of the current academic year might be made at the request of the DAA in case of a justified need.

6.4. The academic year consists of academic semesters/trimesters lasting, as a rule, at least 15 weeks, periods of interim attestation (final examination period) and final attestation (thesis defense) lasting up to seven weeks, periods of professional practice and holidays, the duration of which is at least seven weeks in the academic year. Each academic period ends with an interim examination of students; each academic discipline is studied throughout one academic period and ends with a final examination.

6.5. For modular and trimester studies, the study periods for each module/discipline of the EP are determined by a separate Academic calendar.

6.6. A summer semester lasting at least 6 weeks (with the exception for graduating students) is organized during the vacation period to meet the needs for additional education, eliminating academic debts or differences in curricula, studying academic disciplines and acquiring credits for students in other educational organizations with binding transfer at the University, increasing GPA, acquiring a related or additional educational program, including within the framework of a double-degree and joint degree education.

6.7. The schedule of academic classes and final assessments (examination sessions) must be approved by the deans of faculties in coordination with the University Academic Control Service and communicated to students no later than two weeks before the start of the corresponding period.

6.8. If it becomes necessary to make changes to the approved schedule, the faculties must inform the University Academic Control Service through an official submission no later than three working days before the beginning of the relevant period. Students are required to carry out all types of educational and monitoring activities, practices strictly within the time limits stipulated by the academic calendar, with the exception for business trips abroad under academic mobility programs or for health issues. In these cases, students perform educational and monitoring activities, practice on an individual schedule in accordance with the order of the dean of the faculty.

6.9. Teachers are required to develop and upload the following teaching and methodological

documents (UMKD) to the Univer Information System (IS):

– a syllabus / interactive syllabus and a MOOC integration map, if the instructor integrates a MOOC into the course;

– lecture notes / thematic materials for practical classes;

– methodological guidelines for practical / seminar / laboratory sessions;

– a guide for students' independent work (SRW): assignments, methodological instructions, and a completion schedule;

– the final assessment program for the discipline.

6.10 Instructors are required to develop and upload the UMKD to the Univer IS within the deadlines established by the University's directive at the beginning of the academic year, in accordance with the "Methodological Guidelines for the Development and Design of the Teaching and Methodological Complex of a Discipline in the Univer IS" and bear personal responsibility for the quality of the UMCD.

6.11 During the delivery of the course, the instructor must use the electronic version of the syllabus / interactive syllabus approved in the Univer IS by the head of the department and the Chair of the Faculty Academic Committee on the Quality of Teaching and Learning. breach of professional responsibility on the part of the instructor.

6.12 Teaching stuff are obliged to execute all forms of instructional and supervisory tasks punctually within the timeframes specified in the academic schedule.

6.13 Instructors who fail to close the records of midterm and final assessments in the Univer information system within the established deadlines bear personal responsibility in accordance with the University's current local regulatory acts. Penalty sanctions are applied to such instructors. In cases of repeated violations—two or more times during an academic year—the instructor is subject to disciplinary action in the form of a reprimand. Particular attention is given to monitoring the performance of instructors working part-time or on an hourly basis. If instances of negligence by such instructors are identified, the relevant information is forwarded to the Department for Human Resource Development for appropriate administrative action.

6.14 The monitoring of academic classes is carried out by the University Academic Control Service. Selective monitoring of classes by the Department of Academic Affairs (DAA) is also permitted. Under no circumstances should the monitoring of classes interfere with the educational process or cause inconvenience to the instructor and/or students.

6.15 A professor is personally responsible for timely informing the head of their department about the need to replace / extend the periods for the implementation of educational and monitoring activities, practice, or the need to appoint another teacher with appropriate qualifications due to their absence for health issues, business trip, etc.

6.16 All educational classes within the approved schedule, which did not take place due to a valid excuse, must be held according to a separate schedule approved by the dean of the faculty.

## 7 REGISTRATION FOR DISCIPLINES AND FORMATION OF INDIVIDUAL CURRICULUM

7.1 Information on the courses submitted for annual registration, including brief descriptions, learning outcomes, prerequisites, and postrequisites, is contained in the course (module) catalog and published in the Univer Information System (IS) and on the University website. Prior to the start of registration, the heads of graduating departments organize preliminary methodological and advisory sessions to assist students in selecting their courses.

7.2 Students independently determine their learning trajectories aimed at achieving the learning outcomes of the educational program, except for courses within the General Education Cycle (OOC). Each student selects the required number of compulsories, university component, and elective courses (modules), which are reflected in the Individual Study Plan (ISP). The student bears personal responsibility for preparing the ISP and for the completeness of mastering the course of study in accordance with the requirements of the educational program curriculum.

7.3 Curators-advisors provide guidance on issues related to the completion of educational

programs, the credit system of learning, academic mobility, and academic integrity. They assist students in selecting their learning trajectories, choosing elective courses, and preparing their Individual Study Plans (ISP), as well as regularly monitor students' academic performance and ensure timely communication regarding potential risks of expulsion or academic debts.

7.4 The maximum number of credits included in a student's Individual Study Plan (ISP) must correspond to the number of credits established by the curriculum for the current semester/trimester and the respective academic year.

7.5 The selection of courses (modules) must be carried out with mandatory consideration of the sequence of course study. A student may not be registered for a course if they have not completed the prerequisite courses in the previous semester.

7.6 When determining an individual learning trajectory within the framework of the university component and (or) the elective component, the student chooses disciplines for the main EP (Major)and (or) additional EP (Minor) following Paragraph 12, Chapter 2 of the Order of the Ministry of Science and Higher Education of the Republic of Kazakhstan No. 2 dated 20.07.2022 "On approval of state mandatory standards of higher and postgraduate education".

7.7 Registration is carried out based on the educational program and the course catalog in the Univer Information System (IS) in online mode, in accordance with the registration schedule approved by the dean of the faculty.

7.8 Academic streams and groups are formed based on the principle of a sufficient number of students enrolled in a particular course and with a particular instructor. The enrollment size of an academic stream or group is determined by the University.

7.9. In case the number of students registered for the discipline is less than the minimum established, the discipline is not opened. The students who have registered for the discipline shall be informed and offered to re-select the discipline within 3 days after the end of the registration.

7.10 Registration for the summer semester is carried out at the end of the spring semester, except for graduate students. There is no summer semester for graduate students.

7.11 The Registrar's Office organizes the registration for the disciplines with the involvement of the editors. Registration is organized strictly during the extracurricular time in specially prepared computer classrooms approved by the order of the Dean of the Faculty. Each student is assigned an ID number (login).

7.12 The IC is generated in IS Univer automatically after the discipline registration procedures is completed. Approval of the IC by the student, the academic advisor, the Dean of the Faculty, and the supervising officer of the Registrar's Office is also done electronically in the IS Univer, where the IC is stored until the end of the term of study.

7.13 The student's IC is registered in the system under a personal identification number ID. The student has the right to change individual disciplines of the IC within the catalogue of disciplines of the EP before the start of theoretical training in agreement with the Registrar's Office.

7.14 Students whose studing is carried out based on a contract for the provision of educational services for a fee, can form an IC with a smaller number of disciplines than provided for by the curriculum, while at the same time increasing the duration of training.

7.15 On return from academic leave, reinstatement, or transfer from another educational program of higher and postgraduate education (OHPE), the Registrar's Office registers students according to personal applications in previously formed disciplinary streams/groups, with preference given to groups with a smaller number of students.

## 8 INCLUSIVITY OF THE EDUCATION

8.1 The university, in its commitment to the ideals of inclusive education, ensures that students with specific learning requirements are afforded tailored educational opportunities and the necessary support for their academic progress and social integration across all levels of study.

8.2 The academic milieu of the university is designed to guarantee equitable treatment by faculty members to all students, and among students themselves, irrespective of gender,

racial/ethnic background, religious convictions, socioeconomic status, or physical well-being of the student, among other factors.

8.3 It is incumbent upon university instructors and staff to be cognizant of, responsive to, and supportive of students with special educational requirements.

8.4 The instructor must include in the syllabus the core principles of inclusive education, which should demonstrate the instructor's commitment to creating a supportive and equitable learning environment for all students. It is recommended that the syllabus reflect provisions ensuring equal access to education and recognizing student diversity, for example, in terms of:

- physical and mental accessibility (e.g., the possibility of providing alternative forms of assessment for students with special educational needs);
- cultural and linguistic diversity (e.g., using clear language, incorporating multicultural examples, and allowing clarification of complex terms);
- differences in learning styles (e.g., combining visual, auditory, and practice-oriented forms of instruction);
- gender and social inclusion (e.g., avoiding discriminatory language and biased judgments in examples and case studies), as well as other relevant aspects.

8.5 The university upholds a zero-tolerance policy towards discrimination and bullying and harassment are strictly prohibited. If a student becomes aware of any instances of bullying or harassment, they are obligated to report them to a teacher. If a teacher engages in illegal conduct, the student is required to notify their supervisor-adviser, the deputy dean for educational, methodological, and educational affairs, and the dean of the faculty.

## 9 EDUCATIONAL CLASSES ATTENDANCE

9.1 The students must attend all the types of lessons in accordance with the approved schedule. Missing the lessons without an admissible excuse, which must be documented, is not allowed.

9.2 Admissible excuses for missing lessons may be such as:

- medical indications confirmed by a certificate of health Form No. 037/u (with QR code) provided to the Dean of the Faculty within 3 days after it was received from a medical institution:
- departure on a international secondment confirmed by an international secondment order;
- educational or business trip confirmed by the order on business trip;
- participation in sports and other events of the republican level with the consent of the University administration;
- other documented circumstances.

9.3 Students who have missed 72 or more hours of lessons without an admissible excuse during one academic period (semester) are subject to expulsion from the university, on the recommendation of the Ethics Council of the relevant faculty (if there is a disciplinary sanction).

9.4 Students who do not attend lessons for more than 5 weeks for health reasons must issue an academic leave in accordance with the Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018 No. 595 "On Approval of the Model Rules for the Activities of Educational Organizations of the Relevant Types and Forms."

9.5 In emergency situations (pandemics, etc.) students must comply with the requirements of the sanitary and epidemiological regime (SER) in accordance with the approved "Regulations for ensuring the sanitary and epidemiological regime (SER)" and the recommendations of authorized bodies in the field of health and science and higher education.

9.6 If the number of missed lessons with an admissible excuse does not exceed 50% of lesson in the discipline, then compulsory summer internship is allowed. A student who has missed the lessons sessions submits an appropriate application in the name of the dean of the faculty with the attachment of supporting documents. By order of the dean of the faculty, an individual schedule for compulsory summer internship of the missed lessons is approved. If more than 50% of lessons of the discipline are missed, except for documented admissible excuse for the missing, the student automatically receives an "F" - "unsatisfactory" score and is not allowed to the final control of the

discipline.

9.7 Distance learning technologies in the educational process of the University are implemented in accordance with the order of the Minister of Education and Science of the Republic of Kazakhstan dated March 20, 2015 No. 137 "On approval of the requirements for educational organizations to provide distance learning and the rules for organizing the educational process in distance learning and in the form of online study on the educational programs of higher and (or) postgraduate education."

9.8 The organization of the educational process using distance learning technologies takes place in accordance with the Rules for the organization of learning using DLT.

9.9 The University allows the use of distance learning technologies (DLT) in relation to the following students:

| | **Direction** | **The maximum volume credits/disciplines to transfer to DLT** |
|---|---|---|
| .1 | **This applies to all areas of study, without exception.**<br>The students must also have a certificate from the medical advisory committee (MAC), confirming their state of health.<br>The learning process is structured in an asynchronous and/or synchronous format**.** | For the period and duration of distance learning, which is established in accordance with the medical recommendations of the expert opinion of the MAC. |
| .2 | This applies to all areas of study, without exception. Participants in international and domestic training camps, sporting events, intellectual and artistic competitions, and festivals are provided with this opportunity. The process is structured through an asynchronous and/or synchronous learning approach. | For the period of participation |
| .3 | **For all areas of training, without exception.**<br>For students enrolled in academic mobility programs | No more than 20% of the total amount of academic credits for the entire period of study. At the same time, no more than 50% of the number of disciplines in the semester. |
| .4 | **For all fields of study, without exception.**<br>In the implementation of dual-degree programs, joint programs and exchange programs. | No more than half of the total number of academic credits for the entire period of study (without exception for any field of study). |
| In the event of emergency situations of social, natural, or man-made origin, including measures aimed at preventing and treating diseases among the population, as well as sanitary and anti-epidemiological activities and preventive measures, students are permitted to use DL for studying an increased number of academic credits under the framework of academic mobility programs, as well as during the implementation of dual-degree and/or joint programs | | |
| The course of «Physical culture» is delivered on a full-time basis and may be transferred to a distance learning mode only in cases of study under restrictive measures, such as quarantine, emergency situations of social, natural or man-made origin.<br>All types of practical training, research and experimental work, as well as scientific internships at practical bases, scientific institutions and/or organizations in relevant industries or spheres of activity are conducted on a full-time basis.<br>However, the use of distance learning technologies is permitted, depending on the specific requirements of the educational program, upon provision of supporting documentation from the practical base, specifying the types, schedule, and description of the trainee's remote work. This also applies to cases when studying under restrictions, including quarantine and emergency situations of any kind. | | |

| | | |
|---|---|---|
| | **Other cases of the implementation of training using DLT** | |
| .1 | **For training personnel in the field of law.** It is organized through an exclusively synchronous training format. | No more than 20% of the total number of disciplines for the entire period of study. |
| 2 | **For personnel training in other areas of training.** It is organized through an exclusively synchronous training format. | No more than 50% of the total number of disciplines for the entire period of study. |
| 3 | In accordance with the curricula of medical, pharmaceutical, and pedagogical educational programs. | **IT IS NOT PERMITTED, save for the instances specified in subparagraph 2 of article 37-2 of the law of the Republic of Kazakhstan «On Education».** |
| 4 | Students pursuing diverse academic paths can engage in mastering specific disciplines through non-traditional educational approaches, in collaboration with the university. This includes the utilization of Massive Open Online Courses (MOOCs), the outcomes of which are acknowledged in accordance with the procedures outlined in the «Regulation on the process of recognizing the achievements of formal and informal education, as well as professional qualifications» approved by the university. | No more than 20% of the total amount of academic credits for the entire period of study. |
| In the context of restrictive measures, such as quarantine and emergencies of a social, environmental, or man-made origin, professional practice, scientific research, and experimental work that cannot be conducted remotely are rescheduled for later academic periods when distance learning is implemented. | | |

9.10 Students are obliged to attend lessons using the DLT: in synchronous form - in accordance with the schedule, in asynchronous form - in accordance with the deadlines (deadline for completing the task) established by the teacher.

9.11 To register for studying with the DLT, the student submits a corresponding application addressed to the Member of the Board-Vice-Rector for Academic Affairs with visas of the head of the graduating department and dean of the faculty. The transfer to studying with the use of the DLT is formalized by order of the Member of the Board - Vice Rector for Academic Affairs, or a person replacing them.

9.12 Students who have returned from a trip abroad on academic mobility, who have an academic debt because of the trip, apply to the dean of the faculty to study the relevant disciplines according to an individual curriculum. At the same time, they must pass the final exams in the disciplines of the academic debt.

## 10 SCIENTIFIC RESEARCH (EXPERIMENTAL RESEARCH) WORK OF STUDENTS

10.1 Research (Experimental-Research) Work of Students — an independent study conducted under the supervision of a scientific advisor (consultant) on a relevant issue within the field of science corresponding to the profile of the student's educational program. Based on the results of the research (experimental research) work, the student publishes scholarly papers in academic journals and presents a final qualifying project for public defense (bachelor's thesis/project, master's dissertation/project, or doctoral dissertation). The main results of a master's dissertation must be presented in at least one publication and/or one presentation at a scientific-practical conference. It is recommended that publications appear in journals indexed in the Scopus and/or Web of Science databases, or in journals included in the list of publications recommended by the Committee for Quality Assurance in the Field of Education and Science (CQAES) of the Ministry of Science and Higher Education of the Republic of Kazakhstan (MSHE RK) for publishing the main results of scientific work. Presentations at conferences indexed in Scopus and/or Web of Science with subsequent publication in conference proceedings are also recommended. The requirements for publishing the main scientific results of doctoral dissertations are regulated by the *Rules for the Awarding of Academic Degrees*. The use of artificial intelligence (AI) systems in conducting various types of research work is permitted only within the limits established by the University's internal regulatory documents, including the Regulations on the Use of AI Technologies at the University and the Regulations on the Verification of Students' Text Documents for Plagiarism.

10.2 In order to carry out the research (experimental research) work, master's students and doctoral students, in addition to the IC, draw up and approve individual work plans for the entire learning period, including an individual plan for research/experimental research work; a plan for the passage of practices; the topic of the dissertation with justification and structure; a plan for the completion of the dissertation; plan of scientific publications and internships.

10.3 Credits for the implementation of research (experimental research) work of undergraduates and doctoral students are distributed among the semesters of study.

10.4 At the end of each academic period, undergraduates and doctoral students make a presentation of the results of the work at a meeting of the graduating department in the presence of a scientific adviser/scientific consultants. The rules for intermediate certification of the results of research work of undergraduates and doctoral students are regulated by the Procedures "Scientific Research work of a master student" and "Scientific Research work of a doctoral student."

10.5 Responsibility for the fulfillment by master's and doctoral students of their individual work plans and for the successful defense of the dissertation lies with the doctoral student, the domestic scientific advisor to whom the doctoral student is assigned, and the graduating department. In cases where the doctoral student fails to complete the types of work specified in the individual work plan in a timely or satisfactory manner, the domestic scientific advisor and the department shall not permit the doctoral student to undergo interim assessment. A scientific advisor may supervise no more than three doctoral students simultaneously (including those from previous cohorts) under the terms of a tripartite agreement.

10.6 Undergraduates and doctoral students, within the framework of the individual work plan, must undergo a mandatory internship on the topic of dissertation research, as a rule, in the leading OHPE and/or a large research center. The rules for organizing and completing a scientific internship by master's and doctoral students are regulated by the "Regulations on the magistracy of Al-Farabi Kazakh National University" "Regulations on doctoral studies of Al-Farabi Kazakh National University," "Regulations on academic mobility."

10.7 According to continuous integrated medical educational programs within the framework of experimental research work (hereinafter referred to as the ERW), an individual work plan for a student to familiarize himself with innovative technologies and new types of production provides for compulsory scientific internship in scientific organizations and (or) organizations of the

healthcare industry.

10.8 Students are responsible for timely high-quality performance of all types of work related to research, research practices and internships, preparation of graduation work for public defense, in strict accordance with the IEP and the academic calendar.

10.9 Students, the results of scientific research (experimental research) work of which are assessed as unsatisfactory, master the corresponding credits in the next academic period on a paid basis.

10.10 Mandatory requirements and procedure for the implementation of post- graduate education, as well as issues related to the appointment of scientific leaders/consultants, the procedure for conducting scientific research (experimental research) work of master's students and doctoral students are regulated by the following internal documents:

- Regulations on master's degree at al-Farabi Kazakh National University;
- Provision on doctoral studies at al-Farabi Kazakh National University;
- Regulation "On Qualification Requirements for Heads of Thesis/Projects at Al-Farabi Kazakh National University";
- Regulation "On Qualification Requirements for Scientific Managers of Master's Theses/Projects at Al-Farabi Kazakh National University";
- Regulation "On qualification requirements for scientific consultants of doctoral students at the Al-Farabi Kazakh National University";
- Procedure "Scientific Research work of a master's student";
- Procedure "Scientific Research work of a doctoral student";
- Code of Ethics of a scientist of the Al-Farabi Kazakh National University.

10.11 In the event of conflicts between a master's or doctoral student and their scientific supervisor, the student has the right to apply to the conciliation commission to resolve disputed issues. If necessary, the Faculty Academic Council may decide to remove the scientific supervisor from their duties and appoint a new scientific supervisor for the master's or doctoral student.

## 11 MONITORING AND ASSESSMENT OF STUDENTS' EDUCATIONAL ACHIEVEMENTS

11.1 To evaluate the educational achievements of students and the formation of the expected learning results, the following types of control are provided:

- Monitoring;
- Midterm control
- Final control (final exam).

11.2 Current control is a systematic assessment of students' knowledge in accordance with the curriculum, conducted by the teacher both in class and outside of class during the academic term. The points assigned for completing the tasks of current control are allocated in the curriculum of the subject on a weekly basis, considering the number and level of difficulty of the assignments performed. The results of the current assessment are recorded in the attendance register of the Univer Information System (Univer IS) in strict accordance with the interactive syllabus provided by the instructor.

The interactive syllabus in the Univer system is structured based on the syllabus of the subject, specifying the maximum number of points that can be earned for each academic week.

11.3 The midterm control assessment points are set in the midterm control list in the Univer system until 23.59 on Saturday of the corresponding certification week specified in the academic calendar. It is not allowed to change the MC1 and MC2 points after the final control is passed.

*For modular and trimester-based study programs, the midterm control periods for each subject are determined in accordance with a separate academic calendar.

11.4 Midterm control assessments are specified in the Midterm Control Statement issued by the Univer prior to 23:59 on the Saturday of the respective attestation week as outlined in the academic calendar. Once the final assessment has been completed, it is strictly prohibited to

modify the scores for Midterm1 and Midterm2.

11.5 The form of monitoring and midterm control is established by the teacher, included in the syllabus of the discipline and communicated to the students.

11.6 The final assessment for a course is generally conducted by the instructor teaching that course. The form/platform of the final examination for each academic discipline is determined by the instructor in accordance with the formats and platforms for final assessment established by the University. This information must be included in the course syllabus, communicated to students no later than one month after the start of the academic period, and entered into the Univer Information System (IS).

When preparing assignments for ongoing, midterm, and final assessments, the instructor may use artificial intelligence (AI) systems (chatbots) as auxiliary tools, provided that the names and links to the systems used are indicated in the Final Assessment Program for the Course, and in compliance with the Regulations on the Use of AI Technologies at the University.

The results of the final examination are recorded in a separate examination report in the Univer IS. The grades for the final assessment must be entered into Univer IS by the course examiner within 48 hours after the completion of the exam.

For modular and trimester-based programs, the periods of final assessment for each course are determined separately in the academic calendar.

11.7 If the teacher integrates online courses into the educational process (if there is an approved integration map), students can choose an alternative exam as a form of final control in this discipline - transfer of the certificates of online courses. The alternative exam is carried out in accordance with the approved regulations, which is enshrined in the Instructions for final control using distance learning technologies.

11.8 Assessment of learning results is carried out in accordance with the University's Learning Results Assessment Policy. The assessment of the monitoring is 60% of the final assessment of knowledge in the discipline, the assessment of the final exam is 40% of the final assessment in the discipline.

11.9 All types of control assume evaluation within the 100-point scale. The maximum performance indicator for discipline midterm controls is a maximum of 100 points for each midterm control, including the results of monitoring.

11.10 Educational achievements (knowledge, skills and competencies) of students are evaluated in points on a 100-point scale, corresponding to the letter system with a digital equivalent adopted in international practice.

**Point-rating letter system for assessing the accounting of educational achievements of students with their translation into the traditional rating scale and ECTS**

| Letter System Evaluation | Numeric equivalent | Points (percentage) | Traditional rating scale |
|---|---|---|---|
| A | 4,0 | 95-100 | Excellent |
| A- | 3,67 | 90-94 | |
| B+ | 3,33 | 85-89 | Good |
| B | 3,0 | 80-84 | |
| B- | 2,67 | 75-79 | |
| C+ | 2,33 | 70-74 | |
| C | 2,0 | 65-69 | Satisfactory |

| | | | |
|---|---|---|---|
| C- | 1,67 | 60-64 | |
| D+ | 1,33 | 55-59 | |
| D | 1,0 | 50-54 | |
| FX | 0,5 | 25-49 | Unsatisfactory |
| F | 0 | 0-24 | |

11.11 Educational achievements of students in languages (Kazakh, foreign, Russian) are evaluated in accordance with the point-rating letter system for assessing educational achievements ofstudents in foreign languages in accordance with the level model and translation into ECTS and the traditional scale.

The level and description of language proficiency correspond to the European competence in foreign language proficiency (A1, A2, B1, B2, C1, C2) in accordance with Appendix 2 to the Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018 No.595 "On the approval of the Standard Rules for the Activities of Educational Organizations of the Relevant Types and Forms."

11.12 For students who have registered for the discipline as a auditor and attend the discipline without receiving a final assessment, the Audit (AU) is awarded - "listened." Auditors of disciplines can be both students of the University and persons who are not enrolled in the number of students at the University who have paid for learning this discipline. Audition of disciplines is paid in full at the cost established at the University

The assessment "Audit" (AU) - "listened" can be entered into the transcript of the student based on the results of training in another OHPE. In this case, the graduating department should issue a submission for the inclusion of the discipline in the transcript, which should indicate the name of the discipline listened to in another OHPE in three languages (state, Russian and English) and the number of credits. The personal statement of the student is attached to the submission.

11.13 If the student scored at least 50 points on midterm controls during the semester/trimester and did not attend the exam with a documented admissible excise, the "I" grade (Incomplete) - "not completed" is put.

11.14 Students who scored at least 50 points according to the results of two midterm controls ((MC1 + MC2 )/2) are allowed to the final control. The maximum score for the final exam is 100 points.

11.15 Admission to the examination session is formalized by order of the Dean of the Faculty. The following ones are not allowed to the final control (examination):

- students who scored less than 50 points based on the results of boundary controls (MC1
- +MC2)/2;
- students who have more than 50% of absences of lessons in the discipline without an admissible excuse;

students who are studying since the contract of paid provision of educational services, who have arrears in payment for learning, accommodation.

11.16 In order to obtain the "I" grade, a student who has not passed the final exam in the discipline submits an application for consideration by the Dean of the Faculty indicating the reasons for missing the exam and attaching the original supporting documents (certificates) no later than 3 working days from the date of the exam or the date of issuing a certificate of impossibility to attend the exam for health reasons. If a miss of the exam is recognized with an admissible excuse, the student is given a grade "I" and an individual schedule for passing the exam is established in the period after the examination session by order of the dean of the faculty.

The Dean office sends the above documents electronically to the Registrar's Office through the electronic document management system for admission of the student to the "I" pass. If a student with an "Incomplete" rating fails to meet all requirements within a specified period (not later than 35 days after the end of the session), the Registrar's Office transfers the "I" rating to "F,"

i.e. "unsatisfactory." A student who does not agree with the result of the final control in the discipline (assessment for the exam) has the right to submit a reasoned written application within three working days after the results of the exam are presented in the electronic register in Univer system according to Chapter 3 of the Rules for Final Control (Examination Session).

11.17 The grade "AU," "F" can be changed by re-passing the discipline, but they are all entered the transcript, along with the changed grade, with the GPA calculated from the last received grade.

In case of obtaining the "unsatisfactory" grade corresponding to the "FX" grade (25- 49), the student can retake the final control on a paid basis without re-passing the curriculum/module program within a specially designated time period immediately after the examination session during which this rating was obtained.

If the student is evaluated with 0-49 points in foreign languages (according to Appendix 2 to the Order of the Minister of Education and Science of the Republic of Kazakhstan dated October30, 2018 No. 595.) their grade will be equal to "F" and the student is re-recorded in this educational discipline on a paid basis, attends all types of training sessions, performs all types of educational work according to the program and retakes the final control.

11.18 . When a student is reinstated or transferred from another higher education institution, any previously received grade of “F” (“unsatisfactory”) is entered into the Univer Information System (IS) by the dean’s submission through the “Salem Office” as part of the student’s academic record and is recorded as a retake.

11.19 If a "F" grade is obtained or "FX" is repeated during the "FX" grade retake, the student on a paid basis is re-enrolled in this learning discipline/module, attends all types of learning sessions, performs all types of studies according to the program and retakes the final control.

11.20 If the student did not appear in the established period for retaking the FX grade, this grade is translated into the F grade ("unsatisfactory"), and subsequently is considered an academic debt, for the elimination of which the student needs to attend all types of lessons on a paid basis in the next semester/trimester, perform all types of discipline study according to the program and pass the final exam.

11.21 A retake of an exam with a grade of “FX” is allowed only once. The appeal of exam results and the retake of a grade “FX” (if necessary) for students who sat the exam in order to convert an “I” grade into a standard grade are carried out in the manner described above. If a student withdraws from the University before the established deadline for correcting the grade, the “I” grade remains in the transcript unchanged.

11.22 An appeal of an “FX” grade for the purpose of increasing the score is not permitted, since FX (*Fail with opportunity for retake*) already constitutes an opportunity for correction: the student does not pass the academic discipline, but is given a chance to retake the exam without re-taking the entire course, that is, a chance to improve the grade without contesting it and without appeal.

11.23 If a student violates the *Rules for Conducting Final Assessment* (use of unauthorized aids, mobile phones, etc.), a grade of “F” is assigned automatically on the basis of a violation report recorded by the University Academic Control Service. The report is not subject to complaint or appeal.

11.24 In the case of a student violating the *Rules for Conducting Final Assessment* of the current examination session in written online exams by the improper use of artificial intelligence systems in generating an answer, the student’s work must be thoroughly analyzed by the course examiner in order to confirm or refute the use of AI systems in preparing the answer, in accordance with the *Regulations on the Verification of Students’ Text Documents for Plagiarism* and the *Regulations on the Use of AI Technologies at the University*. Based on the results of the analysis, the instructor prepares an expert conclusion providing substantiated arguments either in favor of annulling the work or allowing it to be graded. On the basis of the expert conclusion, the annulled (or appealed) grade is entered into the Univer Information System (IS) following the dean’s submission through the “Salem Office” within 24 hours. Information about the violation of

the *Rules for Conducting Final Assessment* is recorded in the student's transcript. In the event of a repeated violation of the *Rules for Conducting Final Assessment*, the student is subject to review by the Faculty Ethics Council.

11.25 In the case of obtaining an "F" grade, the student has the right to retake the disciplines on a paid basis. When receiving educational services from the beginning of classes on Retake, the student does not have the right to refuse the discipline, otherwise the student is assigned a "F" grade for the discipline. The payment made for the discipline is not returned to the student.

11.26 A student who receives an unsatisfactory grade in the discipline of a component of choice has the right to re-study the same discipline in the prescribed manner or replace it with another elective discipline from the same component. Discipline replacement shall be agreed with the Advisor and Registrar's Office.

11.27 It is not allowed to retake a positive grade according to the final control in order to increase in the same period.

11.28 Students who are not allowed to final control due to arrears must pay off financial arrears and pass exams within 35 calendar days after the completion of the examination session to submit exam marks to the corresponding statement. Otherwise, the student is subject to expulsion from the University for violating the rules of academic policy.

11.29 A student who has completed the full course program but has not achieved the minimum transfer GPA may, for the purpose of improving their GPA, retake certain courses during the summer semester on a paid basis and retake the corresponding exams. GPA improvement is permitted only for courses taken during the current academic year. Retaking or repeating courses successfully completed in previous academic years for the purpose of improving grades or GPA is not allowed.

11.30 Students who have achieved the required GPA are promoted to the next academic year by order of the Member of the Board – Vice-Rector for Academic Affairs. The required GPA for promotion from year to year is determined by the University Academic Council. A student who has not achieved the required GPA remains for a repeated year of study on a paid basis.

11.31 The University Academic Council (UC) annually establishes the minimum transfer GPA required for promotion to the next year of study. This represents the minimum cumulative weighted GPA that a student must achieve for the academic year (including the results of the summer semester) to advance to the next level. A student who fails to achieve the GPA established by the University remains for a repeated year of study.

By decision of the Academic Council of Al-Farabi Kazakh National University (No. 9 dated April 3, 2025), the following transfer GPA thresholds are established:

**For Bachelor's programs:**

– from 1st to 2nd year – 2.00
– from 2nd to 3rd year – 2.10
– from 3rd to 4th year – 2.20
– from 4th to 5th year – 2.30

**For Bachelor's programs with trimester-based learning:**

– from 1st to 2nd year – 2.00
– from 2nd to 3rd year – 2.15
– from 3rd to 4th year – 2.30

**For Internship programs:**

– from 1st to 2nd year – 2.50

**For Master's programs:**

– from 1st to 2nd year – 2.50

**For Residency programs:**

– for all years – 2.50

**For Doctoral programs**

– for all years – 3.00

The GPA is calculated automatically to two decimal places and is not subject to rounding to one decimal place.

11.32 Students holding state educational grants who are retained for a repeated year of study lose their educational grant and continue their studies only on a paid basis.

11.33 Students are registered for repeated study or to eliminate academic differences in the following cases:

- in the presence of academic debts — courses graded as “unsatisfactory” based on the results of final assessment (examination sessions);
- in the presence of academic differences upon transfer from other higher education institutions or programs, reinstatement after expulsion, long-term international assignment, or academic leave;
- for the purpose of improving their cumulative GPA.

11.34 Repeated or additional study is carried out on the basis of paid educational service contracts, except in cases of academic differences arising from return after academic leave or participation in an academic mobility program funded by the state budget, for students studying under a state educational grant when transferring between educational programs within one major or between language divisions.

11.35 Any academic difference in the courses of the working curriculum that is not eliminated during the current academic year, including the summer semester, is considered an academic debt and serves as grounds for transferring the student to a repeated year of study on a paid basis.

11.36 Repeated study to eliminate academic debts is organized by the faculty dean’s office and the Department of Academic Affairs (DAA) on the basis of the faculty’s directive, upon confirmation of payment under the educational services contract, and after approval of the student’s online application for repeated study submitted through the Univer Information System (IS).

11.37 If a student has academic debts exceeding the allowable number of credits, the student has the right to take courses at other national higher education institutions with subsequent credit transfer, if they are registered for the University’s summer semester.

11.38 Students studying under state educational grants are awarded a state scholarship based on the results of interim assessment (examination session), provided that all exams are passed with grades “A”, “A-”, “B+”, “B”, “B-”, or “C+”. The fact of retaking an “FX” grade and receiving a positive grade thereafter does not affect scholarship eligibility.

11.39 All final grades received by a student, including positive results of retaken exams, are recorded in the transcript. The academic record entered in the transcript cannot be altered or deleted upon issuance, except in cases of technical (including human error) or system-related mistakes. Corrections may be made only with the approval of the Member of the Board – Vice-Rector for Academic Affairs, based on a faculty submission with supporting documentation.

11.40 The final grade for a course is calculated only if the student has positive grades for both midterm and final assessments and is determined by the following formula: (MT1 + MT2)/2 × 0.6 + (FE × 0.4) and/or (MT × 0.6) + (FE × 0.4),

where MT = midterm assessment, FE = final exam.

11.41 The duration of examination sessions and the number of exams is determined in accordance with the approved curriculum of the educational program and the academic calendar.

11.42 The procedure for conducting examination sessions is regulated by the *Rules for Conducting Final Assessment (Examination Session)* and the *Instruction for Conducting Final Assessment Using Distance Learning Technologies* (in case of online or hybrid assessment). Examination sessions for educational programs using distance learning technologies, their periods, and frequency are determined by the approved curricula of the programs.

11.43 Students who fail to meet the requirements of the working curriculum, do not achieve the minimum passing GPA, or do not eliminate academic debts during the summer semester remain for a repeated year of study on a paid basis and lose their educational grant.

11.44 Students retained for a repeated year of study who do not conclude a paid educational services contract within the established deadline (by September 1 of the current year) are subject to expulsion. All University students must be familiarized with the *Rules for Conducting Final*

*Assessment (Examination Session)* and the *University Policy on Academic Integrity*, which set forth the behavioral requirements during final assessments. Responsibility for timely familiarization of students with these regulatory documents lies with the graduating department.

11.45 Responsibility for organizing and conducting examination sessions rests with the faculty dean's office, the University Academic Control Service, the Department of Academic Affairs (DAA), and the Registrar's Office. The monitoring and enforcement of compliance with the *Rules for Conducting Final Assessment (Examination Session)* and the *University Policy on Academic Integrity* are carried out by the University Academic Control Service.

## 12 PROFESSIONAL INTERNSHIP

12.1 Students while mastering the EP of higher or postgraduate education undergo professional internship provided by the curricula of the EP.

12.2 The main and mandatory types of professional internship are academic, pedagogical, production and pre-diploma.

12.3 All internships are conducted in accordance with internship programs containing basic requirements for the organization and conditions of internship, under the guidance of internship managers.

12.4 The internship program is developed by the graduating department considering the profile of the EP, the expected learning results, the nature of the internship base and approved by the Faculty Academic Council. Production internship programs should be coordinated with internship bases in accordance with existing contracts.

12.5 The academic internship of students can be carried out based on the University or in enterprises, institutions and organizations.

12.6 Responsibility for timely conclusion of contracts with organizations on professional internship of students based on the database of organizations, compliance of the internship base with the EP profile and expected training results shall be borne by the head of the graduate department, who supervises the work of appointed internship managers.

12.7 Internship managers are responsible for timely high-quality organization of professional practice, supervise timely filling of students' diaries of internship in the Univer system, advise students on all issues related to internship passing and perform certification of internship results with entry in certification sheets in Univer system.

12.8 Students have the right to independently search for the basis of professional internship and initiate the conclusion of an agreement on the passage of internship, provided that the expected basis of internship corresponds to the profile of the EP and the expected learning results.

12.9 The duration and timing of internships are determined in accordance with the curriculum of the educational program, the academic calendar, and Clause 21 of the Order of the Ministry of Education and Science of the Republic of Kazakhstan No. 152 dated April 20, 2011.

12.10The curriculum of the educational program determines the number of credits assigned to each type of internship. Students register for the corresponding type of internship and include it in their Individual Study Plan (ISP). The results of the internship are presented in the form of a written report, which the student defends before a commission of the graduating department during the corresponding interim assessment period, in accordance with the academic calendar. The student draws up the results of the internship in the form of a written report, which they defend at the meeting of the commission of the graduating department during the corresponding period of intermediate certification according to the academic calendar.

12.11 The assessment of the results of learning by the student is equal to the assessments of theoretical learning and is considered when considering the appointment of a scholarship and when calculating the total GPA and transferring to the next year of study and is entered in the internship record.

12.12 The general results of the internship are summed up at the Academic Councils of faculties with the recommended participation of representatives of the internship bases.

12.13 The educational programs of the master's and doctoral studies of the scientific and

pedagogical direction include two types of internships: pedagogical - in the organization of education and research - at the place of making the dissertation.

12.14 The goal of the pedagogical internship of master's and doctoral studies is to prepare for scientific and pedagogical activities in OHPE. Pedagogical internship can be carried out during the period of theoretical training without interruption from the educational process.

Research internship is carried out to get acquainted with the latest methodological and technological achievements of science, with modern methods of scientific research, processing and interpretation of experimental data, and in order to collect practical and factual material for the dissertation research.

12.15 The EP of the profile master's and doctoral studies includes production internship. Production internship is aimed at consolidating the theoretical knowledge gained during the learning process, acquiring research and professional competencies.

12.16 The results of all types of practices are discussed at the final conference, where students give reports and oral presentation. The final assessment in practice is presented by a commission, which includes teachers in pedagogy, psychology and the head of practice from the graduating department and is entered into the «Univer» IS no later than 5 calendar days after the final conference.

12.17 The results of the teaching internship are defended by the student before a commission of the graduating department, which includes the internship supervisor from the department, as well as instructors of pedagogy and psychology (depending on the educational program). The results of research and industrial internships are presented in the form of a written report submitted to the commission of the graduating department.

12.18 Students are required to complete all types of professional internships and the corresponding assessment of internship results in a timely manner, in accordance with the Individual Study Plan (ISP), the curriculum, and the academic calendar.

## 13 ACADEMIC MOBILITY AND CREDIT TRANSFER

13.1 The academic mobility of students at the University is carried out within the framework of interuniversity agreements/contracts and/or joint international programs/projects, based on a tripartite student agreement signed by the sending and receiving HEIs for internal academic mobility, and an invitation for international academic mobility.

13.2 The direction for participation in academic mobility, financed from the state budget, is carried out in accordance with the Rules for the direction for studying abroad, including within the framework of academic mobility of November 19, 2008, and the Regulation on academic mobility of KazNU of May 23, 2022.

13.3 The period of stay in another organization under the credit mobility program and the list of disciplines for study with subsequent transfer of credits are determined by the student in agreement with the graduating department, considering the curriculum of the EP of the University.

13.4 Credits are recalculated by the Registrar's Office based on the student's application and the submission of the graduating department with supporting documents through agreement with the DAA (Department of Academic Affairs). The process of credit transfer to a transcript is executed within the first three weeks of a semester.

13.5 The graduating department is responsible for objectively establishing the equivalence of the volume and content of the disciplines studied or the research work carried out to the requirements of the University curriculum.

13.6 The final document confirming the passage of the educational trip of the student under the mobility program is a transcript or its equivalent in the host country. Information about the training program is entered into the transcript: the names of disciplines (modules), grades, the number of mastered academic credits.

13.7 The maximum number of credits allowed for transfer from other educational organizations in one academic year is not more than 20% of the curriculum for disciplines studied in other national HEIs of the Republic of Kazakhstan. For disciplines not studied in the national

HEIs of the Republic of Kazakhstan, except for Nazarbayev University, credits are not credited.

13.8 The maximum number of loans allowed for transfer from foreign educational organizations is set on an individual basis, considering the rating of foreign HPEIs and the profile of the EP.

13.9 Stay in another HPEIs under the program of academic or credit mobility is issued by the relevant order, regardless of the source of funding for training, no later than 10 days before the start of the corresponding semester of study.

13.10 To participate in international credit mobility, knowledge of a foreign language is required at the level provided by the host educational institution, except for a program financed from the republican budget.

## 14 FINAL EXAMINATION

14.1 The final attestation is carried out within the terms provided by the academic calendar and the approved curriculum of the EP.

14.2 The forms and procedure for conducting the final attestation are approved by the Academic Council of the faculty on the proposal of the academic committees in the areas of training.

14.3 Diploma works or projects are supervised by teachers in the field and (or) specialists who work in the field of training with at least 10 years of work experience.

14.4 The final certification of undergraduates and doctoral students is carried out in the form of writing and defending a master's thesis / project, doctoral dissertation. A doctoral student, in accordance with the Rules for awarding degrees, can defend himself on a series of articles.

14.5 To conduct the final certification of students, an Attestation Commission for EP and areas of training for all forms of education is created.

14.6 The deans of the faculties, before October 15 of the calendar year, submit to the DAA the candidates for the chairmen of the attestation commissions, corresponding to the profile of the EP, and not working at the University.

14.7 Candidates for the chairpersons of the attestation commissions are approved by the order of the Chairman of the Board-Rector, or by a person replacing him, no later than November 1 of the calendar year.

14.8 Graduate students receive admission to the final attestation based on the order of the Member of the Board - Vice-Rector for Academic Affairs, no later than two weeks before the start of the final attestation. Students who have fully completed the educational process in accordance with the requirements of the working and individual curriculum and curricula, and who have received admission to the defense by the supervisor, are allowed to the final certification.

14.9 A graduate student who has not fulfilled the requirements of the working and individual curriculum and working curricula remains for a re-course without passing the summer semester.

14.10 The work schedule of the attestation commissions is approved by the dean of the faculty and brought to general attention no later than two weeks before the start of the final attestation.

14.11 The final attestation in the undergraduate and graduate programs is held at an open meeting of the attestation commission. The defense of a doctoral dissertation is carried out at a meeting of the dissertation council.

14.12 Two comprehensive exams are allowed for the following reasons:

- who are on long-term treatment in a hospital for health reasons;
- with special educational needs, including children with disabilities, disabled since childhood, disabled people of group I;
- pregnant or raising children under the age of 2 years;
- participants of international, republican training camps, sports competitions and festivals for the period of participation.

14.13 To pass two comprehensive exams, the student submits an appropriate application addressed to the Member of the Board - Vice-Rector for Academic Affairs with visas of the head of the graduating department and the dean of the faculty with the provision of supporting documents

no later than 2 weeks before the start of the final certification.

14.14 At least one scientific publication must be published on the topic of the master's thesis. The requirements for the publication of the scientific results of a doctoral dissertation are determined by the Rules for awarding degrees.

14.15 Written works submitted for final attestation are subject to mandatory plagiarism checking in the *Univer* information system. The procedure for conducting the plagiarism check is determined by the graduating department and the faculty dean's office. Students are entitled to two free plagiarism checks. The third and subsequent checks are carried out on a paid basis.

14.16 The doctoral dissertation is subject to verification for instances of text borrowing from other authors. This verification is carried out at several stages: during the consideration of the dissertation at the extended meeting of the department, at the stage of acceptance of the dissertation for defense, during the review process, and during registration by the National Center for State Scientific and Technical Expertise.

14.17 The student defends the final work (thesis/project or master's/doctoral thesis) in the presence of a positive review of the supervisor. If the supervisor gives a negative conclusion "not allowed to defend", the student does not defend the final work and is expelled from the University as not admitted to the final certification.

14.18 The results of passing comprehensive examinations or defending final theses are announced on the day they are held. Decisions on defense assessments, awarding a degree and issuing state / own diploma (without honors, with honors) are made by the attestation commission.

14.19 The decision to postpone the final certification due to the state of health of the student is made by the chairman of the certification commission on the basis of supporting documents. At the same time, on the proposal of the dean of the faculty, by order of the Chairman of the Board-Provost, or the person replacing him, new terms for the final certification are appointed, but no later than December 31 of the current calendar year.

14.20 For students who are on a business trip abroad during the final certification period, the deadlines for passing the final certification are extended based on the order of the dean of the faculty, but no later than 1 month after returning from a business trip.

14.21 Re-passing the final certification to increase a positive assessment is not allowed.

14.22 Students who receive unsatisfactory grades are not allowed to re-pass the final certification during this period of the final certification. Documents on the state of health submitted to the attestation commission after receiving an unsatisfactory grade are not considered. A student who has received an "unsatisfactory" grade in the final attestation is expelled from the University.

14.23 The repeated final certification is carried out in the next period of the final certification only for those forms for which the mark "unsatisfactory" was received in the previous final certification. At the same time, the list of disciplines submitted for comprehensive exams for persons who have not passed these exams is determined by the approved working curriculum, effective in the year the student completed the theoretical course.

14.24 To re-pass the final certification, a student expelled from the University, no later than two weeks before the start of the final certification of the next academic year, writes an application addressed to the Chairman of the Board-Provost, or a person replacing him.

14.25 A student is allowed to retake the final attestation only on a paid basis.

14.26 A student of higher education who has passed exams with grades A, A- "excellent", B-,B, B+, C+ "good" and has a grade point average (GPA) of at least 3.5, and who has also passed a comprehensive exam or defending a thesis (project) with grades A, A- "excellent", a diploma with honors is issued (excluding grades for additional types of education). At the same time, a student who has retakes or retakes the final control (exam) during the entire period of study is not issued a diploma with honors.

14.27 Master students who have mastered the full course of theoretical study of the EP but have not completed the research (experimental research) component, are given the opportunity to re-master the credits of the research component and defend their thesis in the next academic year on a paid basis. In this case, only undisbursed loans of the research (experimental research)

component are subject to payment.

14.28 A doctoral student who has mastered the full course of theoretical study of the doctoral study program, but has not completed DRW (IDRW), is given the opportunity to re- master the academic credits of DRW (IDRW) and defend a dissertation in subsequent years on a paid basis.

A doctoral student who has mastered the full course of theoretical study of a doctoral program, who has completed research and development work (RDW), but has not defended a doctoral dissertation, is awarded the learning outcomes and academic credits and is given the opportunity to defend a dissertation within two years after graduation on a free basis, and in subsequent years on a paid basis in the amount of at least 4 academic credits.

At the same time, 3 years after graduation, a doctoral student is allowed to defend only after the re-approval of the scientific justification of the dissertation research (research proposal) on a paid basis.

## 15 TRANSFER AND REINSTATEMENT OF STUDENTS

**Transfer and re-entry to the University**

15.1 The student has the right to transfer from / to the University, from one specialty or educational program of higher education to another, from a paid basis to study under the state educational order or from one form of education to another.

15.2 The student is transferred or reinstated to any HEIs, regardless of the terms of deduction upon reinstatement.

15.3 In the event of the introduction of a state of emergency, the occurrence of emergencies of social, natural and man-made nature, wartime, as well as in the conditions of armed, military conflicts in the country of study, the transfer and restoration of citizens of the Republic of Kazakhstan, candidates from foreign HEIs is carried out during the academic year in accordance with Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018 No. 595 “On Approval of the Model Rules for the Activities of Educational Organizations of the Relevant Types”.

15.4 Transfer and re-entry of students from one EP to another, from one study group to another, from one language department to another, from one HEIs to another is carried out during the summer holidays - until August 15 of the current calendar year, during the winter holidays - until January 15current calendar year. Transfer and re -entry to the number of students at the University is carried out by order of the Member of the Board - Vice-Rector for Academic Affairs.

15.5 Students may transfer or be reinstated after expulsion only if they have successfully completed the first academic period of their program in accordance with their Individual Study Plan (ISP). Individuals who have received one or more “unsatisfactory” grades in the disciplines of the first semester are not eligible for transfer or reinstatement.

15.6 Transfer is allowed only if the student was enrolled in a full-time study mode at the original university. Upon transferring a student to the university, the institution considers their field of study, the specific program of study (EP), as well as their academic performance.

15.7. The transfer of students from foreign higher education institutions to Al-Farabi Kazakh National University is permitted under the following conditions: the foreign educational institution must

– be included in the top 1000 of one of the international university rankings (QS World University Rankings, Times Higher Education (THE) World University Rankings, Academic Ranking of World Universities (ARWU/Shanghai Ranking)); or

– be among the top at least 50% of higher education institutions of the respective country listed in the official (published) national register of accredited higher education institutions recognized by the authorized state body in the field of education; or

– have international institutional accreditation recognized by one of the organizations that are members of INQAAHE or EQAR.

15.8. Transfer is allowed only if the student is enrolled in a full-time study mode at the original

university.

15.9 When transferring or re-entering from a foreign educational organization, the student provides a document on the mastered study programs (academic certificate, transcript), as well as on the completion of the previous level of education, nostrificated in the Republic of Kazakhstan in the prescribed manner. For students transferring from foreign educational institutions, an additional assessment is conducted after the completion of the initial semester or trimester to determine their readiness for further studies. This assessment evaluates their level of proficiency in the disciplines specified in the Unified National Testing (UNT) requirements for applicants of GEP at the university.

15.10 The following persons do not undergo the procedure for recognition of documents on education:

- holders of the international scholarship "Bolashak";
- holders of documents on the formation of educational organizations of countries that have signed international treaties (agreements) exempting from recognition (CIS Agreement "On Cooperation in the Field of Education", May 15, 1992; Treaty on the Eurasian Economic Union, May29, 2014; Agreement between the Government of the Republic of Kazakhstan and the Government of the Russian Federation on the functioning of the Kazakhstan branch of Lomonosov Moscow State University, November 9, 2017).

15.11 Persons who have received a general secondary (secondary general) or technical and vocational education in the Republic of Kazakhstan, when transferring from a foreign HPEIs or re-entering, provide the results of entrance examinations in a foreign HPEIs.

15.12 When transferring or reinstating students, the course of their further education is determined considering prerequisites, considering the presence / absence of an academic difference in the disciplines of the working curricula studied by them in previous academic periods. At the same time, the academic difference in the transfer and restoration should not exceed 30 academic credits. In cases of organizing the elimination of the academic difference within the framework of the main and summer semesters, it is allowed to increase the volume of the academic difference up to 45 academic credits.

15.13 It is not allowed to transfer from other HEIs to the University for graduation courses at all levels of education.

15.14 When transferring undergraduates and doctoral students for the transfer of elective disciplines studied in another HEIs, their compliance with the content of training in accordance with the EP of the University must be established. Otherwise, a difference in curricula is drawn up, subject to liquidation in the prescribed manner.

15.15The academic difference in the disciplines of working curricula is determined on the basis of the list of studied disciplines, their programs and volumes in academic hours or credits, reflected in the transcript, or in a certificate issued to persons who have not completed their education.

15.16 To eliminate the academic difference in the disciplines of the curriculum, the student enrolls in these disciplines, attends all types of training sessions during the academic period, passes all types of current and boundary control, and receives admission to the final control.

15.17 The elimination of academic differences is carried out on a paid basis for students transferred from other higher education institutions, whether they retain a state educational grant or study under a tuition contract. Any academic discrepancies that remain unresolved during the first year after transfer become academic debts that must be cleared through fee-based efforts.

15.18 Scholarships are awarded to students, trainees, and undergraduate students who have transferred from other educational institutions in the Republic of Kazakhstan based on their academic performance in the preceding semester.

15.19 The transfer of students, undergraduates and doctoral students studying on the basis of an educational grant to the University from the HEIs of the Republic of Kazakhstan, who do not have the status of a national university, is subject to additional payment by students of the difference in the cost of the educational grant. To do this, a student transferring from another HEIs

concludes an appropriate agreement with the University.

15.20 To be transferred to the University on a contractual basis or with the preservation of a grant, the student must have a certificate of the Unified National Testing (UNT) or Comprehensive Testing (CT) not lower than the passing score approved for the year of admission and the average GPA score not lower than the established transfer score at the University.

15.21 The transfer of a student from groups of higher education programs that require creative training to other GEPs (Group of Educational Programs) is carried out if there is an UNT certificate with a score not lower than the established threshold score in accordance with the Model Rules for Admission to Education in an Educational Organization.

15.22 For transfer and reinstatement, the student applies to the Student Office at the Keremet Student Service Center.

**Transfer within the University**

15.23 The transfer of students from one GEP to another within the University is carried out only on a paid basis with the determination of the course of study and disciplines of academic difference.

15.24 A one-time transfer of students from one EP to another within the same GEP is allowed with the preservation of the educational grant when studying on an educational grant. In this case, the student under the grant is given a one-time opportunity to study the disciplines of academic difference free of charge during the first academic year after the transfer.

15.25 It is not allowed to transfer from one EP to another within the framework of the GEP after the 4th semester of study.

15.26 Transfer of students from one language to study to another is allowed with the preservation of the educational grant for students on an educational grant.

15.27 The transfer of students is carried out only if there is an appropriate academic group.

**Transfer from the University to another HPEIs**

15.28 A student studying on an educational grant, if desired, is transferred with the preservation of an educational grant to another HEIs. Students enrolled on educational grants approved for individual HEIs, as well as for pedagogical specialties within the allocated quota, are transferred to another HEIs only on a paid basis.

**Transfer from course to course**

15.29 The transfer from course to course of students who have fully complied with the requirements of the curriculum of the EP of this course, have mastered the required number of credits and scored the established level of the GPA passing score, is carried out by order of the Member of the Board - Vice-Provost for Academic Affairs.

15.30 Transfer from course to course is carried out in the absence of academic debt, which must be eliminated with the provision of relevant documents to the dean's office of the faculty before August 25 of the calendar year.

15.31 Students who have not fulfilled the requirements of the working curriculum, who have not liquidated the existing academic debt and who have not scored the established GPA passing score by August 25 of the calendar year, remain on a second course of study on a paid basis and are transferred to the curriculum of the EP by the course below.

15.32 The faculty dean’s office and academic advisors inform students with academic deficiencies about the possibilities of eliminating them in subsequent periods of theoretical study, to ensure compliance with the principle of prerequisites. Responsibility for the presence of academic debts and for failure to meet the established GPA level required for promotion to the next academic year rests entirely with the student, who must take timely measures to address them.

15.33 The faculty dean’s office sends a notification to the student no later than **January 3** of the calendar year via email, messenger, or the *Univer* system regarding the need to eliminate

existing academic debts from the fall semester, and no later than **May 30** of the calendar year regarding the need to eliminate academic debts from the spring semester.

**Transfer to vacant educational grants**

15.34 Information about vacant educational grants released following the results of students' interim attestation, as well as announcements about open competitions, is published by the Student Office in the University's official website.

15.35 Vacant educational grants released during the process of obtaining higher or postgraduate education (hereinafter referred to as "vacant grants") are awarded on a competitive basis to tuition-paying students within groups of educational programs.

15.36 The competition is conducted based on the results of interim attestation, considering the cumulative Grade Point Average (GPA) for the entire period of study. A certificate of educational grant award is issued to successful candidates.

15.37. The following students are eligible to participate in the competition for vacant educational grants:

- those who have no academic debts in any discipline for the entire period of study;
- those who actively participate in the social life of the University;
- those who have no financial debts.

15.38 The procedure for conducting the competition and awarding vacant educational grants is as follows:

- A tuition-paying student submits, through the *Univer* system (e-services section), an application for further study under an educational grant. The application is reviewed by the Faculty and University Academic Councils and, by **August 5** and **January 20** of the current year, forwarded to the Ministry of Science and Higher Education of the Republic of Kazakhstan (MSHE RK) for decision-making. The application must be accompanied by: the decision of the University Academic Council, an academic transcript extract, a copy of an identity document, and the original certificate of the educational grant holder expelled from the University.
- Information about applicants for vacant educational grants is posted in the *Univer* system and on the University's website.
- The authorized body in the field of education reviews the submitted documents by groups of educational programs (specialties, fields of education), forms, and study periods, taking into account the year of admission, and, in the case of a positive decision, issues an order on the awarding of an educational grant.
- Based on this order, the National Testing Center (NTC) issues a certificate of educational grant award and transmits it to the University.
- Based on the issued certificate, the University publishes an internal order allowing the student to continue studies under the educational grant.

15.39 In the case of the same indicators of the average score during the competition for vacant educational grants, students with grades A, A-, then grades from A, A- to B+, B, B-, C+ for the entire period of study have priority.

## 16 GRANTING ACADEMIC LEAVE

16.1 Students are granted academic leave:

-on the basis of the conclusion of the medical advisory commission at an outpatient organization for a period of 6 to 12 months for health reasons;

-on the basis of the summons for conscription for military service;

-in connection with the birth, adoption (adoption) of a child for a period up to the age of three years.

16.2 To receive academic leave, a student submits an electronic application to IS Univer in the "e-services" section from his personal page and submits the relevant documents to the DAA Student Office, Keremet Student Service Center.

16.3 To return from academic leave, the student submits an electronic application to IS Univer

in the “e-services” section from his personal page and submits the relevant documents to the DAA Student Office, Keremet Student Service Center.

16.4 After returning from academic leave, the student is restored to the contingent of students and is registered for the academic disciplines of the corresponding course of study of the current curriculum of the EP.

16.5 To eliminate the difference in the working curricula, the student registers for the disciplines of academic difference and studies them during the first year of study after academic leave, along with current study groups or as part of an additional semester.

16.6 After academic leave, students are given a one-time opportunity to study the disciplines of the resulting academic difference free of charge until the end of the academic year. At the end of the academic year, the unstudied disciplines of the academic difference are transferred to the disciplines of academic debt, subject to further study exclusively on a paid basis.

16.7 The assignment of a state scholarship to students on an educational grant who returned from an academic leave is carried out based on the results of an intermediate certification of the results of the first academic period after returning from an academic leave, subject to the complete elimination of the academic difference.

## 17 EXPULTION OF STUDENTS

17.1. A student may be expelled in the following cases:

-for academic failure (more than 50% of academic debt for the current academic period);

-for missing classes for 72 or more hours without a good reason during one academic period(semester), on the recommendation of the Ethics Council of the relevant faculty (if there is a disciplinary sanction);

-in case of failure to conclude an agreement on the provision of paid educational services in the second year of study within the established time limits;

-for violating the principles of academic integrity;

-for violation of the Academic Policy, Internal Regulations and the Charter of the University;

-for violation of the terms of the contract for the provision of educational services, including for non-payment of tuition fees;

-non-admission to the final attestation and receiving an “unsatisfactory” grade for the final attestation;

-at will;

-transfer of a student to another HEI;

-in connection with death.

17.2. Students of bachelor's, master's and doctoral studies based on an educational grant who are expelled from the University are deprived of the educational grant.

17.3. To withdraw from the University at their own request, a student must submit an electronic application for a “Clearance Form for Withdrawal” and for “Withdrawal” through the *e-services* section on their personal page in the *Univer* information and educational system. URL address: https://univer.kaznu.kz.

17.4. Students expelled for violations are required to complete the “Clearance Form” and submit it to the Student Office.

17.5. Within 10 calendar days after the issuance of the expulsion order, the Student Office provides expelled individuals with a transcript indicating incomplete higher/postgraduate education.

## 18 GRADUATION OF STUDENTS

18.1. A student who has passed the final certification and confirmed the mastery of the EP of higher or postgraduate education is awarded the degree of "bachelor" or "master" by the decision of the attestation commission or is awarded a qualification in the corresponding EP and is issued a diploma with an appendix (transcript). Graduates of bachelor's and master's programs receive a European Diploma Supplement in addition to their diploma.

18.2. The appendix to the diploma indicates the latest grades according to the point- rating

letter system of assessments for all academic disciplines, completed term papers (projects), research or experimental research work, types of professional practices, final certification, indicating their volume in academic credits and hours .

18.3. A student who has mastered the EP of doctoral studies and defended a doctoral dissertation, with a positive decision of the dissertation council based on the relevant order of the Chairman of the Board-Provost, or a person replacing him, is awarded a PhD degree in philosophy and a doctor in the profile and is issued a diploma with an appendix (transcript).

18.4. In cases of early mastering of the doctoral study program and successful defense of the dissertation, the doctoral student is awarded the degree of Doctor of Philosophy (PhD) or Doctor of the profile, regardless of the period of study.

18.5. In case of loss of a diploma or a supplement to a diploma, a graduate applies with a corresponding application to the Public Service Center or through the egov.kz portal to obtain a duplicate document on education.

18.6. In case of loss of the Diploma Supplement, the graduate must submit a corresponding application addressed to the Member of the Board - Vice-Provost for Academic Affairs to the Dean's office of the faculty. The Diploma Supplement is issued by the dean's office within a week after the application is submitted.

18.7. The university, after issuing documents on education to graduates, sends information to the Ministry of Education and Science of the Republic of Kazakhstan within a month and (or) enters data into the unified information system of education. The list of alumni is posted on the University's website. The University ensures the functioning of the electronic system for issued education documents and stores an electronic database (archive) of education documents, including previously issued ones.

## 19 EMPLOYMENT OF GRADUATES

19.1 The University considers the successful employment of graduates as the main indicator of the effectiveness of educational activities. The University encourages long-term multilateral cooperation with employers to update the content of the EP in accordance with the demands of the labor market.

19.2 To promote employment, the Office of Professional Development and Career, DAA operates, which ensures the involvement of employers in events to inform students and graduates about employment opportunities and professional internships.

19.3 Faculties provide constant communication with employers through the Councils of Employers, formed from among the graduates of the faculty. The powers and work plan of the Council of Employers are determined by the faculty, based on current and strategic objectives.

19.4 Analysis of the efficiency of the Council of Employers is carried out by the Academic Council of the faculty at least 2 times a year.

19.5 Students on the basis of the state educational order at the graduation course are subject to mandatory distribution in the organization of the appropriate profile for mandatory training after graduation from the University in accordance with the legislation of the Republic of Kazakhstan in accordance with paragraph 17 of article 47 of the Law of the Republic of Kazakhstan "On Education"and Order Acting Minister of Science and Higher Education of the Republic of Kazakhstan dated August 11, 2023 No. 403.

19.6 For the distribution of graduate students at each faculty, a meeting is held by a specially created commission for personal distribution, which submits signed protocols and supporting documents to the Office of Professional Development and Career DAA before June 1 of the calendar year.

19.7 The general distribution of graduates is formalized by the protocol decision of the distribution commission annually, no later than July 1 of the calendar year.

19.8 A graduate of each level of education, by decision of the commission, receives a job and / or employment center at the place of residence.

19.9 Exemption from working off is carried out in the manner prescribed by the legislation of

the Republic of Kazakhstan in accordance with paragraph 17 of the page 47 of the Law of the Republic of Kazakhstan "On Education" and Order Acting Minister of Science and Higher Educationof the Republic of Kazakhstan dated August 11, 2023 No. 403.