

REGULATION OF STUDENTS "LIFE-CYCLE" IN THE CONTEXT OF WP2 QUALITY ASSURANCE POLICY AND STRATEGY DEVELOPMENT

Kazakhstani case

Improving the "life cycle" procedures of
higher education applicants

Implementation of Education Quality Assurance system via
cooperation of University-Business-Government in HEIs
586109-EPP-1-2017-1-RO-EPPKA2-CBHE-SP-EDUQAS



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This project has been funded with support from the European Commission.
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About the project ERASMUS+ EDUQAS “Implementation of Education Quality Assurance System via Cooperation of University- Business-Government in HEIs”

The wider objective of the project is to improve education quality assurance systems through development of efficient internal quality standards leading to better employability of students in Partner Countries Universities. The internal QA system is based on analysis of needs and capacities in Kazakh and Ukrainian HEIs, experiences and best practices from the successful quality assurance action line of the Bologna Process.

Main goals:

- to promote the creation of quality culture at various levels through motivation, trust, responsibility of students, institutional leadership, individual staff members;
- to elaborate proposals for the design of programmes on Bachelor and Master levels with the involvement of all stakeholders;
- to develop technologies of assessment quality of Bachelor and Master programmes; designed programmes should meet the objectives including learning outcomes;
- to conduct training for the QA specialist and academic staff;
- to improve affiliate network university-business-government, collaboration with the EU universities;
- to enhance internal university information systems of quality evaluation;
- to develop a corporate QA infrastructure based on ICT, on-line, mobile technologies.

Partnership:

- P1 - UNIVERSITATEA DIN CRAIOVA, Craiova, Romania – Project coordinator
- P2 - KUNGLIGA TEKNISKA HOEGSKOLAN, Stockholm, Sweden
- P3 - UNIVERSITE DE LIEGE, Liege, Belgium
- P4 - UNIVERSITY OF PLOVDIV PAISII HILENDARSKI, Plovdiv, Bulgaria
- P5 - LATVIJAS UNIVERSITATE, Riga, Latvia
- P6 - UNIVERSITE DE LORRAINE, Nancy Cedex, France
- P7 - SIMON KUZNETS KHARKIV NATIONAL UNIVERSITY OF ECONOMICS, Kharkiv, Ukraine
- P8 - LVIV POLYTECHNIC NATIONAL UNIVERSITY, Lviv, Ukraine
- P9 - DONETSK STATE UNIVERSITY OF MANAGEMENT, Mariupol, Ukraine
- P10 - NATIONAL METALLURGICAL ACADEMY OF UKRAINE, Dnipropetrovsk, Ukraine
- P11 - ABLAI KHAN UNIVERSITY OF INTERNATIONAL RELATIONS AND WORLD LANGUAGES, Almaty, Kazakhstan
- P12 - KAZAKH UNIVERSITY OF ECONOMY, FINANCE AND INTERNATIONAL TRADE, Astana, Kazakhstan
- P13 - INSTITUTE OF HIGHER EDUCATION, NATIONAL ACADEMY OF EDUCATION, Kyiv, Ukraine
- P14 - NATIONAL AGENCY FOR HIGHER EDUCATION QUALITY ASSURANCE, Kyiv, Ukraine
- P15 - MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE, Kyiv, Ukraine
- P16 - MINISTRY OF EDUCATION AND SCIENCE, Astana, Kazakhstan
- P17 - HAUT CONSEIL DE L'EVALUATION DE LA RECHERCHE ET DE L'ENSEIGNEMENT, Paris, France

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INTRODUCTION

ESG 1.4 Standard: Institutions should consistently apply pre-defined and published regulations covering all phases of the student “life cycle”, e.g. student admission, progression, recognition and certification.

The implementation of this standard acknowledges that the quality of student learning depends in part on the integrity and effectiveness of processes related to admission, progression, recognition and certification.

Admission

Admission is an institutional practice that usually rests on a set of formal policies. admission is regulated nationally and institutionally which means that, in some cases, institutions do not have much autonomy in this regard.

Progression

Collecting and analysing data on students, including on their progression, are essential responsibilities for higher education institutions and should be carried out regularly to look for patterns of success and failure and analyse and address their underlying causes.

Recognition

Final recognition decisions are made by the certifying commission at Universities.

Certification

Issued a diploma of higher education with an appendix (transcript) and (or) Diploma Supplement

1. IMPROVING THE PROCEDURES OF THE “LIFE CYCLE” OF APPLICANTS FOR HIGHER EDUCATION (P11 KAZAKH ABLAI KHAN UNIVERSITY OF INTERNATIONAL RELATIONS AND WORLD LANGUAGES)

Kazakh Ablai Khan University of International Relations and World Languages (hereinafter KAUIR&WL) in its activities applies and is guided by the laws, normative legal acts approved by the Ministry of Education and Science of the Republic of Kazakhstan, as well as the normative documents of the KAUIR&WL (Regulations, guidelines, academic policy, etc.), covering all stages of the "life cycle" of applicants for higher education, namely: enrollment, achievement, recognition and certification.

The procedures for admission and enrollment of applicants to the student body are regulated by the Law on Education dated July 27, 2007 No. 319-III (<https://adilet.zan.kz/rus/docs/Z070000319>) of the Republic of Kazakhstan and the Standard Rules for admission to training in educational organizations, implementing educational programmes of higher and postgraduate education, approved by the Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018 No. 600 (<https://adilet.zan.kz/rus/docs/V1800017650#z17>). Based on the above regulatory documents, the university has developed <http://localdoc.ablaikhan.kz/doc/1> :

- KAUIR&WL Admission Regulations;
- KAUIR&WL Admission Regulations for educational programmes of postgraduate education;
- KAUIR&WL Admission Regulations for educational programmes of higher education.

University Admission Regulations determine:

- who exactly and on the basis of what documents can be accepted for the University training;
- sources of financing for higher education;
- number of students and volume of government orders;
- terms and procedure for accepting applications and documents, competitive examination and enrollment in training;
- special conditions for participation in the competitive examination for higher education;
- the procedure for transferring to vacant places of the government orders of persons enrolled in training at the expense of individuals, legal entities on the basis of a complete general secondary education;
- formation of an order for enrollment;
- rules for admission and enrollment of foreign citizens;
- the procedure for the formation of bids;
- ensuring openness and transparency during admission to KAUIR&WL.

Practice and procedures for the transfer of students from other universities, to another university, within the university from one form of study to another, from one language department to another, from one specialty to another, from a paid basis to training on a government educational order, are carried out in accordance with the following regulations and the rules that include the academic policy of the university

(https://www.ablaikhan.kz/images/content/static/study/%D0%90%D0%BA%D0%B0%D0%B4.%D0%BF%D0%BE%D0%BB%D0%B8%D1%82%D0%B8%D0%BA%D0%B0_2019-20.pdf):

- Rules for awarding an educational scholarship for paying for higher education, approved by the Government of the Republic of Kazakhstan dated January 23, 2008 No. 58 ([#z5](https://adilet.zan.kz/rus/docs/P080000058));

- Standard rules for admission to training in educational organizations that implement educational programmes of higher and postgraduate education, approved by Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018 No. 600 ([#z17](https://adilet.zan.kz/rus/docs/V1800017650));

- Law on Education (<https://adilet.zan.kz/rus/docs/Z070000319>)

- Rules for organizing the educational process on credit technology of education ([#z12](https://adilet.zan.kz/rus/docs/V1100006976)).

There are grounds and procedures in KAUIR&WL for the expulsion and readmission of students, which are regulated by the Academic Policy of the University (https://www.ablaikhan.kz/images/content/static/study/%D0%90%D0%BA%D0%B0%D0%B4.%D0%BF%D0%BE%D0%BB%D0%B8%D1%82%D0%B8%D0%BA%D0%B0_2019-20.pdf), as well as the Rules for the transfer and readmission of students of KAUIR&WL (<http://localdoc.ablaikhan.kz/doc/1>)

KAUIR&WL trains specialists in programmes of higher and postgraduate education using credit technology of education, the main task of which is to develop students' abilities for self-organization and self-education based on the electiveness of the educational trajectory within the framework of regulating the educational process and taking into account the amount of knowledge in the form of credits. The student independently forms an individual learning trajectory based on a Model education curriculum for the educational programme and the Catalogue of elective disciplines (modules). The student chooses the required number of compulsory, university and elective disciplines (modules), which are reflected in the individual education plan (IEP).

With gaining the academic freedom by the universities of Kazakhstan (Law on Education, Art. 11, Art. 43 <https://adilet.zan.kz/rus/docs/Z070000319>, State Programme for the Development of Education in the Republic of Kazakhstan for 2011-2020 <https://adilet.zan.kz/rus/docs/U1000001118>) - one of the main regulatory documents governing the organization of the educational process of students is the independently developed Academic Policy of the University (https://www.ablaikhan.kz/images/content/static/study/%D0%90%D0%BA%D0%B0%D0%B4.%D0%BF%D0%BE%D0%BB%D0%B8%D1%82%D0%B8%D0%BA%D0%B0_2019-20.pdf). Academic policy contains the Regulations developed by Kaz UIR&WL:

1. Law of the Republic of Kazakhstan "On Education" dated July 27, 2007. (as amended and supplemented on 07/04/2018). <https://adilet.zan.kz/rus/docs/Z070000319>

2. Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018 No. 604 "On approval of state compulsory education standards at all levels of education" with the amendments and additions, registered with the Ministry of Justice of the Republic of Kazakhstan dated November 1, 2018 No. 17669; <https://adilet.zan.kz/rus/docs/V1800017669>

3. On the approval of the Rules for the organization of the educational process on the credit technology of education. Order of the Minister of Education and Science of the Republic of Kazakhstan dated April 20, 2011 No. 152 (with amendments and additions dated 10/12/2018). <https://adilet.zan.kz/rus/docs/V1100006976>

4. Model rules for the current control, midterm and final assessment of students in higher educational institutions. Order of the Minister of Education and Science of the Republic of Kazakhstan

dated March 18, 2008, No. 125 (as amended and supplemented from September 25, 2018).
<https://adilet.zan.kz/rus/docs/V080005191>

5. Model rules for the activities of organizations implementing educational programmes of higher professional education, approved by the Government of the Republic of Kazakhstan dated March 2, 2005 No. 195 (as amended and supplemented on April 7, 2017).

Also, the Academic policy of KAUIR&WL was drawn up on the basis of: the Constitution of the Republic of Kazakhstan, the Laws of the Republic of Kazakhstan "On Education"; "On Science"; "On Languages in the Republic of Kazakhstan"; "Corruption combating"; order of the Ministry of Education and Science of the Republic of Kazakhstan dated October 31, 2018 No. 604 "On approval of state compulsory education standards at all levels of education"; Order of the Ministry of Education and Science of the Republic of Kazakhstan dated October 30, 2018 No. 595 "On approval of the Standard Rules for the Activities of Educational Organizations of the appropriate types"; Order of the Ministry of Education and Science of the Republic of Kazakhstan dated April 20, 2011 No. 152 "On approval of the Rules for organizing the educational process on credit technology of education"; Order of the Ministry of Education and Science of the Republic of Kazakhstan dated October 13, 2018 No. 565 "On approval of the Classifier of areas for training specialists with higher and postgraduate education"; other regulatory legal acts of the Republic of Kazakhstan on education.

The goal of the Academic Policy is to regulate the main processes of managing the educational activities of the university and determine the order of organization in KAUIR&WL on the programmes of higher and postgraduate education. Academic Policy performs the function of managing the content and the learning process and is based on the main conceptual provisions of the reform and development of the higher education system in the Republic of Kazakhstan. The document includes almost all stages of the life cycle:

- Selection of educational trajectory by students
- Registration for attending training sessions
- Independent work of students
- Research work of undergraduates and doctoral students, experimental research work of undergraduates
- Monitoring of educational achievements of students
- Assessment of students' knowledge
- Internship (including its organization)
- Organization and conduct of the state exam on "Modern history of Kazakhstan"
- Qualification Examination
- Recording students' educational and academic achievements
- Transfer and readmission of students
- Dismissal from the university
- The procedure for granting academic leave
- Academic Honesty Rules
- Professionally applied project
- Major-Minor programmes
- Multilingual educational programmes
- The structure of the Educational and methodological complex of the discipline
- Organization of the educational process using distance technologies

Study plan of each undergraduate educational programme contains three cycles of disciplines: general education, basic and profiled. The GED cycle includes the disciplines of a compulsory component

(hereinafter referred to as CC), a university component (hereinafter referred to as UC) and (or) an elective component (hereinafter referred to as EC). The BD and PD cycles include the UC and EC disciplines. At the same time, the elective component is at least 56 academic credits in the BD cycle.

Study plan of the educational programme of the scientific and pedagogical magistracy consists of a cycle of basic and profiled disciplines, while: - in the BD cycle: university component is at least 20 academic credits, including teaching internship - at least 3 academic credits, elective component - 15 academic credits, - in the PD cycle: the university component is no more than 32 academic credits, including research internship is at least 17 academic credits, elective component is 17 academic credits.

Study plan of the educational programme of scientific and pedagogical doctoral studies also consists of cycles of basic and profiled disciplines: - BD cycle - university component is 13 academic credits, of which pedagogical internship - 3 academic credits, elective component - 10 academic credits; - PD cycle - university component is 18 academic credits, of which research internship - 8 academic credits, elective component - 12 academic credits.

To ensure wide awareness of students on the content of elective disciplines (modules) offered by the faculty, a Catalogue of elective disciplines (modules) is published for each cycle of Study plan. The catalogue is developed by the chairs, formed according to the levels of education by the Educational-Methodical Board after the examination of the Scientific-Methodological Council of the University.

Higher education institutions, acting as providers of educational services, should become a manufacturer of competitive educational programmes, updating them on an ongoing basis, taking into account the requirements of students and employers for skills and competencies. Student-oriented training and educational programmes adapted to the demands of the labor market, strengthening cooperation with enterprises will help to improve the quality of training and improve the employment of graduates. This suggests that in the formation of educational programmes, the interests of the student must also be taken into account. When defining his/her individual trajectory of education, a student can choose both disciplines that are directly related to his chosen specialty, and additional disciplines that are not related to the specialty. Major programme is the main profile of the educational cycle in the main educational direction, which implies in-depth mastering of subjects in one area. Minor programme is an additional educational programme, the disciplines of which form additional competencies. Moreover, these disciplines are non-profiled for the direction of training, and these can be interrelated disciplines, or not related to each other. 42 Educational programmes in the synthesis of major-minor provide a broad basic training of universal specialists with interdisciplinary knowledge and key competencies, which allows university graduates to perform professional functions not only of a specific specialty, but also related or other specialties of a given industry or field of activity, or to perform the functions of homogeneous professions. With the help of Minor, one can add a certain specialization to his/her main profession, which significantly increases his/her position in the labor market. Having mastered at least 9-18 academic credits in addition to the main profession, students will receive a specialization, which will be reflected in the general diploma and transcript (diploma supplement). This will give them a unique education and a better chance of finding a job that matches the skills and interests of the graduate. Such an organization of the educational process creates conditions for providing graduates with maximum employment opportunities, increases the competitiveness of the university and the student in the labor market, improves the quality of education and the efficiency of mastering professional skills. The profile of the educational programme is reflected in the specification of the educational programme (Appendix 6 of the Academic Policy of the University)

An integral part of the "life cycle" of applicants for higher education is practical training aimed at consolidating the theoretical knowledge gained by students during their studies, acquiring and improving practical skills and abilities in the chosen specialty. The basic requirements for planning, organization, content of conducting and summing up the results of practical training of students of KAUIR&WL are regulated by the Academic Policy of the University.

In addition, the University creates opportunities for applicants for higher education in academic mobility, including international one.

Regulations on academic mobility in KAUIR & WL determine the order of:

- competitive selection of applicants for higher education;
- paperwork for participation in academic mobility programmes;
- registration of individual academic mobility;
- reporting and paperwork after training at a partner institution;
- recognition of periods and learning outcomes of applicants for higher education in a partner institution;
- transfer of academic disciplines, ECTS credits;
- elimination of academic deficiency.

Students who have learning outcomes obtained through non-formal education provided by organizations included in the list of recognized organizations providing non-formal education are recognized by the university in accordance with the Rules for the recognition of organizations providing non-formal education and the formation of a list of recognized organizations providing non-formal education, approved by the Order of the Minister education and science of the Republic of Kazakhstan dated October 4, 2018 № 537. (<https://adilet.zan.kz/rus/docs/V1800017591>)

There are the rules for observing academic honesty developed in KAUIR&WL (Rules for observing academic honesty at Kazakh Ablai Khan University of International Relations and World Languages <https://www.ablaikhan.kz/ru/study-process/study-process/academic-policies.html>), which defines

- Principles of Academic Honesty
- The rights and obligations of students
- Types of violations
- Responsibility and consequence
- The procedure for applying measures in case of violation of the Rules
- Tasks and functions of the commission
- Commission regulations

To check the educational achievements of students, the following types of control of students' knowledge are provided: 1) current control; 2) midterm control; 3) final control.

- Current control is a systematic examination of the knowledge of students in accordance with the curriculum, carried out by the teacher in classroom and extracurricular activities during the academic period.

- Midterm control - control of the educational achievements of students upon completion of a major section of one academic discipline or module, carried out according to the academic calendar, including the results of current control and putting down the results of midterm controls in the transcript and in "1C". Midterm control is held twice a semester. The terms of the Mid-TC are 7-8 / 15 week.

- Final control - a check of the educational achievements of students, carried out after the completion of the study of the discipline during the examination session (midterm assessment). Students who, according to the results of the first and second midterm control, have an average admission rating

AR = (R1 + R2) of at least 50%, are allowed to midterm assessment. The final grade (FG) is calculated according to the formula $FG = [AR \times 0.6] + [EM \times 0.4]$, where EM is examination mark.

The duration of examination sessions and the number of exams are determined in accordance with the approved Study plan of educational program and the academic calendar. Responsibility for organizing and conducting the examination session rests with the dean of the faculty, Educational department, Educational-Methodological Board of the university. The form and procedure for conducting the exam is established by the Academic Council no later than one month after the start of the academic period. The form of the midterm control is established by the Faculty Council.

The educational achievements of students in all types of educational tasks are assessed according to the point-rating letter system for assessing knowledge. A student who disagrees with the result of the final control can file an appeal no later than the next day after the examination results are posted in the electronic transcript on the educational portal.

The final certification of students at the University is carried out within the timeframes provided for by the academic calendar and approved Study plans of educational programmes. The final certification of undergraduate students is carried out in the form of a thesis defense (professional applied project). The final attestation of graduate and doctoral students is the defense of a dissertation.

All procedures for organizing and monitoring educational achievements, assessing knowledge, as well as final certification of students are regulated in accordance with the Academic Policy of the University.

Qualification Examination of students at the University is carried out within the timeframes provided for by the academic calendar and approved study plans of educational programmes. Qualification Examination of undergraduate students is carried out in the form of a thesis defense (professional applied project). Qualification Examination of graduate and doctoral students is the defense of a dissertation. To conduct the final certification of students, a state certification commission (SCC) is created for each educational programme for all forms of education. The candidacies of the chairmen of the SCC are chosen from the professors, associate professors, scientists, teachers, experienced production specialists and teachers with practical experience, corresponding to the profile of the graduated specialists, and not working in this university, members of the SCC from among the teaching staff of the University, the members of the appeal commission is approved by order of the Rector till November. Admission to the final attestation of students is issued by the order of the dean of the faculty according to the list of students 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 educational plan and working curriculums are allowed to Qualification Examination. A graduate student who has not fulfilled the requirements of the working curriculum and individual educational plan has a repetition course without summer semester.

A student who has passed Qualification Examination and confirmed the development of the corresponding professional curriculum of higher education, by the decision of the SCC, is awarded a qualification of and (or) a degree of "bachelor" for the corresponding educational programme and a diploma with an attachment is issued. A student who has passed Qualification Examination and confirmed the development of the corresponding professional educational programme of the magistracy, by the decision of the SCC, is awarded a qualification of and (or) a degree of a "master" according to the corresponding educational programme and is issued a state diploma with an attachment. A doctoral student who has mastered the full course of theoretical study of the educational programme of doctoral studies, completed the scientific component, but did not defend his doctoral dissertation (project), the learning outcomes and academic credits are assigned and the opportunity to defend the thesis in

subsequent years is given on a paid basis in the amount of 4 academic credits. The main criterion for the completeness of the educational process for the preparation of masters and doctors of philosophy (PhD) or a doctor in the field is the mastering by a doctoral student of an educational programme in the amount stipulated by the State Compulsory Standard of Postgraduate Education. In case of early mastering of the master's educational programme and successful defense of the dissertation, the student is awarded a master's degree regardless of the period of study.

Graduates are optionally issued with the European Diploma Supplement (State General Education Standard of Higher Education Chapter 4, P.6, approved by the Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018) № 604, <https://adilet.zan.kz/rus/docs/V1800017669>)

2. IMPROVING THE PROCEDURES OF THE “LIFE CYCLE” OF APPLICANTS FOR HIGHER EDUCATION (P12 KAZAKH UNIVERSITY OF ECONOMICS, FINANCE AND INTERNATIONAL TRADE)

The educational institution "Kazakh University of Economics, Finance and International Trade" (hereinafter - KazUEFIT, University) aims to train highly educated competitive, competent personnel who adequately respond to modern globalization processes and are able to become leaders in their chosen field of professional activity.

This Regulation on the "life cycle" of students (hereinafter referred to as the Regulation) was developed in accordance with the requirements of regulatory legal acts of the Ministry of Education and Science of the Republic of Kazakhstan, internal documents of KazUEFIT and international regulatory documents: "Standards and guidelines for quality assurance in the European Higher Education Area (ESG)", "Guidelines for the use of ECTS (European Credit Transfer and Accumulation System)", ISO 9001, etc.

By implementing a student-centered approach, the university provides all students with equal opportunities to receive quality and affordable education. KazUEFIT supports the autonomy of learners, while providing guidance and assistance from the teacher.

The main purpose of KazUEFIT when admitting applicants to the university is to meet the needs of applicants who are ready to study under a state educational grant, as well as on a paid basis, through a flexible policy focused on the offer of popular specialties and acceptable learning conditions.

The official website of KazUEFIT publishes the university's regulatory and internal documents concerning the recruitment of applicants (<https://kuef.kz/ru/arriving/>). The admission committee assists applicants in choosing a profession/ specialty, provides full information that they need, about employment opportunities, prospects for their future profession, as well as conditions for achieving high results in the selected educational programs.

Enrollment in the number of students is carried out by the Admission Committee in accordance with the documents and deadlines established by the Ministry of Education and Science of the Republic of Kazakhstan.

Admission of persons is carried out in accordance with the **"Standard rules for admission to training in educational organizations that implement educational programs of higher and postgraduate education"**, approved by the order of the Ministry of Education and Science of the Republic of Kazakhstan.

Admission of persons entering KazUEFIT is carried out by placing a state educational order and an educational grant of higher education at the expense of the republican budget or the local budget, as well as paying for training at the expense of the student's own funds and other sources.

Admission of persons to the bachelor's degree is carried out in accordance with the **"Rules of admission to study at KazUEFIT for educational programs of higher education"**. Admission of persons to the master's and doctoral programs, in KazUEFIT is carried out on a competitive basis in accordance with the **"Rules of admission to study in KazUEFIT for educational programs of postgraduate education"** (<https://kuef.kz/ru/arriving/magistrant/pravila-priema-na-obuchenie-v-KazUEFIT.php>).

Persons who have mastered the educational programs of higher education are accepted to the master's program. Persons with a Master's degree and at least 1 (one) year of work experience are accepted for doctoral studies. Applicants to the doctoral program provide international certificates confirming their foreign language proficiency in accordance with the common European competencies (standards) of foreign language proficiency.

In order to consider the applications of persons who do not agree with the results of the entrance exams to KazUEFIT, appeal commissions are established, in accordance with **the Regulations on the Appeal Commission** (<https://www.kuef.kz/ru/students/dokumenty/>).

The educational process in KazUEFIT is based on the modular principle. Educational programs (hereinafter referred to as EP), based on international experience, are aimed at learning outcomes and are implemented using a competence-based approach. Learning outcomes are determined based on the Dublin Descriptors of the relevant level of education and are expressed in terms of competencies. The goals and objectives of the KazUEFIT educational programs correspond to the mission of the University.

The student, under the guidance of an adviser, forms an individual learning trajectory based on the Catalog of Elective disciplines (hereinafter - QED), developed for each educational program and posted on the university's website (<https://www.kuef.kz/ru/students/ked/>).

The student chooses the learning path from the curriculum of the modular educational program (hereinafter referred to as the EP MEP), the required number of mandatory and elective disciplines (modules), which are reflected in **the Individual Curriculum** (hereinafter referred to as the IC).

The student is responsible for the preparation of the IC and the completeness of the development of the course of study in accordance with the requirements of the educational program. Along with the main Major educational program, KazUEFIT offers undergraduate students the development of additional competencies in the additional Minor educational program. When choosing subjects for the additional educational program Minor, students are advised by the adviser of the corresponding EP or the Head of the EP.

When choosing an individual educational path, the student can choose to master only the main EP Major, or the main EP Major and the additional EP Minor. Full information about modular educational programs with a description of the modules is available at the graduate departments. The description of the disciplines for additional educational programs Minor is contained in a separate catalog of minors posted on the university's website (<https://www.kuef.kz/ru/students/minor/>).

Individual training planning is carried out for the academic year under the guidance of advisors. Individual planning of training of undergraduates and doctoral students is carried out with the participation of their scientific supervisors (consultants).

Students who are trained on a contractual basis can form their own IC with a smaller number of disciplines than provided for in the curriculum, while the duration of training increases.

The choice of disciplines (modules) should be carried out with the obligatory consideration of the sequence of study of disciplines. A student cannot be registered for a discipline if in the previous semester he did not master the prerequisites for this discipline.

. Students enrolled in the 1st year are enrolled in academic disciplines in the period before the beginning of theoretical training. After consultation with the adviser, the student is enrolled in the selected disciplines with an indication of the academic period of their study. In this order, the IC of each student is formed. The student's IC is formed for one year of study, and the master's IEP is formed for the entire period of study. The student's IC can be updated annually personally by them with the help of an adviser.

For senior students, IC planning is carried out until May 1 of the current academic year. Students adjust their IC for the next academic period (academic year) after the presentation of the subjects of their choice and with the help of an adviser in the month of August.

Registration for elective subjects is carried out by filling out an individual curriculum for students. The study of the subjects that students have signed up for becomes mandatory for them. in accordance with the "**Instructions on the procedure for enrolling students in disciplines**".

The student of KazUEFIT is obliged to attend all training and practical classes and to fully master the requirements of the educational program. Violations of these requirements do not entail an exemption from tuition fees. In case of missing training sessions, the student is obliged to inform the University in writing within a week from the date of absence.

In the conditions of quarantine caused by the COVID-19 pandemic, the organization of educational activities in KazUEFIT is carried out with the mandatory observance of preventive measures and the provision of a sanitary and epidemiological regime (SER), in accordance with the "**SER Regulations**" (<https://www.kuef.kz/ru/students/dokumenty/>).

In the conditions of transition to training with the use of remote educational technologies in force majeure cases (during a pandemic, quarantine, state of emergency and other force majeure cases), the attendance of classes is recorded by the university teachers, the deans of the relevant faculties/schools/postgraduate education department, the department of planning and monitoring of the educational process by the presence of the student on the page of the distance course of the DE portal; Zoom webinar sites; Webex, etc., in accordance with the "**Methodological recommendations for the organization of the educational process in KAZUFMT during the period of restrictive measures related to preventing the spread of coronavirus infection**" (<https://www.kuef.kz/ru/students/dokumenty/>).

Students are required to:

- go to classes via the DE portal; Zoom platform; Webex, etc. strictly on schedule;
- perform tasks in a timely manner; independent work of a student;
- observe ethical standards of behavior, appearance and speech during online classes; stay indoors during classes, do not involve unauthorized persons in classes;
- if necessary, contact the curators, the situation center/call center (information on the website https://www.kuef.kz/ru/online_learning/).

All types of independent work are necessarily described in syllabuses and EMCD (educational methodological complex of the discipline) with the indication of specific tasks, evaluation criteria and the schedule for completing tasks. The student may not be present in the classroom according to the schedule of the IWST (independent work of the student and teacher), if the performance of independent work does not cause him questions and difficulties. IWS (independent work of student) assignments are attached by teachers in the LMS. To get advice on the most difficult issues, students can apply online using the programs ZOOM; Skype; Cisco Webex; Hangouts, etc. or offline via messengers, WhatsApp; "

In Contact»; write to the teacher's email address. Delivery of tasks on IWS, submission of reports, protection of term papers and other written works on IWS is also implemented using information technologies and special programs specified above, according to the delivery schedule.

Students must complete the internship planned in the training program. All types of internships are conducted in accordance with the regulations on practical training at the levels of training, practice programs that contain the main requirements for practical training ("**Regulations on the passage of professional practice of students**", "**Regulations on the passage of professional practice of undergraduates**", "**Regulations on the research practice of doctoral students**", "**Regulations on the passage of pedagogical practice of doctoral students**", **posted on the University website <https://www.kuef.kz/ru/students/dokumenty/>**).

In the conditions of transition to training with the use of remote educational technologies in force majeure cases (during a pandemic, quarantine, state of emergency and other force majeure cases), students practice remotely, and the defense of practice reports takes place online according to the schedule drawn up by the head of the department, which should be known in advance to the members of the commission for receiving reports and students.

To check written and final papers for the presence of borrowed material, the university uses the system "StrikePlagiarism.com", the procedure and rules for using this program are specified in **the Anti-Plagiarism Regulation**.

Checking the readiness of students during the academic semester is carried out in three stages: current control, midterm control and final control (intermediate certification), in accordance with the provisions ("**Rules for conducting ongoing monitoring of progress and intermediate certification of students KazUEFIT**", "**Regulations on examinations in KazUEFIT**" <https://www.kuef.kz/ru/students/dokumenty/>).

Students must pass all forms of control, passing all exams in strict accordance with the work and individual curriculum for the approved curriculum of disciplines, the same for all forms of education.

In KazUEFIT, the transfer of students is carried out in accordance with the "**Rules for the transfer and restoration of students in KazUEFIT**" (<https://www.kuef.kz/ru/students/dokumenty/>).

Students are transferred from course to course, from one form of study to another, from one language department to another, from one specialty / EP to another, from a paid basis to training on a state educational order, from one university to KazUEFIT.

When transferring students, the academic difference in the disciplines of working curricula studied by them in previous academic periods is determined. A student of the university is transferred if he has completely completed the first academic period of the studied program according to the individual curriculum.

The transfer of a student from a paid basis to training on a state educational order is carried out by awarding educational grants that were released in the learning process in accordance with **the Rules for awarding an educational grant to pay for higher education**, approved by the resolution of the Government of the Republic of Kazakhstan.

A prerequisite for the transfer of students from one course to another is their achievement of a grade point average (GPA) not lower than the transfer score established in KazUEFIT, approved by the decision of the Academic Council of the University. The transfer of students from course to course is carried out at the end of the academic year, taking into account the results of the summer semester and the average grade point (GPA).

Students are expelled at their own request, as well as in case of violation of the terms of the contract and other regulatory legal acts regulating educational activities, in accordance with the **Regulations on the contingent of students** (<https://www.kuef.kz/ru/students/dokumenty/>).

Students can recover after expulsion if they have fully completed the first academic period of the program being mastered in accordance with the individual curriculum. At the same time, the student is restored to any form of study, to any specialty / EP and to any university, regardless of the timing of

expulsion upon recovery. in accordance with the **Regulations on the contingent of students** (<https://www.kuef.kz/ru/students/dokumenty/>).

To obtain an academic leave, a student of KazUEFIT submits an application to the Service Center for Students and Employees, submits supporting documents provided for by the "Rules for Granting Academic Leaves to Students at KazUEFIT" (<https://www.kuef.kz/ru/students/dokumenty/>).

The final certification of students of the university is carried out according to the forms established by the State Educational Standard, the duration and timing of which are provided for by the academic calendar and curricula of educational programs.

Students who have completely completed the educational process in accordance with the requirements of the working and individual curriculum, and working curricula are allowed to the final certification.

(according to the "Regulations on the diploma project" / "Regulations on drip-work"; "Regulations on the design and procedure for defending a master's thesis"; "Regulations on the preparation of a doctoral dissertation").

When writing theses / projects, master's and doctoral dissertations, students undergo a borrowing check in accordance with the Anti-Plagiarism Regulations.

The University additionally provides the graduate with a pan-European Diploma Supplement (Diploma Supplement) for free.

A student who has passed exams with grades A, A- (excellent), B+, B, B- (good) and has a GPA of at least 3.5 for the entire period of study, as well as passed all state exams and defended thesis (project) with grades A, A- (excellent), a diploma with honors is issued (excluding the assessment in military training). A student who has had a retake or repeated exams during the entire period of study does not receive a diploma with honors.

In the process of studying at the final year, the Career Center, together with deans and graduating departments, assists students in choosing a place of upcoming employment, in accordance with **the Regulations on Employment of Graduates** (<https://www.kuef.kz/ru/students/dokumenty/>).

Academic mobility of KazUEFIT students is carried out within the framework of interuniversity agreements, agreements, memorandums, a tripartite agreement / agreement between a student, a sending and a receiving university for internal academic mobility and an invitation for external (international) academic mobility in accordance with **the Regulations on academic mobility of students and teaching staff of KazUEFIT** (<https://kuef.kz/ru/cooperation/mobility/outgoing/rules-and-regulations.php>)

Students who have completed the 2nd year of study at KazUEFIT and have passed an individual career guidance interview, which considers a student's portfolio and academic assessments, can participate in the "double degree" program. During the period of study within the framework of the Program at a partner university and KazUEFIT, students are subject to the rights and obligations established for students of these universities. Information about double degree programs is presented on the university website and in **the Regulations on the development and implementation of double-degree education programs and joint educational programs at KazUEFIT** (<https://kuef.kz/ru/cooperation/double-degree-programs/>).

Students who have learning outcomes obtained through non-formal education provided by organizations included in the list of recognized organizations providing non-formal education are recognized by the university in accordance with **the Rules for the recognition of learning outcomes obtained through non-formal education in KazUEFIT** (<https://www.kuef.kz/ru/students/dokumenty/>).