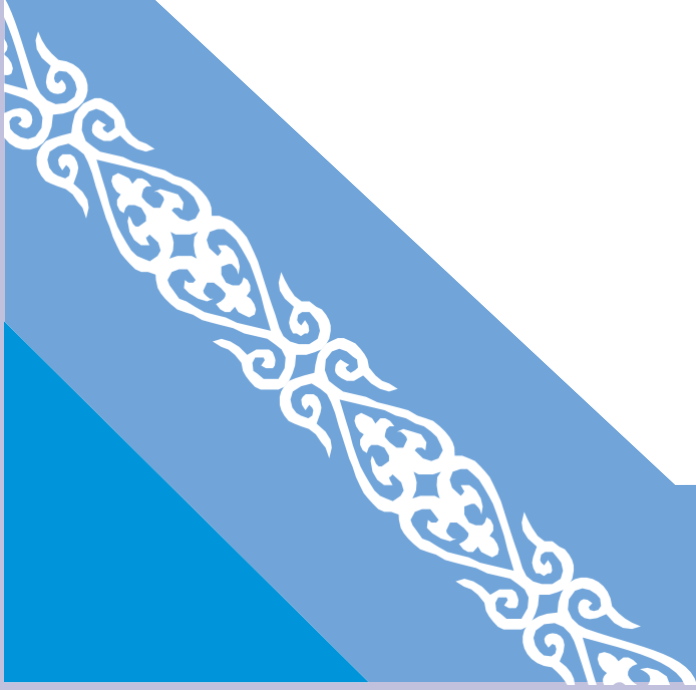




«SHAKARIM UNIVERSITY of SEMEY NJSC

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**ACADEMIC POLICY  
SHAKARIM UNIVERSITY  
OF SEMEY NJSC**



<b>SHAKARIM UNIVERSITY of SEMEY NJSC</b>		
<b>Level 3 ISO Document</b>	<b>No.5 Edition dated August, 3 2023.</b>	<b>AP 042 –1.01– 2023</b>
<b>Academic Policy</b>		

**ACADEMIC POLICY  
SHAKARIM UNIVERSITY OF SEMEY NJSC**

**Semey  
2023**

**APPROVED**  
at the meeting of the Academic Council  
of Shakarim University of Semey on August 3, 2023  
Minute No. 10-1  
Revision No. 5

The Academic Policy of Shakarim University of Semey defines the procedure for organising the educational process at the university for higher and postgraduate education programs.

***Note:** The content of the Academic Policy may change in accordance with the decision of the highest collegiate body of the university and/or due to force majeure circumstances, during the introduction of a state of emergency, extraordinary situation, quarantine, etc.*

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## 1. TERMS AND DEFINITIONS

### **Academic Educational Program**

is an educational program adapted for the training of persons with special educational needs, taking into account the peculiarities of their psychophysical development, individual capabilities and providing correction of developmental disorders and social adaptation of these persons, if it's necessary.

### **Academic Mobility**

is a transfer of students or research teachers to study or conduct research for a certain academic period (semester or academic year) to another university (within the country or abroad) with mandatory transfer of completed curricula, disciplines in the form of academic credits at their university or to continue their studies at another higher educational institution.

### **Academic Freedom**

is a set of powers of subjects of the educational process provided to them to independently determine the content of education in the disciplines of the component of choice, additional types of training and organization of educational activities in order to create conditions for the creative development of students, teachers and the use of innovative teaching technologies and methods.

### **Academic Degree**

is a degree awarded by educational organizations to students who have mastered the relevant educational curricula, based on the results of the final certification.

### **Academic Calendar**

is a calendar of educational and control events, professional practices during the academic year, indicating holidays (vacations and celebrations).

### **Academic Credit**

is a unified unit of measurement for the volume of scientific and/or academic work (load) of a student and/or a teacher.

<b>Academic Leave</b>	is the period for which students (students, interns, undergraduates, trainees, doctoral students) temporarily interrupt their studies for medical reasons, military service, maternity leave and child care up to 3 years old.
<b>Academic Term</b>	is the period of theoretical education, independently established by the educational organization in one of three forms: semester, trimester, quarter.
<b>Student Rating</b>	is a quantitative indicator of the student's level of mastery of the curriculum of disciplines and (or) modules and other types of educational activities, compiled based on the results of intermediate certification.
<b>Active Handouts</b>	are visual illustrative materials distributed during training sessions to motivate students to creatively successfully master the topic (lecture abstracts, links, slides, examples, glossary, tasks for independent work).
<b>Academic hour</b>	is a unit of measurement for the volume of training sessions or other types of academic work. One academic hour is equal to 50 minutes used in the preparation of an academic calendar (schedule of the educational process), a schedule of training sessions, when planning and accounting for the completed educational material, as well as when planning the teaching load and accounting for the work of a teacher.
<b>Academic integrity</b>	is a set of values and principles that express the student's honesty in learning when performing written work (tests, coursework, essays, theses, dissertations), exam answers, research, expressing their position, interacting with academic staff, teachers, and other students, as well as in evaluation.
<b>Appeal</b>	is a procedure initiated by a student in case of doubt about the objective assessment of knowledge.
<b>Bachelor's degree</b>	is a degree awarded to persons who have completed educational programs of higher education.

**Undergraduate education**

is a level of higher education aimed at training personnel with the award of Bachelor's degree in an appropriate educational program with the mandatory acquisition of at least 240 academic credits.

**The point-rating letter system**

is a system for evaluating the level of educational achievements in points corresponding to the letter system with a digital equivalent adopted in international practice, which allows you to set the rating of students.

**Vodcast**

is a video file (video lecture) that its creator sends by subscription over the Internet. Recipients can download vodcasts to their devices, both stationary and mobile, or listen to lectures online.

**Course Component**

is a list of academic disciplines and the corresponding minimum amounts of academic credits determined by the university independently for the development of the educational program.

**Higher Professional Education**

is a level of higher education aimed at training personnel with the assignment of specialist qualifications in the relevant educational program with the mandatory acquisition of at least 300 academic credits.

**Double-degree program**

is an opportunity to study in two educational programs and curricula in order to obtain two equivalent diplomas or one basic and one additional.

**Thesis project**

is a student's final work, which is an independent solution of applied problems corresponding to the profile of the educational program, performed using project approaches and/or in the form of preparation of business projects, models, as well as creative and other projects.

**Catalog of elective disciplines**

is a systematized annotated list of elective component disciplines, containing a brief description of them indicating the purpose of the study, a summary of the content (main sections) and the expected results of the study (knowledge acquired by students, skills, and behaviours).

<b>The classifier of training programs for personnel with higher and post-graduate education</b>	is a document that establishes the classification and coding of areas of training with higher and postgraduate education and is used for the implementation of educational programs of higher and postgraduate education.
<b>Competency</b>	is the ability to make practical use of the knowledge, skills and abilities acquired in the learning process in professional activities
<b>Elective Component</b>	is a list of academic disciplines and the corresponding minimum amounts of academic credits offered by the university, independently selected by students in any academic period, taking into account their prerequisites and post-prerequisites.
<b>Assessment of educational achievement of students</b>	is a checking the level of knowledge of students with various forms of control (current, milestone, intermediate and final) and attestation, determined independently by the higher educational institution.
<b>Credit Mobility</b>	is students' moving for a limited period of study or internship abroad, while remaining enrolled to the educational program at home university, with the aim of earning academic credits (after the mobility phase, students return to their home university to finish their studies).
<b>Credit System of Education</b>	is a training based on the choice and independent planning of the sequence of studying disciplines and (or) modules by students with the accumulation of academic credits.
<b>Descriptors</b>	is a description of the level and scope of knowledge, skills, skills and competencies acquired by students upon completion of the study of the educational program of the appropriate level (stage) of higher and postgraduate education, based on learning outcomes, formed competencies and academic credits
<b>E-learning</b>	is education carried out with the interaction of the teacher and students at a distance, including the use of information and communication technologies, and telecommunications.



<b>Pass-Fail Grading teat</b>	is a form of assessment of the level of mastering the Physical Education discipline and the implementation of a professional practice program.
<b>Doctorate</b>	is a postgraduate education, the educational programs of which are aimed at training personnel for scientific, pedagogical and (or) professional activities, with the award of a Doctor of Philosophy (PhD) degree, a doctor in the profile with the mandatory acquisition of at least 180 academic credits.
<b>PhD</b>	is a degree awarded to persons who have completed the doctoral program in the scientific and pedagogical field and defended their dissertation in the Republic of Kazakhstan or abroad, recognized in accordance with the procedure established by the legislation of the Republic of Kazakhstan.
<b>The Additional Educational Program (Minor)</b>	is a set of disciplines and (or) modules and other types of educational work defined by the student for study in order to form additional competencies.
<b>Dual education system</b>	is a form of personnel training that combines training in an educational organization with mandatory periods of training and professional practice at an enterprise (in an organization) with the provision of jobs with equal responsibility of the enterprise, educational institution and student.
<b>European Credit Transfer and Accumulation System (ECTS)</b>	is a method of transferring loans received by a student abroad into loans that are credited for their degree upon return to their educational organization, as well as the accumulation of loans within educational programs.
<b>Enrollment</b>	is the procedure for registering students for academic disciplines.
<b>Enrollment</b>	is a procedure for pre-enrolling students in academic disciplines.

**An individual curriculum**

is a curriculum formed for each academic year by students independently with the help of an adviser based on a standard curriculum and a catalog of elective disciplines.

**An individual curriculum**

is a curriculum that ensures the development of an educational program based on the individualization of its content, taking into account the characteristics and educational needs of a particular student.

**Inclusive Education**

is a process that ensures equal access to education for all students, taking into account special educational needs and individual opportunities.

**Inclusive Education**

is a process that ensures equal access to education for all students, regardless of their physical, mental, intellectual, cultural, ethnic, linguistic and other characteristics, taking into account the diversity of special educational needs and individual opportunities.

**Final certification of students**

is a procedure carried out in order to determine the degree to which they master the scope of academic disciplines and (or) modules and other types of educational activities provided for in the educational program in accordance with the state mandatory standard of the appropriate level of education.

**Learning Outcomes**

assessed amount of knowledge, skills, and abilities acquired and demonstrated by students in the process of mastering the educational program, as well as the values and attitudes formed.

**Landmark Control**

is the control of educational achievements of students upon completion of a section (module) of one academic discipline.

**Independent Work of Student (IWS)**

is a work on a specific list of topics set aside for independent study, provided with educational and methodological literature and recommendations, controlled in the form of tests, control papers, colloquiums, abstracts, essays and reports. Depending on the category of students, it is divided into independent work of a student, independent work of a graduate student, independent work of a doctoral student; the entire volume of IWS is confirmed by tasks requiring daily independent work from the student.

**Independent Work of Student under the Guidance of a Teacher**

is the work of a student under the guidance of a teacher, conducted according to a separate schedule, which is determined by the university or the teacher himself; depending on the category of students, it is divided into: independent work of a student under the guidance of a teacher, independent work of a graduate student under the guidance of a teacher and independent work of a doctoral student under the guidance of a teacher.

**Joint Educational Program**

is an educational program jointly developed and implemented by two or more universities.

**Social Credit**

is an estimated indicator provided as a result of the implementation of social services by students

**Special Conditions for Education**

conditions for the education, upbringing, and development of students with special educational needs, including the use of special educational programs and teaching methods, special textbooks, teaching aids, and didactic materials, special technical teaching aids for collective and individual use, including adaptive computer technologies, provision of assistant services offering necessary technical support to students, conducting group and individual corrective classes, providing access to educational institution buildings, and other conditions necessary for the education of students with special educational needs.

**Major educational program (Major)**

is an educational program defined by the student for study in order to form key competencies.

**Description of the discipline**

a brief description of discipline (consists of 3-8 sentences), which includes the goals, objectives and content of the discipline.

**The industry qualification framework**

is a structured description of the skill levels recognized in the industry.

**Office of the Registrar**

is a service that registers the entire history of the student's academic achievements and ensures the organization of all types of knowledge control and calculation of his academic rating.

**Flipped-classroom**

is a learning model in which the teacher provides material for self-study, and practical consolidation of the material takes place in full-time. Inverted learning is characterized by the use of vodcasts, podcasts and pre-vodcasting.

**Podcast**

is an audio file (audio lecture) that its creator sends out by subscription over the Internet. Recipients can download podcasts to their devices, both stationary and mobile, or listen to lectures online.

**Pre-Vodcasting**

is an educational method in which the teacher creates a vodcast with his lecture so that students get an idea of the topic even before the lesson at which this topic will be considered.

**Prerequisites**

a list of disciplines that require knowledge, skills and abilities upon completion of the study of this discipline.

**Post requisites**

a list of disciplines containing knowledge, skills and abilities necessary for mastering the discipline being studied.

**Master**

is a degree awarded to persons who have completed Master's degree programs.

**The Master's Degree Program**

is a level of postgraduate education aimed at training personnel with the award of a master's degree in an appropriate educational program with the mandatory acquisition of at least 60-120 academic credits.

**Microdegree**

is a set of knowledge, skills and competencies acquired at the end of a short short period of study, allowing you to perform certain work functions

**Module**

is an autonomous, completed structural element of the educational program in terms of learning outcomes, having clearly formulated knowledge, skills, competencies acquired by students and adequate assessment criteria.

**Module training**

is a way of organizing the educational process based on the modular construction of an educational program, curriculum and academic disciplines.

**Stackable degree**

is a set of skills and competencies from various fields or fields of professional activity acquired through formal and non-formal education.

**Nano-credit**

is a unified unit of measurement for a small amount of educational material, which has an independent and complete character.

**Educational program**

is a single set of basic characteristics of education, including the goals, results and content of learning, the organization of the educational process, ways and methods of their implementation, criteria for evaluating learning outcomes.

**Student with special educational needs**

is an individual who has disabilities in physical and (or) psychological development that prevent him from receiving education without creating special conditions.

**Core Subjects**

is a list of academic disciplines and the corresponding minimum amounts of academic credits established by the State Educational Standard, and studied by students on a mandatory basis according to the study program.

**Micro credentials**

is a small, short training program, usually consisting of 3 or 4 specific courses that have a narrow focus.

<b>Career Counselling</b>	is a providing information and consulting assistance to the student in the realization of his rights in the field of educational and professional opportunities, free and informed choice of profession and place of study in accordance with professional interests, individual abilities and psychophysiological characteristics.
<b>Professional Practice</b>	is a type of educational activity aimed at consolidating theoretical knowledge, skills, acquisition and development of practical skills and competencies in the process of performing certain types of work related to future professional activity.
<b>Professional Standard</b>	is a standard that defines the requirements for the level of qualification and competence, content, quality and working conditions in a specific field of professional activity.
<b>Intermediate Certification of Students</b>	is a procedure carried out during the examination session in order to assess the quality of students' mastering the content of part or the entire volume of the academic discipline and (or) module, as well as professional modules after completion of their study.
<b>Syllabus</b>	is a curriculum that includes a description of the discipline being studied, the goals and objectives of the discipline, a summary of its content, topics and duration of their study, tasks for independent work, consultation time, a schedule of knowledge checks for students, teacher requirements, criteria for evaluating students' knowledge and a list of references.
<b>A working curriculum</b>	is an educational document developed by universities independently on the basis of an educational program and individual student curricula.
<b>Student (Knowledge) Assessment</b>	is an assessment of educational achievements of students during the academic period of study.

<b>Grade Point Average (GPA)</b>	is a weighted average assessment of the student's academic achievement level for one academic year according to the selected program (the ratio of the sum of the products of credits to the digital equivalent of intermediate assessment points in disciplines to the total number of credits for the current period of study).
<b>Student Academic Performance Monitoring</b>	is a systematic examination of students' knowledge in accordance with the work curriculum, conducted by a teacher in classroom and extracurricular classes during the academic period.
<b>Typical Curriculum</b>	is an educational document of a discipline of an obligatory component of an educational program, which determines the content, volume, and recommended literature.
<b>Transcript</b>	is a document containing a list of mastered disciplines for the corresponding period of study, indicating credits and grades in alphanumeric and numeric terms.
<b>Tutor</b>	is a teacher who acts as an academic advisor to a student on the development of a specific discipline and/or module.
<b>Educational Achievements of Students</b>	is the knowledge, skills, abilities, and behaviours acquired by students during their education, reflecting the level of personal development attained.
<b>Curriculum</b>	is the main document regulating the list and scope of academic disciplines of the appropriate level of education, the order of their study.
<b>Adviser</b>	is a teacher who performs the functions of an academic mentor of a student in the relevant specialty, who assists in choosing a learning path (forming an individual curriculum) and mastering an educational program during the training period.

**Electives**

are academic disciplines included in the university component and the elective component within the framework of established academic credits and introduced by educational organizations, reflecting the individual training of the student, taking into account the specifics of socio-economic development and the needs of a particular region, established scientific schools.

**Hard Skills**

are professional, technical competencies that can be visually demonstrated, evaluated and tested (computer skills, the ability to drive a car or an airplane).

**Soft Skill**

are associated with personality traits (responsibility, discipline), social skills (communication, empathy, the ability to convince and work in a team, adaptability), the ability to manage people and oneself (leadership qualities, critical thinking, behavior in stressful situations, emotional intelligence).



## 2. DESIGNATIONS AND ABBREVIATIONS

The following abbreviations are used in current documents:

<b>AIS</b>	- automated information system
<b>BD</b>	- basic disciplines
<b>UC</b>	- university component
<b>University</b>	- University
<b>SES</b>	- state educational standard
<b>DOEP</b>	- department of organizing of educational process
<b>DLT</b>	- distance learning technology
<b>ISP</b>	- individual study plan
<b>FE</b>	- final examination
<b>EC</b>	- elective component
<b>CSE</b>	- Credit System of Education
<b>CED</b>	- catalog of elective disciplines
<b>MES RK</b>	- Ministry of Education and Science of the Republic of Kazakhstan
<b>EP</b>	- educational program
<b>SEN</b>	- special education needs
<b>GES</b>	- general education subjects
<b>CC</b>	- core component
<b>TS</b>	- teaching staff
<b>MD</b>	- major disciplines
<b>MC</b>	- midterm control
<b>GPA</b>	- Grade Point Average
<b>OA</b>	- ongoing assessment
<b>TEW</b>	- teaching and educational work
<b>EM</b>	- educational materials

### 3. INTRODUCTION

Shakarim University of Semey NJSC (hereinafter referred to as the University) on the basis of the state license for educational activities No. KZ38LAA00018432 dated February 18, 2013, provides training on educational programs of bachelor's, Master's and PhD's in accordance with the approved register.

The University was formed in 1996 as a result of the merger of the Pedagogical, Zoo Veterinary, Technological, and Financial Institutes, inheriting their long and rich history.

Semipalatinsk State University named after Shakarim and Semipalatinsk State Pedagogical Institute were merged into Shakarim State University of Semey in 2013.

In 2020, the Republican State Enterprise on the Right of Economic Use State Shakarim University of Semey of the Ministry of Education and Science of the Republic of Kazakhstan was reorganized into a Shakarim University of Semey non-profit joint stock company (hereinafter referred to as Shakarim University of Semey NJSC).

The mission of the University is the formation of a qualified specialist and a “perfect personality” imbued with national values.

Vision: a multidisciplinary classical university providing the Eastern region of Kazakhstan with qualified specialists and becoming the core of applied science.

In accordance with the mission and vision of the University, the implemented EPs are aimed at ensuring the continuity of education levels, solving the issues of forming a "perfect personality", training a specialist with broad fundamental knowledge, with developed hard and soft skills, proactive, able to adapt to the changing requirements of the labor market and technologies, ensuring the level of training of specialists to modern requirements and world standards.

The main consumers of EP are the state, students, and employers, who make certain requirements for high-quality of education.

The University trains specialists of a wide range of demanded EPs in the fields of education pedagogical sciences, arts and humanities, social sciences, business, management and law, natural sciences, mathematics, statistics, information and communication technologies, engineering, manufacturing and construction industries, agriculture and bioresources, veterinary medicine, services on multi-level training in 24 directions, 45 EPs of Bachelor's degree, 1 EP of special higher education, 37 OPs of Master's degree, 10 EPs of PhDs.

New priorities in the development of higher education and science, as well as the main indicators reflected in the GDP for 2020-2025, the Strategic Development Plan of the Republic of Kazakhstan until 2025, make it necessary to make changes and additions, setting new goals and objectives for the University.

The choice of the strategic direction of the University development until 2025 is determined by its mission, vision, and priorities of development of Kazakhstan society, science, and economy, a system of higher and postgraduate education, and program documents of RK in the field of education.

The main directions of activity and development of the University are reflected in the Strategic Plan of Development of Shakarim University of Semey NJSC for 2020-2025

– The University guarantees equal opportunities for all students and does not discriminate against students with special educational needs, on racial, national, ethnic, religious, or gender, as well as on the basis of social status, marital status, physical abilities, age, or other subjective criteria.

– The University achieves satisfaction of internal and external stakeholders through the modernization of EP, implementation of additional EP/Minor, introduction and recognition of micro qualifications programs (micro-credentials), the introduction of elements of dual education, and implementation of multilingual education.

– This Academic Policy contains the basic requirements for the organization and effective implementation of the educational process at the University in accordance with the normative legal acts of the Ministry of Education and Science of the Republic of Kazakhstan.

– Academic policy is intended for students, teaching staff, and administrative and managerial personnel who organize the educational process.

– The policy is based on the principles of academic integrity, internal quality assurance, innovation, and internationalization.

– The fundamental normative documents in the development of Academic Policy are:

– Law of the Republic of Kazakhstan dated July 27, 2007 No. 319-III “About Education”;

– Qualification requirements for the educational activities of organizations providing higher and (or) postgraduate education, and the list of documents confirming compliance with them dated June 17, 2015, No. 391;

– Model rules of activity of organizations of higher and (or) postgraduate education dated October 30, 2018, No. 595;

– On approval of State Compulsory Standards for Higher and Postgraduate Education dated July 20, 2022 No. 2;

– Rules of organization of educational process on credit technology of education in organizations of higher and (or) postgraduate education dated April 20, 2011 No. 152;

– On approval of requirements for educational organizations to provide distance learning and rules for the organization of the educational process for distance learning and the form of online learning on educational programs of higher and (or) postgraduate education dated March 20, 2015 No. 137;

– Rules for conducting unified national testing and rendering public services “Issuance of passing the Unified National Testing”, approved by the order of the Minister of Education and Science of the Republic of Kazakhstan dated May 2, 2017 No. 204;

– Rules of awarding educational grants for payment of higher or postgraduate education with the award of bachelor's or master's degree, approved by the Government of the Republic of Kazakhstan dated January 23, 2008 No. 58;

– The concept of development of higher education and science in the Republic of Kazakhstan for 2023-2029 dated March 28, 2023.

In cases of force majeure conditions, during the introduction of the state of emergency, emergency, quarantine, deterioration of the epidemiological situation, and the adoption of appropriate decisions by the Ministry of Health of the Republic of Kazakhstan, the University develops a plan of action (accessibility regulations on sanitary and epidemiological regime, algorithm for the organization of the educational process for a semester and/or academic year) for the transition from offline to online mode, which is posted on the official website and social pages of the University.

#### **4. EDUCATIONAL PROGRAMS OF THE UNIVERSITY**

Educational programs are developed by the university independently in accordance with the regulatory and legal framework of the Ministry of Science and Higher Education of the Republic of Kazakhstan and the National Qualifications Framework, sectoral qualifications frameworks, and professional standards based on the Dublin Descriptors. All EPs are focused on learning outcomes.

The list of EPs is posted on the University website [www.shakarim.edu.kz](http://www.shakarim.edu.kz), as well as presented in the register of EPs on the website of RSE on REU “National Center for Higher Education DevelopmentP” MSHE RK.

In accordance with the Rules for the organization of the educational process on distance education technologies at the University, along with full-time education, full-time education with the use of DL is carried out. Coordination of full-time training with the use of DL, and organization of methodological and communication support of the educational process on DLT is carried out by the Office of the Registrar. Training with the use of DL at the University is regulated by the Regulations on the use of distance education technologies in the educational process of Shakarim University.

The University effectively implements the policy of polylingualism, providing training of students in several languages of education (Kazakh, Russian, English). Planning and organization of educational activities on trilingual education programs is carried out in three languages: the language of instruction, the second language and English. In the EP of the Bachelor's level within the framework of multilingual education the number of disciplines in the language of instruction is (national or Russian) 60%, in the second language (Russian or national respectively) - 30%, in English - 10% of the total number of disciplines. Depending on the level of language proficiency, a student can choose an EP taking into account one language of instruction (Kazakh, Russian, English) or studying in three languages at the same time.

At the level of Master's degree and Ph.D. are carried out according to the formula 50% of disciplines in the national language + 50% in Russian or 40% of disciplines in the national language + 40% in Russian + 20% in English.

Departments, implementing educational programs of postgraduate education, determine the percentage of the discipline independently depending on the staffing of disciplines.

At the University, academic streams and groups are formed according to the principle of a sufficient number of students enrolled in a given discipline and to a given teacher, and achieving a sufficient level of profitability. As a rule, profitable groups at the University are groups with at least 15 students.

The opening of groups with a smaller number of students is determined in agreement with the Chairman of the Board - Rector.

In order to improve the competitiveness of graduates, to form practical skills, to expand the University's interaction with enterprises at the stages of implementation of the Program, to create conditions for improving the quality of training in accordance with the requirements of employers, some Bachelor's degree programs are implemented with elements of dual training.

In 2017, the University signed a bilateral memorandum with Kyungdong University, South Korea (Sokcho). Based on this memorandum on the grounds of the University is successfully realized double-diploma training on three EPs: Bachelor of Hotel Management and Bachelor of Business Administration, which were integrated under EP 6B04107 - Management, Bachelor of Smart Computing - integrated under EP 6B06104 - Computer Science and Software. Education on double-diploma EPs is carried out on the basis of integrated curricula, which have been agreed with the Ministry of Education of the Republic of Kazakhstan and the Ministry of Education of the Republic of Korea. The enrolment of an applicant for the above-mentioned EPs is carried out on the basis of his/her application to the Chairman of the Board - Rector of the University and in accordance with the agreement (memorandum) concluded by the partner university. The students of the three EPs leave after the second year to Kyungdong University to continue their studies at the partner university.

On the basis of the University is carried out dual degree education on EP 6B06104 - Computer Science and Software with Jiyongsang National University, South Korea (Seoul). For admission to the partner university on this program, the student must have English language skills not less than Upper Intermediate or IELTS 6.0.

Applicants have the right to choose an EP within the group of EPs, field of education and direction of training, in accordance with the profile subjects of UNT. The choice of EP is possible for applicants within the framework of career guidance activities of the University departments, the work of the Admissions Committee, orientation with the register of EPs, as well as students during the procedure of reinstatement and transfer.

The main criterion for the completion of bachelor's studies is the student's mastery of at least 240 academic credits for the entire period of study, including all types of academic activities of the student and, as a rule, at least 60 credits per academic year.

The main criterion for the completion of Bachelor's degree programs in "Veterinary Medicine", as well as EPs in the field of design is the student's mastery of at least 300 academic credits for the entire period of study, including all types of academic activities of the student and, as a rule, at least 60 credits per academic year.

The main criterion of completion of studying on Master's degree programs of scientific and pedagogical profile is the mastering by the student of not less than 120 academic credits for the entire period of training, including all types of educational activities of the Master's student and not less than 60 credits for the academic year.

for the entire period of training, including all types of educational activities of the Master's student and not less than 60 credits for the academic year.

The main criterion for the completion of studying on the programs of specialised master program is the mastering of 60 academic credits by the student for the entire period of training, including all types of educational activities of the Master's student and not less than 60 credits for the academic year.

The term of doctoral degree is determined by the period of mastering not less than 180 academic credits for the entire period of study including all types of educational activities of the doctoral student and 60 credits per academic year and constitutes 3 years. However, at the request of the PhD candidate period of study can be increased or reduced, if the student forms an individual study plan of disciplines and other types of educational activities of less or more than 60 credits per academic year.

The student, in determining an individual trajectory of study within the university component and (or) component of choice, chooses disciplines on the main educational program Major and (or) on the additional educational program Minor.

The list of additional educational programs is presented by the advisors and registration for the corresponding disciplines is carried out



## **5.ADMISSION OF STUDENTS**

To accept documents and organise admission tests, the University shall establish an admission committee.

The University admits individuals with general secondary, technical and vocational, post-secondary, higher and postgraduate education. Foreign citizens are admitted to the University in the order established by the legislation of the Republic of Kazakhstan, international treaties ratified by the Republic of Kazakhstan.

Admission of individuals is carried out on the grounds of applications of citizens on the basis of a grant at the expense of the national or local budget, on a contractual basis in accordance with the points of the certificate issued by the results of UNT, IT conducted on the technology developed by the National Testing Center of the Ministry of Education and Science of the Republic of Kazakhstan and / or the results of the admission tests conducted by the University.

The University accepts students regardless of social, national or ethnic origin, gender, age, disability (in the absence of contraindications), religion, gender identity.

The main requirements for admission of students are reflected in the “Rules of admission to Shakarim University”.

Enrolment in the number of students for all forms of education is carried out separately on EP and language departments (Kazakh, Russian and English).

Individuals entering on the basis of the state grant, conclude an agreement on working out in the order determined by the authorised body in the field of education

## 6. ENROLMENT OF STUDENTS IN ACADEMIC DISCIPLINES

The University implements the credit technology of education, which is based on the choice and independent planning of the student's individual educational trajectory of learning, aimed at achieving learning outcomes.

In accordance with the CSE, each student undergoes a mandatory procedure of registration (enrolment) and re-registration for academic disciplines.

For students of the 1st year at the University there is an orientation week. During the orientation week the general acquaintance with the system of education at the University and the procedure of registration for disciplines are carried out. Meetings with representatives of the administration, deans of faculties, heads of structural units, heads of departments, advisors are held. Registration for disciplines takes place after passing the orientation week.

The order of choice and mastering of disciplines by the student on EP is carried out taking into account the presence of prerequisites.

Enrolment of students in academic disciplines is organised by the OR. For organisational, methodological and consulting works advisors are appointed.

During consultations, advisors must inform students with the rules of CSE, EP, CED, explain the principles of CSE, the procedure for forming the ISP on the basis of the studied prerequisites, the principles of forming academic streams for training sessions.

The student together with the adviser determines the list of disciplines planned to be studied in the upcoming academic period, in accordance with the academic calendar.

On the basis of the choice and enrolment in the disciplines is formed ISP of the student for the academic year, which is the basis for the formation of working curricula.

ISP determines the individual educational trajectory of each student separately. The ISP includes disciplines and types of educational activities (practices, research/experimental and research work, forms of final attestation) CC, UC and EC.

To master the appropriate level of education, the student is obliged to fulfill his or her ISP by accumulating the number of credits required by the curriculum.

Registration for the first year begins when the applicant submits an application for admission to the University and ends by August 30 of the current year.

ISP are formed and approved: for students enrolled in the current academic year during the first academic week, for students of senior courses by the end of February.

Changes in the ISP for the new school year can be made by the student a week before the start of the new school year. In this case, a written request indicating the changes is submitted to the OR.

Formation and registration of the ISP is carried out by the student together with the adviser in the AIS ([ais.semgu.kz](http://ais.semgu.kz)); signing of the ISP is carried out in [sdo.semgu.kz](http://sdo.semgu.kz).

## **7. PLANNING, ORGANIZATION AND IMPLEMENTATION OF THE EDUCATIONAL PROCESS**

The educational process at the University within one academic year is carried out on the basis of the academic calendar, which is approved by the decision of the Academic Council of the University.

To provide educational services with the use of various learning technologies, the University's students and teachers use AIS SemGu, as well as platforms for online classes ZOOM, CiscoWebex, Hangouts and others.

The school year begins in September and consists of academic periods

- semesters of theoretical training (duration of 15 weeks), intermediate control of knowledge (examination sessions), final certification (for final year), professional practice, summer semester, vacations. In individual cases, regulated by the authorised body in the field of education, the terms of the beginning of the academic period can be changed.

Intermediate attestation of students is conducted in the form of examinations, defence of course works (projects) and reports on professional practice with mandatory evaluation and is defined as an examination session. Intermediate attestation (examination session) of students is carried out in accordance with the academic calendar, working curriculum and working training programs.

Professional practices, forms of final certification, Master's theses/projects and doctorate dissertations are included in the relevant modules of the EP. At the same time, each type of professional practice belongs to different modules.

Classes are held in accordance with the schedule. The schedule of classes are prepared for each semester of the academic year, usually 10 days before the beginning of the academic year and displayed on the electronic portal of AIS SemGu for all participants of the educational process (name of the discipline, classroom, name of the teacher, etc.), usually 10 days in advance. Class schedule is a document subject to unconditional fulfilment by both teachers and students.

### *Organization of the educational process with the use of DL*

Organization of the educational process of students with the use of DL is carried out through the student's personal account in [ais.semgu.kz](http://ais.semgu.kz).

Educational and methodical support of academic disciplines included in the EP is carried out through the formation of electronic educational content of disciplines and other training materials.

Mixed-format classes include lecture classes in "online" format and seminar/practical/laboratory classes in "offline" format.

Preparation of digital educational resources are carried out by their developers in accordance with the OP.

Online training sessions provide for the process of learning interaction in real time: videoconferences (ZOOM, Google Hangouts, Cisco.webex, BigBlueButton, Google Classroom Microsoft Teams Skype, via Internet messaging, etc.).

Offline training sessions involve a learning interaction process where the teacher and the student communicate asynchronously, i.e. through Semgu's own AIS platform and internal communication services, chat rooms, and forums.

The student has access to the syllabus, and study materials, reviews the grade book, calendar and other materials, corresponds with the teacher, submits completed work, etc.

In the case of planning the final control in the form of computerized testing, the control of students' progress is carried out on the AIS Semgu platform in the module "Testing" in accordance with the schedule of assignments specified in the syllabus of the discipline. The grades are automatically put in the electronic journal of the platform AIS Semgu.

The organization of the learning process on DL requires the availability of TS and students:

- equipment with Internet access;
- digital educational resources;
- electronic means of interaction on DL (forum, chat, video and audio conferences).

DLT Students:

- remotely and remotely study courses through videoconferencing and through Semgu's proprietary AIS platform;
- attends classes online and/or offline;
- passes all types of control (current, final, interim) according to the academic calendar of the university.

Students when performing tasks of current and final control must comply with the "Rules of academic integrity of participants of the educational process at Shakarim University".

## 8. PROFESSIONAL PRACTICE ORGANIZATION

The main types of professional practice at the University are:

- educational;
- pedagogical;
- production;
- pre-diploma.

Professional practice is a mandatory component of the EP. Integrating in its content the main components of the holistic structure of the mastered profession, professional practice in organizations provides logical completeness of professional training of a Bachelor's degree.

Professional practices are included in the relevant modules of the EP. In this case, each type of professional practice belongs to different modules. The cycles of BD (UC) and MD (UC) include all types of professional practice, the scope of which is reflected in the EP. The content of the EP provides professional practice for the acquisition of professional competencies.

Types, terms, and content of professional practice are determined by the schedule of the educational process, the list of the university components of the educational program, and the cross-cutting program of professional practice.

While organizing the educational process it is allowed to pass professional practice both with a break from theoretical training and in parallel (without a break from theoretical study).

Each type of professional practice has a goal, objectives, content, and algorithm of carrying out, aimed at the formation of learning outcomes and professional competencies.

Organizational arrangements for the practice include:

- Determining the base of practice;
- conclusion of contracts according to the established forms: Collective agreement for the conduct of professional practice (with the organization - the base of practice); Individual agreement for the conduct of professional practice (with the organization - the base of practice);
- safety briefing and marking in the Safety log journal (by the types of practice);
- preparation of the necessary documentation (Diary report of professional practice (by the types of practice), diary report of professional practice (by pedagogical practice), calendar schedule of practice, Referral of students to professional practice).

As a base for the professional practice of students are defined organizations, the activities of which corresponds to the profile of training specialists and meet the requirements of the EP, have qualified staff to supervise professional practice and material–technical base.

For carrying out professional practice the University on a contractual basis determines enterprises as bases of practice, and approves the program and calendar terms of practice agreed with them.

In order to implement a student-centered approach, taking into account the wishes of the student, with the agreement and conclusion of an additional contract with the head of the base of practice, the availability of a workplace and satisfactory working conditions, the student can be accepted as a member of staff with the registration of payment for work for the period of practice.

Graduate students may undergo industrial and pre-diploma practice on an individual contract in organizations that are not pre-approved by the University bases of practice on the condition of subsequent employment in these organizations. In this case, students provide a petition from the head of the organization, the declared base of individual practice, write an application to the Chairman of the Board - Rector of the University to be sent to the requested place of practice.

Taking into account the specifics of EP and the content of practice, students of 2-5 courses can be sent to undergo industrial and pre-diploma practice on an individual contract in organizations that are not approved bases of practice of the University.

The duration of practices is determined in weeks. Based on the normative time of work of students in practice during the week, it is equal to 30 hours (6 hours per day with a 5-day work week). Labor intensity of 1 credit for all types of practices is 30 hours.

Students with the use of DL, provided they work on the profile of the EP, are exempt from professional practice. In this case, they submit to the university a certificate from their place of work and a characteristic reflecting their professional activity.

Students with the use of DL, not working on the profile of the EP, are sent for professional practice in the prescribed manner in the practice base approved by the University or under an individual contract (at the place of residence). In the latter case, they provide reporting documentation in the prescribed manner.

Directing students to all types of professional practice is formalized by the order of the Chairman of the Board - Rector of the University with the indication of the terms of practice, base, and managers of practice on the basis of the report of the head of the academic department to the Chairman of the Board - Rector of the University, agreed with the deans of faculties, specialist in practice, Vice-Rector for AA not later than 1 month before the practice, Before going out to practice the student is given a direction in the prescribed form. The first part of the direction remains at the head of practice from the organization - the base of practice, the second part of the direction is stored in the reporting documents of students in practice at the training department.

According to the results of professional practice, students submit to the academic department, supervising practice, report, which is checked by the head of practice and defended before the commission, created by the order of the head of the department. The commission consists of leading teachers of the department, who have experience in leading professional practice. The number of members of the commission should be odd-numbered

The results of the report defense are evaluated by differential credit according to the established point-rating letter grading system with clearly specified evaluation criteria.

If one supervisor of practice is appointed, the assessment is made according to the defense results of the submitted report of the student in accordance with the demonstrated learning outcomes.

If two internship supervisors are appointed, each of them makes a final grade on a 100-point scale, then the average is posted in the portal. Professional practice in exceptional cases (due to force majeure conditions, during the introduction of the state of emergency, emergency situation, quarantine, etc.) is possible with the use of DL in the following order:

- the supervisor is obliged to upload to Ais.semgu the methodological guidelines and technical tasks for practical training with the establishment of deadlines for the completion and submission of the report;

- a week before the defense of reports in the online mode, the student is obliged to send his report in the pdf format to the corporate mail of the department, or attach to Ais.semgu;

- The head of the department, according to the established schedule, organizes the work of the commission through a web conference in the ZOOM platform to protect the reports of students.

The head of the department, which is the head of the practice is responsible for the timeliness of tracking corporate mail and transfer of reports of the student (in electronic form) to the members of the commission, created by the order of the head of the department.

If the report does not meet the requirements and there are comments, the responsible for the practice sends a message to the personal account of the student in the system Ais.semgu.

A week before the defense of reports in the online mode, the graduating department prepares a schedule for the defense of reports in the online mode.

The organization and conduct of the defense of reports in the online mode is assigned to the head of the department and the responsible person of the department for practice. The order of connection and exit to the defense in the online mode is carried out in accordance with the approved by the head of the department schedule of defense of reports (with the indication of date and time).

The schedule of the defense of reports in the online mode is brought to the attention of students two days before the defense of reports through a message in the chat group or distribution on WhatsApp and e-mail.

To organize and carry out the protection of reports in the online mode, the ZOOM platform, WEBEX service (alternatives are allowed) with data saving is used.



After the meeting of the commission in the online mode, the evaluation of the results of the report defense is entered by the head of the practice in the electronic statement Ais.semgu.

Exempted from professional practice students with the use of DL, are evaluated by the provided characteristic from the place of work, which reflects the professional activity and is evaluated by the established 100% point-rating letter grading system.

The students who have not passed the professional practice, respectively have not fulfilled the program of practice, who received a negative feedback or unsatisfactory assessment when defending the report, are sent again to practice in the next academic period in parallel with theoretical training or during the summer semester.

In DL settings, assessment can be conducted in real-time using videoconferencing, webinars, Skype, etc.

The practice of Master's and PhD students is carried out with the purpose of the formation of practical skills in scientific, scientific-pedagogical, and professional activity.

The EP of scientific and pedagogical Master's degree includes two types of practices, which are conducted in parallel with theoretical training or in a separate period.

Pedagogical practice is carried out in order to form practical skills of teaching and learning methodology. At the same time, Master's students are involved in conducting classes in undergraduate courses.

The research practice of a Master's student is carried out with the purpose of orientation with the latest theoretical, methodological, and technological achievements of domestic and foreign science, modern methods of scientific research, and processing and interpretation of experimental data.

The EP of the specialized Master's program includes industrial practice in the MD cycle.

Industrial practice in the MD cycle is carried out in order to consolidate theoretical knowledge obtained in the course of training, to acquire the following skills practical skills, competencies, and experience of professional activity on the Master's program, as well as mastering of best practices.

The content of research (industrial) practice is determined by the topic of the dissertation (project) research

The EP of PhD studies includes:

- 1) teaching and research practice - for those studying in the PhD program;
- 2) industrial practice - for those studying under the program of profile PhD studies.

During the period of pedagogical practice PhD students are involved, if necessary, in conducting classes at the Bachelor's and Master's level.

PhD student's research practice is conducted with the purpose of studying the latest theoretical, methodological, and technological achievements of domestic and

foreign science, as well as consolidation of practical skills, application of modern methods of scientific research, processing and interpretation of

experimental data in the dissertation research.

The PhD student's industrial practice is carried out in order to consolidate the theoretical knowledge obtained in the course of training and to improve professional level. The content of research and industrial practice is determined by the topic of the doctoral dissertation.

Within the framework of Master's scientific research (experimental-research) (hereinafter referred to as MSR (ER) the individual work plan of a Master's student for orientation with innovative technologies and new types of production provides for the mandatory passage of scientific internship in scientific organizations and (or) organizations of relevant industries or spheres of activity.

MSR (ER) is planned in parallel with other types of academic work or in a separate period.

The results of research or experimental and research work at the end of each period of their passage are formalized by the Master's student in the form of a report.

Requirements for research work of a Master's student in scientific and pedagogical Master's program:

1) corresponds to the profile of the Master's degree program, on which the Master's thesis is performed and defended;

2) is relevant and contains scientific novelty and practical significance;

3) is based on modern theoretical, methodological, and technological achievements of science and practice;

4) is carried out by using modern methods of scientific research;

5) contains scientific and research (methodological, practical) sections on the main defended provisions;

6) is based on international best practices in the relevant field of knowledge.

Requirements for experimental and research work of a Master's student in a specialized Master's program:

1) corresponds to the profile of the Master's degree program in which the Master's project is performed and defended;

2) is based on modern achievements of science, technology, and production and contains specific practical recommendations and independent solutions to management problems;

3) is carried out using advanced information technologies;

4) contains experimental and research (methodological, practical) sections on the main defended provisions.

Every year at the end of the academic year, a Master's student undergoes an academic attestation on the fulfillment of the individual work plan.

The final summation of the scientific research or experimental research work of a Master's student is a Master's thesis (project).

Requirements for MSR of a student in the Doctor of Philosophy (PhD) program:

- 1) correspondence to the main problem of the EP of doctoral studies, on which the doctoral dissertation is defended;
- 2) is relevant and contains scientific novelty and practical significance;
- 3) is based on modern theoretical, methodological, and technological achievements of science and practice.
- 4) is based on modern methods of data processing and interpretation using computer technologies;
- 5) is carried out by using modern methods of scientific research;
- 6) contains research (methodological, practical) sections on the main defended provisions.

Requirements for the ER of the student in the doctoral program in the profile:

- 1) correspondence to the main problem of the EP of doctoral studies, on which the doctoral dissertation is defended;
- 2) is relevant and contains scientific novelty and practical significance;
- 3) is based on modern achievements of science, technology, and production and contains specific practical recommendations, and independent solutions to management problems of a complex, cross-functional nature;
- 4) is carried out using advanced information technologies;
- 5) contains experimental and research (methodological, practical) sections on the main defended provisions. Every year at the end of the academic year, doctoral students undergo an academic assessment for the fulfillment of the individual work plan.

Doctoral dissertation is carried out during the period of MSR (ER). The final result of MSR (ER) is a doctoral dissertation.

## **9. ASSESSMENT OF STUDENT ACHIEVEMENTS**

### **9.1. Control and assessment of student knowledge**

The procedure for conducting ongoing monitoring of academic performance, intermediate, and final student assessment is determined by the University in accordance with the requirements of the "Policy and procedures for assessing student academic achievements".

Student academic achievements (learning outcomes) are assessed on a 100-point scale, corresponding to the internationally recognized letter grading system with numerical equivalents (positive grades, decreasing from "A" to "D", and "unsatisfactory" – "FX", "F"), and traditional grading.

For ongoing assessment (OA) and interim assessment (IA), 60% of the total final grade is allocated, and final assessment (FA) accounts for 40%. Interim assessment is conducted twice (on the 7th and 15th weeks) during one academic period within one academic discipline. The final grade is awarded for each discipline separately as a percentage of the total content on a 100% scale. To calculate this indicator, data on OA, IA, and FA achieved by the student during the academic period are necessary.

OA involves systematic verification of student learning achievements by topic or section of the syllabus, conducted by the teacher during classes.

Various forms of ongoing assessment of student knowledge may be provided during the study of the discipline: oral examination, written examination, combined examination, discussions, workshops, round tables, tests, completion of a course project (work), etc.

OA is carried out by the teacher during lectures, practical, laboratory sessions, and independent work of students under the guidance of the teacher, during which the teacher consults students and monitors the completion of assignments for independent student work.

Organization and conduct of OA of student knowledge are carried out by departmental teachers. Assessment of student work by teachers during lectures, practicals, and laboratory sessions should be carried out in accordance with the accepted assessment criteria specified in the discipline syllabus. The points earned by the students for OA are recorded in the electronic journal in the AIS SemGu.

There are no restrictions on assessing students in all types of classes. In case of a student's absence from lectures, laboratory, practical/seminar sessions, the value "missed" is entered in the electronic journal for the missed type of class.

In case of missing a class, the student is required to make up for it during the following week (before each interim assessment), with the absence indicator not being removed. Grades for makeup classes are entered in the electronic journal in free cells on the current academic week. The reduction of the grade for missed classes ranges from 0 to 10 points in each rating. This indicator affects the overall rating.

The score for IA1 (interim assessment 1) and IA2 (interim assessment 2) is determined by the sum of grades for completed assignments in ongoing assessment, divided by the number of assignments (cumulative system):

(Score for Task 1 OA) + (Score for Task 2 OA) + ... + (Score for Task n OA)

/ Number of assignments = IA1 (IA2).

The calculation of IA is carried out by the teacher according to the academic calendar on the 7th (IA1) and 15th (IA2) weeks during the academic period (semester).

The cumulative system is expressed as a percentage on a 100% scale for each discipline in the AIS electronic journal.

The results of IA should be discussed at department meetings.

If necessary, based on the results of IA, the dean's office issues an order for the organization of tutoring (additional) sessions for underperforming students, addressing remarks and violations during IA.

As an additional form of IA, at the discretion of the teacher, written tests, laboratory work, testing, or oral examination - colloquium, presentations, conference participation, etc., may be conducted.

Students who did not participate in the interim assessment due to objective reasons (documentarily confirmed) have the right to undergo IA individually. Within a week after returning to classes, the student must submit an application to the member of the Board - Vice-Rector for Academic Affairs (with a reason, supporting documents, list of disciplines, and individual schedule). After approval of the application by the head of the OR, the member of the Board - Vice-Rector for Academic Affairs - OR staff member prepares a grade sheet for IA assessment.

In case of prolonged absence of students due to illness for more than 4 weeks, the student must provide a medical certificate from the Medical Advisory Commission (MAC).

To avoid academic underperformance (including maintaining the state educational grant), students who experience prolonged illness, childbirth, and other reasons that may lead to long absences from classes, must timely apply for an academic leave.

Each academic period concludes with an interim assessment period, during which students take final assessments in all disciplines.

The results of professional practice are taken into account when summarizing the results of the interim assessment.

### Forms of Examination: Case Study, Essay, Project, Creative Task, and Computer Testing with Multiple Correct Answers

Students from all educational programs and training areas at the bachelor's level take a state exam in the History of Kazakhstan discipline upon its completion in the same academic period.

Exams are conducted according to the schedule and serve as a form of checking student academic achievements based on the materials of the discipline's working educational program (syllabus) for the academic period.

To improve the quality of program implementation and ensure the objectivity of student assessment, it is recommended to additionally appoint examiners from among the leading instructors with qualifications corresponding to the profile of the given academic discipline and who have not conducted classes in the respective academic group (stream).

Admission to the examination session.

Admission to the examination session for students who do not have arrears in payment for tuition (based on the University's accounting data) is carried out by the deans' offices. According to the contract, payment is due by December 1 and April 1.

Admission to the examination session is based on the assessment of the admission rating, determined by the results of ongoing and interim assessments. The admission rating for the final assessment in the discipline should be: IA1 + IA2 not less than 50%.

Retaking a passing grade to improve it during the same interim assessment period is not allowed.

Documents regarding health status, after receiving an "unsatisfactory" ("F") grade in the exam, are not considered.

In case of receiving an "FX" grade "unsatisfactory", retaking the final assessment (exam) is allowed in accordance with the university's academic calendar, without re-covering the curriculum of the academic discipline (module) more than once on a fee basis.

Retakes of the final assessment from a grade corresponding to the "FX" sign are allowed during the interim assessment period and during the vacation period before the start of the next academic period.

If a student receives an "FX" or "F" grade upon retaking an "FX," the student is re-enrolled on a fee basis for the respective academic discipline/module, attends all types of classes, completes all types of academic work according to the program, and retakes the final assessment.

If a student does not appear for retaking the "FX" grade within the specified period, this grade is considered academic debt, which the student must eliminate by attending all types of classes in the following semester on a fee basis, completing all types of academic work for the discipline according to the program, and passing the final exam.

In case of receiving an "unsatisfactory" grade, corresponding to the grade "F," the student is required to re-enroll in the respective academic discipline (module) on a fee basis, attend all types of classes, complete all types of academic work according to the program, and retake the final assessment.

All educational disciplines and/or modules studied by the student, including FX and F grades, are recorded in the transcript, indicating the final grade.

During the examination session, an appeals committee is formed from among the teachers whose qualifications correspond to the profile of the academic disciplines.

A student who disagrees with the result of the final assessment submits an appeal:

for the results of computer testing, without leaving the classroom where the exam was taken;

for exam results within 24 hours after the exam grade is posted on the portal.

The student submits the appeal to the head of the Office of Records. The appeal is conducted orally by the subject appeal committee according to the composition specified in the Order. The appeal is only conducted on appealed questions (incorrect questions, two or more correct answers, no correct answers, etc.). An appeal may be filed in case of malfunction of computer equipment or software - in this case, confirmation on the student's application is required from the Information Technology Center (ITC) staff. The student's appeal and the results of the appeal, documented in the Minute and signed by the members of the appeal committee, are forwarded to the Office of Records. The head of the Office of Records enters the appeal results into the appeal register.

The final grade for the discipline in percentage terms is determined as follows:

$$\text{Total\%} = (\text{IA1} + \text{IA2}/2) * 0.6 + (\text{E} * 0.4)$$

where:

IA1 stands for the percentage of first-rating scores, IA2 stands for the percentage of second-rating scores, and E stands for the percentage of the exam score.

Total% - final grade in percentage is converted into a final grade in numerical and alphabetical equivalents according to the knowledge assessment scale.

### **9.1. Final Assessment of Students**

The purpose of the final assessment is to evaluate the learning outcomes achieved upon completion of higher and postgraduate education programs.

The final assessment comprises not less than 12 academic credits in the total volume of the higher education program. The form and procedure of the final assessment are determined by the University Academic Council for the academic year.

Supervision of diploma theses or projects is carried out by instructors specializing in the relevant field(s) or by specialists corresponding to Level 7

of the national qualification framework with at least 5 years of work experience, and Level 8 of the national qualification framework with at least 3 years of work experience.

The final assessment for master's programs comprises not less than 12 academic credits in the total volume of the research and pedagogical and specialized directions and is conducted in the form of writing and defending a master's dissertation (project).

The master's dissertation (project) must undergo plagiarism detection, the rules and procedure of which are described in the “Regulations on checking the independence of completing graduation qualification works, documents, and materials resulting from educational and scientific activities using the Turnitin system”.

The defense of the master's dissertation (project) includes preparation of the master's dissertation (project), its formatting, and defense procedure.

The final assessment comprises not less than 12 academic credits in the total volume of the doctoral education program and is conducted in the form of a dissertation or series of articles, the requirements of which are provided for in the Regulations on awarding degrees approved by the Minister of Education and Science of the Republic of Kazakhstan on March 31, 2011, No. 127 (registered in the Register of regulatory legal acts under No. 6951).

The doctoral dissertation undergoes plagiarism detection, which is carried out by the National Center for State Scientific and Technical Expertise.

The doctoral dissertation undergoes plagiarism detection for text borrowing from other authors without citation and source (plagiarism check), which is conducted by the National Center for State Scientific and Technical Expertise.

The purpose of the final assessment is to assess the scientific-theoretical and research-analytical level of the doctoral student, formed professional and managerial competencies, readiness for independent performance of professional tasks, and compliance of their training with the requirements of the professional standard and doctoral education program.

The procedure for defending final projects of postgraduate education is defined in internal regulatory documents “Regulations on postgraduate education (Master's degree)”, and “Regulations on postgraduate education (doctoral studies).”

**9.2.** The University recognizes the results of non-formal education, including micro-qualifications, nano-credits, and stackable degrees, under the Lifelong Learning Concept (continuing education) approved by the Government of the Republic of Kazakhstan on July 8, 2021, No. 471.



## 10. IMPLEMENTATION OF ACADEMIC INTEGRITY

The main principles of academic integrity for participants in the educational process, fostering their personal integrity and responsibility for the interaction process during education, are as follows:

- Conscientiousness: meticulous fulfillment of the educational process participants' duties;
- Protection of Author's Rights and Their Successors: recognition of authorship and protection of works subject to copyright through the proper citation of others' words, thoughts, and sources of information in evaluated works;
- Openness: transparency, mutual trust, and exchange of information, and ideas among all participants in the educational process;
- Equality: mutual respect for the rights and freedoms of all participants in the educational process, compliance with these Rules by all participants, and equal responsibility for their violation.

Types of Violations of Academic Integrity:

- Deception;
- Plagiarism;
- Cheating;
- Falsification;
- Distortion of content;
- Impersonation;
- Unauthorized use and dissemination of information or technical devices;

Acquiring answers, evaluated works, by dishonest means.

Disciplinary Measures for Violations of Academic Integrity for Staff and Employees are the following:

- Notice;
- Reprimand;
- Strict reprimand;
- Dismissal from the University.

Disciplinary Measures for Violations of Academic Integrity for Students are the following:

- Cancellation and retake;
- Repeat paid study in the summer semester;
- Expulsion from the University.

The policy of academic integrity is organized in accordance with the approved “Rules of Academic Integrity for Participants in the Educational Process at Shakarim University”.

## **11.IMPLEMENTATION OF ACADEMIC MOBILITY FOR STUDENTS**

The university actively promotes the development of academic mobility for students.

The goals, objectives, and general principles of ensuring and implementing academic mobility at the University comply with the fundamental principles of the Bologna Declaration.

Students of the University (in the 4th year of the Veterinary educational program as well as in the field of Design) have the right to participate in academic mobility programs in their 2nd, 3rd, and 4th years of study.

Academic mobility is implemented with universities in the Republic of Kazakhstan (internal academic mobility) and foreign universities (external academic mobility).

Internal academic mobility of students is one of the key directions of the University's activities. The implementation of internal academic mobility contributes to increasing the accessibility, quality, and effectiveness of higher and postgraduate education; enhancing the competitiveness of University graduates in the labor market; improving the efficiency of scientific research conducted by students; integrating the University into the educational space; establishing close partnerships with leading universities in Kazakhstan.

The specific forms and types of internal academic mobility are regulated by separate agreements with partner universities, action plans, cooperation agreements, and their appendices.

Overall supervision of the organization of internal academic mobility at the university is carried out by a member of the Board - the Vice-Rector for Academic Affairs. The direct organization of internal academic mobility for students is carried out by structural units of the university within their competence (departments, deaneries of faculties, educational and methodological offices). Compliance with the principles and mechanisms of recognition of education in other universities is the responsibility of coordinators for internal academic mobility at each department.

Based on the applications of students, the coordinator arranges the conclusion of a cooperation agreement with another partner university.

The deadlines for sending candidates are determined separately in each case in accordance with the start of the academic period at the host university.

Education at partner universities under the internal academic mobility program is carried out within the framework of student exchange.

The procedure for organizing internal academic mobility is defined in the internal regulatory document “Regulation on the Internal Academic Mobility of Students and Staff”.

To comprehensively develop the student, foster critical thinking, adapt to the specifics of regions in Kazakhstan, develop communication skills, enhance academic knowledge, and facilitate employment opportunities, the university has implemented the Traveling Student project. The procedure for organizing and implementing mechanisms for student education within this project is detailed in the Traveling Student project regulation.

One of the priority areas of the university's international activities is external academic mobility. Academic mobility provides students, master's students, doctoral students, and young scientists with the opportunity to continue their education or gain research experience abroad by participating in short-term educational or research programs.

The implementation of external academic mobility contributes to: increasing the accessibility, quality, and effectiveness of higher and postgraduate education; enhancing the competitiveness of university graduates in the labor market; improving the efficiency of students' scientific research; integrating the university into the educational space; establishing close partnerships with leading universities worldwide.

The specific forms and types of external academic mobility are regulated by separate agreements with partner universities, action plans, cooperation agreements, and their appendices.

The deadlines for sending candidates are determined separately in each case in accordance with the start of the academic period at the host university.

Education at partner universities under external academic mobility is carried out within the framework of student exchange.

Students can undergo training within the academic mobility program for one semester, as well as study under scholarship programs provided by various organizations. The results of education at a foreign university are transferred to the university's grading system, credited, and included in the transcript.

Participation in the exchange program implies that the student undergoes tuition-free training at the partner university (only tuition is free, other expenses are covered by the student). Upon return, the university credits the subjects studied at the foreign university to the student if they coincide with their curriculum. During the period of study, the student is granted an overseas business trip.

Students submit a justification application to the coordinator, indicating the purpose of the trip, destination, duration, course, and language of instruction, as well as the educational program.

The university organizes the conclusion of a tripartite agreement between the student, sending, and receiving universities.

The agreement specifies the personal data of the student (full name, sending university, country), education details (receiving university, country), educational program (list of disciplines selected for study at the receiving university with the discipline code, number of credits of the receiving university (if in the presence of a national credit system), the number of ECTS credits, the duration of educational or industrial practice, and the semester of study).

Based on the official invitation from the partner university, students create an Individual Learning Plan (ILP) and coordinate it with the head of the department.

Students at the host university undergo administrative enrollment procedures by the university's rules.

The direction for studying abroad under higher and postgraduate education programs is coordinated by the Authorized Body in the field of

education based on agreements and treaties concluded between the governments or departments of the Republic of Kazakhstan and foreign countries.

The Authorized Body in the field of education and the Administrator post an announcement on their official websites within 5 (five) working days from the date of receiving the diplomatic note, about the start of accepting documents for the selection of candidates for studying abroad under agreements and treaties concluded between the governments or departments of the Republic of Kazakhstan and foreign countries.

The announcement contains the terms of agreements/treaties regarding education, requirements for the selection of candidates, a list of documents in accordance with the requirements, and other information upon request from the foreign partner.

To participate in the competitive selection for studying abroad, the following documents are accepted from candidates:

1. Completed application form of a citizen of the Republic of Kazakhstan going abroad for study under agreements and treaties concluded between the governments or departments of the Republic of Kazakhstan and foreign countries, according to the form;

2. Original and copy of the identity document and/or passport, in case the original is not provided, a notarized copy (the originals are returned to the applicant after verification);

3. Original and copy of the education document, in case the original is not provided, a notarized copy (the original is returned to the applicant after verification);

4. Document confirming knowledge of a foreign language corresponding to the language of instruction, with the original provided for verification (upon the receiving party's request) if available.

In case the receiving party provides language training, a document confirming knowledge of a foreign language is not required;

5. Medical certificate (for traveling abroad) according to Form No. 082/y, approved by the order of the Acting Minister of Health of the Republic of Kazakhstan dated November 23, 2010, No. 907 “On approval of forms of primary medical documentation of healthcare organizations” (registered in the Register of State Registration of Normative Legal Acts under No. 6697), issued in the current year at the time of submission (original or notarized copy);

6. Copies of diplomas, certificates, diplomas in the chosen field of study, received for participation in events at the republican or international level (if available);

7. Written consent of the legal representative (parents, adoptive parents, guardians or trustees, foster parents, patronage educator) of the applicant for sending abroad for education (for persons under 18 years of age);

8. Copy and original document confirming the fact of belonging to categories of persons:

– Orphans and children left without parental care – a copy of the document confirming the absence of parents for the child;

– Disabled from childhood and disabled children – a copy of the

disability certificate according to the form approved by the order of the Minister of Health and Social Development of the Republic of Kazakhstan dated January 30, 2015, No. 44 “On approval of the Rules for conducting medical and social examination” (registered in the Register of state registration of normative legal acts under No. 10589);

– Children from large families – copies of birth certificates of four or more co-residing minors or a copy of the court decision on adoption, address certificates for all co-residing minors;

9. Invitation from a foreign university, if available.

The direction of students for education abroad within the framework of academic mobility is carried out at the expense of:

- 1) Funds from the republican budget;
- 2) Income received by higher education institutions from the provision of paid services;
- 3) Grants from employers, social, academic, and scientific partners, international and domestic funds, and scholarships;
- 4) Personal funds of students.

Based on the report and an official letter addressed to the chairman of the board - the rector of the University, an order is issued on sending for education within the framework of academic mobility.

The coordinator provides informational and organizational support to students, assists in obtaining an official invitation from the university, prepares a report on sending for education, arranges the departure of students, monitors the process of exchanging documentation between partner universities, conducts an analysis of the received academic credits and their inclusion in the student's curriculum, and also ensures compliance with the educational program.

After completing their stay at the host university, students submit a transcript to the University. Based on the transcript, the student's credits are mandatory transferred in the Univer

## **12. PROCEDURE FOR TRANSFER, RESTORATION, DISMISSAL, AND GRANTING ACADEMIC LEAVE**

Students have the right to be reinstated and transferred from one educational institution to another, from one specialty or educational program of higher education to another, from paid tuition to education under the state educational order, or from one form of education to another in accordance with subparagraphs 3-6) of Article 47 of the Law on Education.

The transfer and restoration of students from one educational program to another, from one university to another, are carried out during summer and winter vacations. In case of the introduction of a state of emergency, the occurrence of emergencies of a social, natural, or man-made nature, wartime, as well as in conditions of armed conflict in the country of study, the transfer and restoration of citizens of the Republic of Kazakhstan, candidates from foreign universities are carried out during the academic year.

The student is transferred or reinstated to any university regardless of the time of dismissal upon restoration.

When the authorized body decides to suspend, revoke, or revoke the license and (or) the appendix to the license for educational activities, the student of this university is transferred to other universities to continue their studies within the current semester from the date of the decision of the authorized body to suspend, revoke, or revoke the license and (or) the appendix to the license.

In case of voluntary termination of the license and (or) the appendix to the license for educational activities or liquidation of the university, the student of this university is transferred to other universities to continue their studies within the current semester from the date of voluntary termination of the license and (or) the appendix to the license or liquidation of the university.

In case of suspension, revocation, or expiration of the accreditation term, except for educational organizations under the President of the Republic of Kazakhstan and higher education institutions, the student of this university is transferred to other universities to continue their studies within a month from the date of the decision to suspend, revoke, or expire the accreditation term.

A student of the university is transferred or reinstated after dismissal if they have fully completed the first academic period of the program according to the individual curriculum.

The transfer of a student from paid tuition to education under the state educational order is carried out in accordance with the procedure approved in accordance with subparagraph 5) of Article 4 of the Law on Education. A student studying on an educational grant is transferred while maintaining the educational grant to another university.

When transferring a student, the receiving university takes into account the field of study, the profile of the educational program, academic achievements, as well as cases of academic dishonesty by the student.

When transferring or reinstating students for the purpose of crediting their study results, the university establishes the appropriate commission.

The transfer or reinstatement of students is carried out in universities that have a license and (or) an appendix to the license for educational activities, as well as international specialized accreditation from national and (or) foreign accreditation bodies included in the registries or associations of accreditation bodies of OECD member states in the field of education.

When the authorized body decides to suspend, revoke, or revoke the license and (or) the appendix to the license for educational activities, voluntary termination of the license and (or) the appendix to the license for educational activities, or liquidation of the university, the transfer and reinstatement of students to that university are not carried out.

Students admitted under educational grants allocated for specific universities, as well as for pedagogical specialties within the allocated quota, are transferred to another university only on a fee-paying basis.

The transfer of students, master's students, trainees, and residents from other universities to national or other universities is carried out provided that the students pay the difference in the cost of the educational grant.

The transfer of students from groups of higher education programs that require creative training to other groups of educational programs is carried out upon presentation of a Unified National Testing certificate with a score not lower than the established threshold score according to the Model Rules for Admission to Educational Institutions implementing higher and postgraduate education programs, approved by the Minister of Education and Science of the Republic of Kazakhstan on October 31, 2018, No. 600 (hereinafter referred to as the Model Rules).

The transfer of students from other groups of higher education programs to educational programs in the field of pedagogy is carried out upon presentation of a Unified National Testing certificate with a score not lower than the established threshold score according to the Model Rules.

Transfer of students from foreign universities is carried out to universities that have placed a state educational order for the appropriate level of education, field of education, and year of admission and (or) have international specialized accreditation of national and (or) foreign accreditation bodies included in registers and (or) associations accreditation bodies of member states of the Organization for Economic Co-operation and Development (OECD) in the field of education.

The university, within three working days from the date of issuing the decision on transfer, expulsion, admission, and enrollment of students, makes appropriate changes to the information system “National Educational Database”.

When the authorized body decides on suspension, revocation, and deprivation of a license and (or) annex to a license to engage in educational activities, voluntary termination of a license and (or) annex to a license to engage in educational activities or liquidation of a university, suspension, revocation or expiration accreditation, the university posts relevant information on the official website of the university with mandatory notification to

students. In this case, the information is posted on the main page of the official website of the university. The information is located above the header of the site, the font size is at least 20 pixels (px), and the font is bold, in the news block (if available on the main page). Information is published in the first position of the list and does not move down as new news is added.

The procedure for transferring/reinstating students to Shakarim University

A student applying for transfer/reinstatement to Shakarim University must undergo additional tests. Educational and methodological materials of existing disciplines are used as tasks for additional tests.

The form of additional testing is an interview.

A student on a paid basis, expelled for non-compliance with the terms of the agreement on the provision of educational services on a paid basis, including for non-payment of tuition fees, in the event of repayment of this debt, is reinstated within four weeks from the date of expulsion, with the exception of those expelled who did not complete the first academic period.

For students who are transferred/reinstated/returning from academic leave on a paid basis, the cost of training is set in accordance with the cost of education in the educational program to which the student is transferred/reinstated.

When transferring and reinstating students from a linear education system to a credit system and re-crediting grades for passed disciplines, as well as re-crediting grades, the “pass” according to the linear system is transferred by the Faculty Academic Quality Commission through an interview to determine learning outcomes in this discipline. Based on the results of the interview, a score is given on a 100-point scale in a letter system with a digital equivalent on the ECTS scale.

Academic differences are eliminated during the current academic year and the subsequent summer semester on a fee basis. The period for eliminating academic differences is determined by the Academic Quality Commission, taking into account the prerequisites.

To eliminate academic differences in the disciplines of the educational program, the student enrolls in these disciplines, attends all types of classes during the academic period specified by the Academic Quality Commission, passes all types of current control, and receives admission to the final control.

Based on the application and documents provided, the educational center issues an order to transfer/reinstate the student.

Within 15 working days from the date of issuance of the order, the educational center sends a written request to the university where the student previously studied to forward his personal file. A copy of the order for transfer/reinstatement of the student is attached to the request.

Additional tests for the transfer/reinstatement of applicants to the University are carried out free of charge.

If the student fails to pass the final certification, the student has the right to be reinstated on a paid basis in the next academic year to pass the final certification only if he has fully completed the theoretical course of study and paid an amount of 20% of the cost of training for the current academic year at



the time of reinstatement. The educational difference (the number of credits of the final certification) in this case is determined by the Faculty Academic Quality Commission.

Cases not provided for in this Academic Policy are considered individually at a meeting of the Academic Quality Commission and collegial bodies of the university.

The procedure for transferring and reinstating students to the University to the appropriate forms of study and EP is presented in more detail in

“Regulations on the rules of transfer and reinstatement of students to Shakarim University” and in full compliance with the regulatory documents of the Ministry of Education and Science of the Republic of Kazakhstan.

The student is expelled from the University in the following cases:

- for academic failure;
- in case of providing a deliberately false document on education upon admission to the University;
- for violating the principles of academic integrity;
- for violation of the Internal Regulations and the University Charter;
- for violation of the terms of the agreement on the provision of educational services, including non-payment of tuition fees;
- at your own request.

The student is also expelled from the University:

- as someone who has not returned from academic leave;
- as someone who has not returned from a business trip abroad;
- for systematic absences from classes without good reason for more than 15 days;
- for loss of contact with the University (long-term absence without good reason for more than 15 days);
- as someone who has not concluded an agreement (within 10 days after the order is issued) on the paid provision of educational services for a repeated course of study or repeated study of disciplines;
- in connection with death;
- in connection with transfer to continue education to another educational organization;
- in the event that a court verdict comes into force, by which the student is sentenced to imprisonment or another punishment that precludes the possibility of continuing his studies;
- on other grounds provided for by the current legislation of the Republic of Kazakhstan.

The university has the right to expel a student who left the Republic of Kazakhstan without the consent of the university administration during the academic year.

Valid reasons for missing classes may be medical indications, confirmed by a certificate provided within 3 days after illness to the faculty in the field of study, going on a foreign business trip, participation in sports and other events at the republican level with the consent of the University administration, as well as force majeure circumstances confirmed by documents.

Students who are holders of educational grants and expelled from the University are deprived of their educational grant.

The student's expulsion is formalized by order of the chairman of the board - the rector of the University.

A student expelled from the university is issued a transcript signed by the Chairman of the Board - Rector of the University and sealed. All academic disciplines and (or) modules that the student studied must be recorded in the transcript, indicating all grades received on the final control (exam), including grades FX and F, which correspond to the equivalent of “unsatisfactory”.

#### Academic leave

Academic leave is granted to students on the basis of:

- conclusions of a medical advisory commission at an outpatient clinic for a period of 6 to 12 months due to illness;
- summons for military service;
- birth, adoption of a child before he reaches the age of three years.

To apply for academic leave, the student submits an application to the Chairman of the Board - Rector of the University with supporting documents.

The Chairman of the Board - Rector of the University, based on the submitted documents, gives instructions to students within three working days:

- the dean of the faculty and the head of the Registrar’s Office to determine the difference in disciplines in the working curricula, the course of study and draw up the student’s IUP;
- Member of the Board - Vice-Rector for Academic Affairs to approve the individual curriculum of a student who has returned from academic leave (agreed with the dean of the faculty, the head of the Registrar’s office);
- the chief accountant determines the terms of payment when mastering the academic difference;
- to the head of the educational center on issuing an order on the student’s withdrawal from academic leave, indicating the educational program, course and group, list of academic disciplines, deadlines for completion and terms of payment.

To eliminate the difference that has arisen in the working curricula, a student who has returned from academic leave registers for the necessary disciplines and re-studies them during the semester along with the current streams or as part of an additional semester.

When returning from academic leave, the student continues his studies from the course (and academic period) from which he took out this leave.

If the student’s date of leaving academic leave or going on academic leave does not coincide with the beginning or end of the academic period, then the student completes educational assignments according to an individual schedule and gains the points required for an admission rating, or enrolls in the summer semester for disciplines for which there was a difference.

To eliminate the difference, the student, in parallel with the current study sessions, during the academic period attends all types of study sessions and passes all types of current and midterm control provided for by the working curriculum for these disciplines, receives admission and passes the final test

during the period of intermediate certification of students in accordance with the academic calendar.

Mastering the academic difference is carried out on a paid basis.

### 12.1. Transfer from one course to another and the order of liquidation of academic debts by students

To transfer a student from course to course, the University establishes the minimum number of credits per course and the Grade Point Average (GPA) - the average weighted assessment of the level of academic achievement of the student for one academic year in the selected program, which is defined as the ratio of the sum of the product of credits to the digital equivalent of points of assessment of the final control of disciplines to the total number of credits for the current period of study.

The value of the minimum transfer GPA point from course to course is established by the decision of the Academic Council of the University in terms of courses.

GPA of the learner for the period of education is determined as the average weighted assessment of the level of achievements of the student for the entire previous period of education according to the formula:

$$\text{GPA (AS)} = \frac{F_1 * C_1 + F_2 * C_2 + \dots + F_n * C_n}{C_1 + C_2 + \dots + C_n}$$

where:  $F_1, F_2 \dots F_n$  - final grades for disciplines in digital equivalent;

$C_1, C_2 \dots C_n$  - volumes of studied disciplines in credits;

$n$  - the number of studied disciplines for the whole period of study.

Course	GPA	Credits	Social Credit
From first year to second year	,00	not less than 55 credits	2
From second year to third year	,00	not less than 115 credits	2
From third year to fourth year	,00	not less than 180 credits	2
From fourth year to fifth year	,00	not less than 240 credits	-

Students who have gained the minimum number of credits, transferable GPA and social credit are transferred to the next course by order of the Chairman of the Board, the Rector of the University. As an exception can be transferred from course to course, students who were transferred/reinstated, are out of academic leave, were enrolled during the academic period, and **other force majeure circumstances**, which is not possible to master the minimum number of credits, transferable GPA and social credit. In case of an insufficient number of academic credits, social credits and/or transferable GPA learner is transferred on a conditional basis to the next course with the definition of the term of liquidation of missing indicators.

Social credit is an assessment indicator provided as a result of the realisation of

social services by students. Full-time students (except for final year students) are obliged to fulfil the social credit. The procedure for the utilisation and assignment of social credit is provided in more detail in the “*Regulations on Social Credit*”.

Students of all forms of education (except for final year students), who have gained the minimum level of transfer score, who have not passed intermediate certification for valid reasons or have academic debts, can be transferred to the next course, with the condition of re-study of disciplines not gained credits during the next academic year on a paid basis, according to the cost of the credit in the direction of training.

A student who has not gained the minimum number of credits per course and transfer grade at the end of the academic year, taking into account the results of the summer term, remains for a repeated course of study.

The student who has not gained the minimum number of credits for the course and the transfer grade at the end of the academic year, taking into account the results of the summer term, remains for a repeated course of study.

### ***Academic debt***

Academic debt is understood as the debt of the student, formed as a result of the non-admission of the student to the final control, receiving a grade of "not satisfied" in the examination, or failure to attend the examination.

For the liquidation of academic debts of students, an additional session. An additional session is a period of time after the main session, provided for retaking examinations or passing missed examinations. All procedures for the liquidation of debts must be completed within two weeks after the end of the main session.

Students on the state educational grant, produce payment only for disciplines of academic debts or differences in the program.

Students on a contractual basis, produce payment for the current course of study and separately for passing the cycle of disciplines of academic debts or differences in the program.

Liquidation of debts for all types of practices is carried out in accordance with their programme on a paid basis.

In case of untimely liquidation of academic debt or difference in the program, the student is directed to a repeated course of study with the right to liquidate academic debt in the summer term on a paid basis.

Control over the liquidation of academic debt and academic difference is assigned to the deans of faculties.

Students, holders of state educational grants, left for a repeated course of study, and continue their further education on a paid basis.

Liquidation of academic debt or academic difference on a paid basis is carried out in accordance with the following regulations:

- the student at the beginning of the semester fills in the RO individual schedule of classes (ISC) with the indication of the discipline of academic debt or academic difference;
- after completing the ISC with the signature of the dean of the faculty is

submitted to the RO;

- payment is held in the bank branch of the number of credits of the discipline, the receipt of payment is submitted to the RO for registration;

- the student during the semester studies a full course of discipline and passes the exam;

- exam on discipline, the student passes during the session, on the day appointed by the teacher.

A final-year student who has not fulfilled the requirements of the working IEP and working educational programs shall be retained for a second course of study without passing the summer term.

A student who has completed the course program in full, but has not achieved the minimum number of credits for the course and the minimum transfer point value, to increase their grade point average (GPA), is given the opportunity in the summer semester to re-study certain disciplines on a paid basis (except the History of Kazakhstan discipline, on which the state examination is taken) and retake examinations on them.

#### ***Summer term***

It is allowed to enter the summer semester (except for the final year) to meet the needs for additional training, liquidation of academic debts or differences in curriculum, study of academic disciplines and mastering of credits by students in other educational organizations with their mandatory re-crediting in their own organization of higher and (or) postgraduate education, increase the average grade point average (GPA), mastering of related or additional EP, including in the framework of double degree education.

The terms and duration of the summer term are set by the academic calendar of the educational process in the context of the EP and is not less than 6 weeks.

The study of disciplines of the summer term is carried out on a paid basis. The cost of one credit of an academic discipline is determined by the University.

*The organization of the summer semester at the university is conducted in accordance with the "Regulations on the organization of the summer semester at Shakarim University".*

At the end of each term the RO forms check-lists for each student. The checklist includes all disciplines and grades for each discipline.

### **13. RULES FOR AWARDING VACANT EDUCATIONAL GRANTS AND SCHOLARSHIPS OF THE PRESIDENT OF THE REPUBLIC OF KAZAKHSTAN**

Vacant educational grants, released during the process of obtaining higher or postgraduate education (hereinafter - vacant grants), are awarded on a competitive basis to students studying on a fee-paying basis within educational program groups.

The competition is conducted based on the results of interim assessment according to the Grade Point Average (GPA) for the entire period of study.

The university posts an announcement on its official website about the open competition, indicating the number of vacant educational grants.

In case of equal GPA scores, priority is given to students who have grades of only A, A- (“excellent”), followed by grades from A, A- (“excellent”) to B+, B, B-, C+ (“good”), and then mixed grades for the entire period of study.

The allocation of vacant educational grants, released during the process of obtaining higher and/or postgraduate education, is carried out on a competitive basis during summer and winter vacations in the following order:

1) A fee-paying student submits an application addressed to the Chairman of the Board of Directors - Rector for further education under the higher or postgraduate educational grant, indicating consent to publish their GPA score in open access;

2) The university posts data on applicants for vacant grants on its official website, indicating the GPA score broken down by training direction, course, and educational program groups;

3) Submitted applications are reviewed at a faculty council meeting, after which an extract from the minutes of the Faculty Council meeting is forwarded to the university's competition commission along with the applicants' files through the SSC (Student Services Center); the results of the competition commission are reviewed at a meeting of the University Academic Council;

4) Based on the decision of the Academic Council, a list of applicants for transfer to vacant educational grants is submitted to the authorized educational authority for a decision by August 5 and January 25 of the current year, respectively.

Copies of the student's application, the decision of the University Academic Council, an extract from the student's transcript, a copy of the identity document, and the certificate of the educational grant holder (original), who has been expelled from the university, are attached to the list;

5) Vacant educational grants released during the process of obtaining higher and/or postgraduate education due to the absence of applicants are submitted to the authorized educational authority for redistribution by the commission on a competitive basis;

6) A list of vacant educational grants released during the process of obtaining higher and/or postgraduate education and submitted by the university due to the absence of applicants is published on the website of the authorized educational authority;

7) The competition is held among fee-paying students from other higher and postgraduate education institutions who have submitted documents to participate in the competition, broken down by educational program groups, according to the results of interim assessment;

8) The authorized educational authority reviews the submitted documents broken

down by educational program groups, forms, and terms of study, taking into account the year of admission, and issues an order for the award of a vacant higher and/or postgraduate educational grant (in case of absence of applicants for a group of educational programs, vacant educational grants released during the process of obtaining higher and/or postgraduate education are redistributed within the training direction or field of education);

9) Based on the order of the authorized educational authority, the NTC issues a certificate and transfers the data to the relevant educational department within three working days;

10) Based on the certificate, the Chairman of the Board of Directors - Rector of the University issues an order for further education under the educational grant.

The University offers candidates for vacant educational grants, including grants for individuals from western and densely populated regions, who are studying on a contractual basis within one field of education.

The Chairman of the Board of Directors - Rector is responsible for the timely return of unused vacant educational grants, released during the process of obtaining higher and/or postgraduate education, to the authorized educational authority.

In cases of emergencies, such as social, natural, and man-made emergencies of global, regional, or local scale, the deadlines for submitting applications to participate in the competition for the award of educational grants from the local budget are determined by the authorized educational authority.

Information about changes in deadlines is published on the official website of the authorized educational authority, in the media, and on relevant components of the “e-government” web portal.

The awarding of vacant educational grants by local executive authorities (hereinafter referred to as LEAs), released during the process of obtaining higher and/or postgraduate education, is carried out by the LEA commission during summer and winter vacations for available vacancies on a competitive basis.

Based on the issued certificate of awarding the educational grant by the LEA, the Chairman of the Board of Directors - Rector issues an order for enrollment under the LEA educational grant.

A LEB-Student-University tripartite agreement is concluded with the holder of the LEA educational grant.

#### **Rules for awarding the President of the Republic of Kazakhstan scholarship.**

The scholarship established by the President of the Republic of Kazakhstan is aimed at:

- Stimulating the scientific research and educational activities of students and master's degree students;
- Supporting the most talented and gifted students and master's degree students;
- Contributing to the formation of intellectual potential.

The distribution of the number of scholarships among higher education institutions is carried out proportionally to the contingent of full-time students of higher education institutions in the Republic of Kazakhstan. Higher education institutions with fewer than 700 full-time students do not allocate scholarships. The scholarship is awarded to full-time students from the third year onwards and master's students from the

second year onwards, who have achieved only “excellent” grades (A, A-) both within the state educational order and on a fee-paying basis. Students who have retaken grades of “unsatisfactory” are not eligible for the scholarship. The scholarship is awarded to the following categories of students:

- 1) Winners of republican and international olympiads, creative competitions, sports competitions, festivals, or those who are authors of discoveries or inventions;
- 2) Those who have publications in collections of scientific works, in republican and international scientific journals;
- 3) Actively engaged in scientific research, whose achievements are confirmed by diplomas, certificates, awards, or certificates;
- 4) Actively participating in the social, cultural, and sports life of educational organizations.

The scholarship is awarded by the order of the Chairman of the Board of Directors - Rector of the University based on the decision of the Academic Council. The scholarship is awarded for one academic period. The scholarship may be repeatedly awarded to the same individual in accordance with the decision of the University Academic Council. When awarding scholarships, the selection of candidates is carried out in accordance with the criteria set by the University. In case of equal conditions, preference is given to: orphans and children left without parental care; disabled individuals from childhood, and children with disabilities.

The awarding of the scholarship established by the President of the Republic of Kazakhstan is carried out during summer and winter breaks, after the official publication of the order by the authorized educational authority specifying the approved number of scholarships for the university, on a competitive basis according to the following procedure:

- Announcement of the open competition is posted on the "Student" tab of the university website, specifying the number of scholarships for the current calendar year approved by the order of the Ministry of Education and Science of the Republic of Kazakhstan for the university;

- Students submit an application addressed to the university rector for participation in the scholarship competition established by the President of the Republic of Kazakhstan;

- At the first university stage, student applications are reviewed by the Faculty Academic Council, which makes a decision on recommending candidates for participation in the university competition, and an extract from the Faculty Council meeting is forwarded to the university competition commission, along with the personal files of the applicants through the Student Services Center;

- At the second university stage, the documents of the applicants are discussed at a meeting of the university competition commission, approved by the order of the Chairman of the Board of Directors - Rector of the University;

- The commission conducts the competition through open voting and selection of candidates for the award of the scholarship established by the President of the Republic of Kazakhstan;

- The competition commission includes representatives of the university's structural units and students;

- Deans of faculties and heads of departments are not included in the university



competition commission;

- The minutes of the university competition commission meeting, along with the personal files of the applicants and a report from the Vice-Rector for Academic Affairs, are submitted for approval by the University Academic Council.

The university sends an extract of the Academic Council's decision on awarding scholarships for the next academic period and a list of students and master's students to the Ministry of Education and Science of the Republic of Kazakhstan.

In the absence of candidates eligible for scholarship according to the criteria in Table 1, the university, no later than two weeks before the start of the academic period, submits to the authorized educational authority information regarding the rejection of a certain number of scholarships.

Scholarships are paid monthly within the limits of the funds provided in the republican budget for the respective fiscal year.

Table 1 - Criteria for evaluating the achievements of students from the 3rd year and master's students from the second year, applying for the President of the Republic of Kazakhstan scholarship.

No.	Criteria	Assessment on a scale from 1 to 5 points.
1	“Excellent” academic performance (A, A-)	5 4
2	Winners of international olympiads, creative competitions, sports competitions, festivals	5 5 5
3	Participation in international olympiads, creative competitions, sports competitions, festivals	3
4	Winners of republican olympiads, creative competitions, sports competitions, festivals	4 3
5	Participation in republican olympiads, creative competitions, sports competitions, festivals	2
6	Authors of discoveries, inventions	5
7	Implementation of a startup project	5
8	Participation in the development of a startup project	3
9	Publications in collections of scientific works of international scientific journals	5
10	Publications in collections of scientific works of international conferences	2
11	Publications in collections of scientific works of republican scientific journals	3
12	Publications in collections of scientific works of republican conferences	1
13	Scientific research work, achievements of which are confirmed by diplomas, certificates, awards, or certificates	3
14	Active participation in the social, cultural, and sports life of the university (letters of appreciation)	1

**Note:** When awarding scholarships, the selection of candidates is carried out in accordance with the sequence of criteria outlined in the table. In case of equal conditions, preference is given to orphans and children left without parental care;

disabled individuals from childhood, and children with disabilities

#### **14. PROFESSIONAL ORIENTATION, EMPLOYMENT AND CAREER GROWTH OF GRADUATES.**

The basis for the effective and high-quality provision of the University's activities is the professional orientation of students from secondary schools, lyceums, gymnasiums, technical and vocational educational institutions.

Professional orientation is primarily aimed at providing social guarantees in the sphere of free choice of profession, forms of employment, and paths of self-realization for individuals, to achieve a balance between a person's professional interests, their psycho-physiological characteristics, and the opportunities of the labor market.

An important direction of professional orientation is informing the population about the state of the labor market, the content, and prospects of profession market development, as well as the forms and conditions of their mastery. In accordance with the set goal, the main tasks of the University's career guidance work are:

- establishing and maintaining close ties with schools and institutions of secondary vocational education, the departments of education of Semey and the region, urban and district employment centers of the Abay region.

- involving faculty, students, and structural units of the university in the implementation of a system of activities for the professional orientation of youth and meeting their educational needs.

- planning and organizing advertising and pr campaigns about the educational services provided, scientific and cultural activities of the university, and the social sphere.

- ensuring the formation of a contingent of students for the university's educational programs.

- providing assistance to the admissions committee in the qualitative selection of applicants.

- studying and forecasting the prospects for the formation of the student body of the university.

One of the main activities of the University is coordinating efforts to assist graduates in professional adaptation, employment, professional development, and career growth.

The organizational and methodological support for assisting graduates in employment includes the following types of activities:

- facilitating interaction with employers on issues related to the employment of graduates based on contracts and agreements concluded with organizations for the training of specialists.

- assisting in establishing and expanding feedback between the university and employers in the quality management system of specialist training.

- collaboration and development of partnerships between the university and enterprises, organizations, and the alumni association in the field of graduate employment.

- cooperation with local authorities, including territorial bodies of the state employment service, public organizations, and associations interested in improving the labor market situation.

- collecting, summarizing, analyzing, and providing students with information on the state and trends of the labor market, as well as the requirements for graduates.
- creating a database of job vacancies offered by employers for relevant educational programs.
- ensuring systematic monitoring of graduates' employment and their career growth, reflecting the results in an electronic database of graduates.
- developing a system of social partnership by involving employers and other social partners in procedures such as curriculum development, assessment of students' professional knowledge and skills, reviewing graduation projects, and participating in state (final) examinations.
- organizing the procedure for distributing graduates (personal distribution).
- conducting mass events such as job fairs, career days, presentations of enterprises, and employer organizations.

The process of graduates' employment is described in *documented procedures titled “Organization of Graduates' Distribution” and “Employment of Graduates”*.

## 15.INCLUSIVE EDUCATION

### 15.1 Organization of pre-university preparation and career guidance for individuals with disabilities

The professional orientation of individuals with disabilities aims to foster their conscious and adequate professional self-determination by selecting one or more educational programs accessible to them according to their health condition, recommendations specified in the conclusion of the psychological-medical-pedagogical commission, their own interests, inclinations, and abilities.

Support during entrance exams for applicants with disabilities is aimed at creating special conditions, including providing necessary technical means and technical assistance, individual support by an assistant, as well as extending the time for preparation.

### 15.2 Organization of the educational process for individuals with disabilities

As part of the comprehensive support for the educational process of individuals with disabilities, organizational-pedagogical, psychological-pedagogical, medical-rehabilitative, and social support are distinguished, establishing a special mode of study for learners with disabilities in the discipline "Physical Education," and creating a tolerant sociocultural environment at the University.

*Organizational-pedagogical support* for individuals with disabilities is aimed at monitoring the implementation of the educational program according to the schedule of the academic process and basic, working, or individual educational plans. It includes, if necessary, monitoring attendance, assistance in organizing independent work, conducting individual consultations, controlling academic performance through ongoing assessments and intermediate examinations, adjusting interaction between teachers and students with disabilities, counseling on the psychophysical characteristics of students with disabilities, conducting briefings and seminars for teachers and staff.

*Psychological-pedagogical support* for individuals with disabilities is provided to learners experiencing difficulties in mastering educational material, communication, social adaptation, aimed at studying, developing, and correcting the personality of the learner and their professional development through psychodiagnostic procedures, psychoprophylaxis, and correction of personal achievements.

*Medical-rehabilitative support* for individuals with disabilities includes activities aimed at maintaining their health, developing adaptive potential, and adapting to the learning process.

*Social support* for students and individuals with disabilities includes measures of comprehensive support for the educational process, including activities aimed at their social support, such as solving everyday problems, accommodation in dormitories, social benefits, provision of financial assistance, scholarship support, provision of medical services, and sanatorium-resort rest in accordance with the current legislation of the Republic of Kazakhstan.

Creating a tolerant sociocultural environment at the University is necessary for the formation of civic, legal, and professional participation, the readiness of all members of the community for communication, cooperation, and the ability to tolerate social, personal, and cultural differences.

The choice of forms and types of independent work for learners with disabilities is made considering their abilities, perception characteristics, and readiness to master the educational material.

Forms of independent work are established considering individual psychophysical characteristics (oral, written on paper or computer, in the form of testing, electronic trainers, etc.). If necessary, learners are provided with additional time for consultations and task completion. The procedure for conducting ongoing, intermediate, and final examinations for learners with disabilities at the University is established considering individual psychophysical characteristics (oral, written on paper, written on a computer, in the form of testing, etc.). If necessary, the provision of necessary technical means and technical assistance, the presence of an assistant, as well as additional time for exam preparation, are provided.

For conducting ongoing, intermediate, and final assessments of learners with disabilities, special conditions are created, which may include:

1. Special organization of assessment considering disabilities - in small groups or individually;
2. Conducting assessments in a familiar environment for learners, with mnemonic aids, visual aids, templates for the general procedure of task execution, etc.;
3. Provision of differentiated assistance: - stimulating (approval, emotional support); - organizing (drawing attention, focusing on task execution, reminding of the need for self-checking); - directing (repeating and explaining task instructions);
4. Extension of time for task completion;
5. Possibility of short breaks (10-15 minutes) in case of fatigue or exhaustion;
6. Use of specialized assessment tools adapted for learners with disabilities, allowing for assess the achievement of planned learning outcomes in the educational program and the level of development of all competencies declared in the educational program;
7. If necessary, assessment can be conducted using distance learning technologies.

Learners with disabilities who have not passed the intermediate assessment due to illness or other valid reasons are granted individual deadlines for completion, coordinated with the dean of the faculty, the head of the department, and a member of the Board - the vice-rector for academic affairs.

### **15.3 Organization of the educational process for individuals with disabilities**

For individuals with disabilities, internship supervisors determine the location of the internship taking into account their health condition and accessibility requirements. They develop individual tasks, plans, and procedures for the internship considering the specifics of their psychophysical development, individual abilities, and health status.

The choice of internship sites for disabled individuals and those with limited health capabilities is made considering their health condition and accessibility requirements.

For individuals with limited health capabilities, the form of the internship is determined by the educational organization, taking into account the specifics of psychophysical development, individual abilities, and health status.

When determining the locations for educational and vocational internships for students with disabilities, the educational organization must consider the recommendations provided by the psycho-medical-pedagogical commission regarding the recommended conditions and types of work. If necessary, special workstations are created for disabled individuals to undertake internships, considering their impaired functions and limitations in their daily activities, in accordance with the requirements.

## 16. INTERACTIONS BETWEEN PARTICIPANTS OF EDUCATIONAL PROGRAMS

To the academic community of the University belong: students, teaching and research staff (TRS), university administration, heads, and employees of departments. Students include undergraduates, master's students, and doctoral candidates. The Faculty forms the Academic Quality Committee, which makes decisions on the content and conditions of program implementation, assessment policies, and other academic matters of the faculty. It also organizes surveys of students to assess the quality of programs and/or courses/modules and to identify instances of academic misconduct. The Academic Quality Committee comprises faculty members, students, master's students, doctoral candidates, and other academic staff of the University. Representatives of the university's administrative staff participate in the Academic Quality Committee meetings. Each student at the University is considered a unique individual with individual characteristics. The University provides students with equal opportunities to receive a quality education. Relationships among students, teaching and research staff, university administration, heads, and department employees are built on principles of mutual respect; respect for the rights, honor, and dignity of individuals regardless of status; honesty in all circumstances; strict adherence to norms and rules in force at the University; zero tolerance for corruption and other violations of the law; and responsible fulfillment of duties.

The procedure for handling **complaints/appeals from students** is implemented according to the following schemes:

1. Tutors/advisors → Department → Faculty → Student Service Center → Supervising Vice-Rector → Chairman of the Board-Rector.

Tutors/advisors forward students' appeals to the department head and the dean of the faculty. Complaints/appeals reported orally or in writing by tutors/advisors to the department head are usually resolved by the latter within a relatively short period. However, if the resolution of the complaint/appeal is beyond the authority of the department head, they are also reported orally or in writing to the dean of the faculty. In most cases, all conflicts are resolved at the department head or dean level. If the issue cannot be resolved, the complaint/appeal is forwarded to the Student Service Center, which is brought to the attention of the supervising vice-rector and the Chairman of the Board-Rector for further action.

2. Student → Department of Social Affairs and Youth Policy.

In this case, written complaints/appeals from students and teachers are registered in the Department of Social Affairs and Youth Policy and considered at the level of the vice-rector for social and educational work;

In the case of a student's request for social support, the application is considered in accordance with internal regulatory documents;

3. Student → Chairman of the Board-Rector.

This scheme is implemented through the Rector's Blog or personal consultations.

Several complaints/appeals, such as appeals regarding current control, appeals regarding current (ranking) control, and midterm assessments, are regulated by the Department of Educational Process Organization.

#### 4. Public Reception Office.

Since 2022, a public reception office has been established at the university, which provides an opportunity for all university members to freely express their opinions and provide feedback. Applications/proposals can be submitted online on the university's official website, where there is a special "Public Reception Office" page (<https://shakarim.edu.kz/suggestion-box>) or through personal contact. **The procedure for handling complaints/appeals from faculty and staff members (F&S) is implemented according to the following schemes:**

1. F&S → Department → Faculty → Human Resources and Document Management Department → Supervising Vice-Rector → Chairman of the Board-Rector.

F&S address their concerns to the department head and the dean of the faculty. Complaints/appeals reported orally or in writing by F&S to the department head are usually resolved by the latter within a relatively short period. However, if the resolution of the complaint/appeal is beyond the authority of the department head, they are also reported orally or in writing to the dean of the faculty. In most cases, all conflicts are resolved at the department head or dean level. If the issue cannot be resolved, the complaint/appeal is forwarded to the Human Resources and Document Management Department, which is brought to the attention of the supervising vice-rector and the Chairman of the Board-Rector for further action.

2. F&S → Trade Union Organization → Chairman of the Board-Rector.

In this case, written complaints/appeals from F&S are registered in the Human Resources and Document Management Department and considered by the Chairman of the Board-Rector;

3. F&S → Chairman of the Board-Rector.

This scheme is implemented through the Rector's Blog or personal consultations.

4. Public Reception Office.

Since 2022, a public reception office has been established at the university, which provides an opportunity for all university members to freely express their opinions and provide feedback. Applications/proposals can be submitted online on the university's official website, where there is a special "Public Reception Office" page (<https://shakarim.edu.kz/suggestion-box>) or through personal contact.

Students, F&S, representatives of the university administration, university leaders, and employees should not take actions that damage the interests and image of the university.

A mandatory requirement of the university for students is: attending classroom sessions, timely attendance at professional practice sites, meeting the deadlines set by the university in accordance with the academic calendar, individual work plan of master's/doctoral students, schedule of professional practice, orders of the Chairman of the Board - Rector of the University, syllabus of all types of educational tasks and works, timely submission of professional practice reports for defense, reports on the implementation of individual work plans for master's/doctoral students, timely completion of all types of academic performance assessment, including the assessment of master's/doctoral students, and final assessment.

Students' participation in the university's public life is considered by the dean



of the faculty on an individual basis with the issuance of a corresponding order regarding the validity of the reason for absence from classes, stages of current and threshold control.

Department heads throughout the academic year monitor the conduct of educational sessions by F&S, mutual attendance, organize replacement of educational sessions in case of temporary incapacity or business trips of F&S.

Deans of faculties monitor the conduct of educational sessions by F&S, attendance of educational sessions by students, current performance of students, results of admission rating, results of interim and final assessments, procedure for conducting interim and final assessments.