

# **REGULATION ON FINAL ATTESTATION OF STUDENTS**

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**Aktobe Regional University named after K.Zhubanov**

**“APPROVED”**

**Chairman of the Board – Rector of Aktobe Regional University named after K.Zhubanov  
L.Karabassova**

**“28” \_\_06\_\_2024**

## **REGULATION ON THE FINAL ATTESTATION OF STUDENTS**

Edition for official use

Aktobe, 2024

### **THIS REGULATION WAS DEVELOPED BY**

Director of the Academic Affairs Department – S.Bisheken

Head of the Registrar's Office – G.Zhussupova

### **APPROVED AND PUT INTO EFFECT**

By the Chairman of the Board – Rector of Aktobe Regional University named after K.Zhubanov, based on the decision of the Academic Council (Protocol No. 14 dated “28” \_\_06\_\_2024)

VALIDITY PERIOD: until replaced by a new version

INTRODUCED: replacing version 7.0

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## **1 SCOPE OF APPLICATION**

1.1 This Regulation defines the organization and procedure for conducting the final attestation of students.

1.2 This Regulation is a mandatory guide for students, teaching staff, and structural divisions.

## **2 NORMATIVE REFERENCES**

This Regulation is developed in accordance with the following normative documents:

2.1 Law of the Republic of Kazakhstan dated July 27, 2007 No. 319-III "On Education".

2.2 Rules for organizing the educational process under the credit technology of education. Order of the Ministry of Education and Science of the Republic of Kazakhstan (hereinafter MES RK) dated 20.04.2011 No. 152.

2.3 Model rules for the activities of educational organizations implementing educational programs of higher and/or postgraduate education. Order of the MES RK dated October 30, 2018 No. 595.

2.4 State Compulsory Standard of Higher and Postgraduate Education. Order of the Ministry of Science and Higher Education of the Republic of Kazakhstan (hereinafter MSHE RK) dated 20.07.2022 No. 2.

2.5 Code of Academic Integrity for students, faculty, and staff of ARU named after K. Zhubanov (decision of the Academic Council, Protocol No. 13 dated 12.08.2020).

### **3 BASIC TERMS AND DEFINITIONS**

3.1 Credit technology of learning is learning based on the student's choice and independent planning of the sequence of studying disciplines and (or) modules with the accumulation of academic credits.

3.2 Academic integrity is a set of values and principles that express the student's honesty in learning when performing written work (tests, term papers, essays, theses), answering exams, in research, expressing his position, in relationships with academic staff, teachers and other students, as well as evaluation.

3.3 Academic credit is a unified unit of measurement for the volume of scientific and (or) academic work (workload) of a student and (or) a teacher.

3.4 Academic Calendar – a calendar of educational and control events, professional practices during the academic year, indicating the days of rest (vacations and holidays).

3.5 Educational achievements of students – the knowledge, skills, abilities and competencies of students acquired by them in the learning process and reflecting the achieved level of personal development.

3.6 Academic student Rating is a quantitative indicator of the student's mastery of the curriculum of disciplines and (or) modules and other types of educational activities, compiled based on the results of an interim assessment.

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

3.8 A graduation 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 projects and other projects.

3.9 Final certification of students (Qualification Examination) is a procedure conducted to determine the degree to which they have mastered 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.

3.10 The point-rating letter system for assessing academic achievements is a system for assessing the level of academic achievement in points corresponding to the letter system with a digital equivalent adopted in international practice, and allowing students to be rated.

3.11 European Credit Transfer and Accumulation System (ECTS) – a way to transfer loans received by a student abroad into loans that are credited for obtaining a degree upon their return to their educational organization, as well as the accumulation of loans within educational programs.

3.12 Transcript - a document containing a list of mastered disciplines and (or) modules, and other types of academic work for the relevant period of study, indicating credits and grades.

3.13 Grade Point Average (GPA) is a weighted average assessment of the student's academic achievements over a certain period of time in the chosen program (the ratio of the sum of the products of credits to the digital equivalent of the final grade points for all types of academic work to the total number of credits for these types of work for a given period of study).

### **4 GENERAL PROVISIONS**

4.1 The final certification of students is a procedure conducted to determine the degree to which they have mastered the scope of academic disciplines provided for by the state mandatory standard of education.

4.2 The final certification is at least 12 academic credits in the total volume of the higher education program.

4.3 The forms of final certification for educational programs are conducted in the form of writing and defending a thesis project or passing two comprehensive exams.

4.4 When determining applicants for writing and defending a thesis project, the following criteria are taken into account: - students with a GPA of at least 3.5; - students who have published articles in collections of materials from methodological, scientific and practical conferences, seminars or in scientific and methodological publications; - authors of Start-up projects that have passed the university examination; - winners of national and international scientific competitions.

4.5 The department forms the topics of graduation projects. A student wishing to complete a thesis project on a topic not covered by the department must justify his choice at a department meeting and obtain permission.

4.6 In case of writing a thesis project on a topic proposed by an enterprise (organization), it is necessary to submit an application (order) from the enterprise (organizations). An application, an order from educational organizations or an enterprise is prepared with the indication of its exact details, signatures of the first head or his deputies and a seal certifying the signature. It contains a mandatory indication of the surname and initials of the author(s) of the thesis project, a clearly and correctly formulated topic, a description of the output results and the planned timing of their implementation in production.

4.7 The topics of graduation projects, indicating students, supervisors and reviewers, indicating the place of work, position and education, are considered at a meeting of the Scientific and Technical Council and submitted for approval by the Academic Council of the University.

4.8 The forms of comprehensive examinations are approved by the Academic Council of the University, the duration and timing of which are provided for in the Academic Calendar and working curricula of educational programs.

4.9 The comprehensive examination program reflects the integrated knowledge and key competencies that meet the requirements of the labor market in accordance with the educational program of higher education.

4.10 Favorable conditions are created for students with special educational needs, as necessary, taking into account individual capabilities (providing psychological and pedagogical support, conducting an exam on the 1st floor, taking the exam individually or providing additional time, appointing an auxiliary worker, etc.).

4.11 The assessment of students' final assessment is based on the established point-rating letter system for assessing student's academic achievements with their transfer to the traditional scale of assessments and ECTS (IITTS) according to Appendix 1.

4.12 The purpose of the final assessment is to assess learning outcomes and key competencies achieved upon completion of the study of the educational program.

## **5 THE COMPOSITION OF THE ATTESTATION COMMISSION**

5.1 To conduct the final attestation of students, an attestation commission for educational programs is established.

5.2 The Chairman and the composition of the attestation Commission are approved by the Rector's order based on the decision of the Academic Council no later than April 10 of the current academic year and are valid during the academic year.

5.3 The Chairman of the attestation commission is appointed from among professors, associate professors, scientists, teachers, experienced production specialists with practical experience, corresponding to the profile of graduates, and not working at this university.

5.4 The composition of the attestation commission consists of professors, associate professors, and highly qualified specialists who correspond to the profile of the graduates.

5.5 The quantitative composition of the attestation commission is determined by the department independently in accordance with the contingent of students graduating from the educational program.

5.6 The competence of the attestation commission includes:

- 1) checking the level of compliance of theoretical and practical training of graduates with the established requirements of educational programs;
- 2) awarding a bachelor's degree to a graduate in an appropriate educational program;
- 3) development of proposals aimed at further improving the quality of personnel training.

## **6 ORGANIZATION AND CONDUCT OF THE THESIS PROJECT DEFENSE**

6.1 The schedule of final attestation is drawn up by the Dean's offices, coordinated with the Department of Academic Affairs, approved by the Vice-Rector for Academic Affairs and made publicly available no later than two weeks before the start of the work of the attestation commission.

6.2 Students who have fully completed the educational process in accordance with the requirements of the work and individual curriculum and work curricula are admitted to the final certification. Students who have not completed their theoretical studies are not allowed to take the final assessment.

6.3 Admission to the final certification of students is issued by the order of the Dean of the faculty.

6.4 The Dean's offices shall submit an order to the office of the Registrar and the Attestation Commission no later than five days before the start of the final attestation.

6.5 No later than five days before the start of the defense of the thesis project, the attestation commission shall submit:

- 1) the review of the supervisor, which gives a reasoned conclusion "allowed to defend" or "not allowed to defend";
- 2) a review, which provides a comprehensive description of the thesis project submitted for defense and a reasoned conclusion indicating the assessment according to the point-rating letter system of knowledge assessment and the possibility of awarding a bachelor's degree;
- 3) the decision of the graduating department on the recommendation for the defense (extract from the minutes of the department meeting);
- 4) certificate of completion of the examination of the thesis project for plagiarism and compliance of the content with their subject matter, which is conducted by the graduating department;
- 5) Evaluation statement.

6.6 If necessary, the attestation commission is provided with materials characterizing the scientific and practical value of the completed project, informal reviews, written opinions of organizations engaged in practical activities in the field of the thesis project, certificates or certificates of implementation of the results of scientific research, models, samples of materials, products, agricultural products, collections of minerals and herbaria, copies of published works.

6.7 The duration of the attestation commission meeting should not exceed 6 academic hours per day, no more than 5 projects per day, and 1 project - 50 minutes.

6.8 The management of diploma projects is carried out by teachers in the field and (or) specialists corresponding to the 8th level of the National Qualification Framework with at least 3 years of work experience.

6.9 The thesis project is defended at an open meeting of the attestation commission with the participation of the chairman and at least 2/3 of its members. To defend the thesis project, the student(s) makes a report to the attestation commission for no more than 30 minutes.

6.10 According to the results of the thesis project defense, grades are given according to the point-rating system for assessing students' knowledge. This takes into account the level of theoretical, scientific and practical training of the student, as well as the feedback from the supervisor and the reviewer.

6.11 If the supervisor and/or the graduating department gives a negative conclusion "not allowed to defend" or "not recommended for defense", the student(s) does not have the right to defend the thesis project.

6.12 The results of the thesis project defense are announced on the day of the thesis project defense.

6.13 Instead of writing and defending a thesis project, after the topic is approved, the following categories of persons can take two comprehensive exams: 1) those undergoing long-term hospital treatment for health reasons; 2) with special educational needs, including children with disabilities, people with disabilities since childhood, people with disabilities of the first group; 3) pregnant or raising children under the age of 2 years.

6.14 In order to take the comprehensive exam, the student writes an application addressed to the rector and submits the relevant document. Other cases of replacement of the thesis project after approval for complex exams are not allowed.

## **7 ORGANIZATION AND CONDUCT OF A COMPREHENSIVE EXAM**

7.1 The comprehensive examination is conducted according to the programs developed by the department on the basis of academic curricula of disciplines (syllabus).

7.2 The programs are designed to help students prepare for and take comprehensive exams. The program includes a list of topics and questions for each question that you should pay attention to when preparing for the exam.

7.3 The programs of the comprehensive final attestation examination are approved by the Vice-Rector for Academic Affairs on the basis of a decision of the Academic Council no later than April 10 of the current academic year.

7.4 The materials of the final assessment are discussed at a meeting of the department and approved by the Faculty Council, in coordination with the Quality Control Committee at the faculty.

7.5 The materials of the final attestation (tests, tickets) are sealed in envelopes 2 weeks before the start of the final attestation according to the Academic Calendar.

7.6 Taking a comprehensive exam in the form of computer and blank testing. The department, guided by syllabuses, develops a test exam program and, in accordance with the testing requirements, forms a bank of test tasks (from 500 to 1000 questions) with multiple choice answers, of which only one answer is correct. For educational programs in the pedagogical field, comprehensive exams are recommended to be conducted in the form of testing on questions prepared in accordance with the format of the National Qualification Testing.

7.7 The bank of test tasks with correct answers is kept by the head of the department in strict confidentiality.

7.8 The content of the final control program and the test tasks are communicated to the students in advance.

7.9 For computer testing, no earlier than one day before the start of the exam, the head of the department uploads a bank of test tasks to AIS Platonus. 7.10 For blank testing, ready-made versions of test tasks are replicated according to the number of students and stored with the keys of correct answers at the head of the department.

7.11 The test material is distributed to students by the technical secretary on the day of the exam according to the approved schedule with answer sheets.

7.12 Each comprehensive exam consists of 100 questions.

7.13 Test questions should have 5 possible answers.

7.14 The average time spent on comprehending the content of the assignment and completing it should be within the acceptable range throughout the assignment block. The time required to complete one task is 1 minute. In exceptional cases, depending on the complexity of the task, the time is extended to 2 minutes.

7.15 The test assignment must be written lexically correctly. When formulating a test assignment, it is necessary to use generally accepted names and terminology.

7.16 The content of the assignment must fully correspond to the content of the standard curricula, in its absence - to the syllabus curriculum.

7.17 The correctness of the answers should not be controversial (unambiguously interpreted as in the literature recommended for university students).

7.18 The assignment should contain only one completed thought, and the assignment question should not contain introductory phrases, repetitions, or information that has little to do with the main question.

7.19 The assignment should have a uniform presentation style, and the answer should be the logical conclusion of the question posed.

7.20 Questions should be compiled according to the main important sections, topics that should be proportional to the number of hours allocated to them.

7.21 Test questions in the form of computer testing are created in the form of a separate table, the question and each answer option should be in a separate row of the table.

7.22 For computer testing, the technical design of the test questions is as follows: - the first line contains the question, the second line contains the correct answer, and then the rest of the answers.; - in the table, in addition to the correct answer, the other possible answers are not indicated.; - if it is necessary to enter the numbering of the questions, then put the numbers above the table (Appendix 2).

7.23 The "Word" editor is used for a set of test tasks. The margins are 2 cm above, 2 cm below, 2 cm on the right, 2 cm on the left. The paper size is A4, the orientation is "Bookish".

7.24 The test tasks are typed in "Times New Roman" font, font size is 10, line spacing is single.

7.25 In the case of blank testing, the answers to the test tasks are typed in Latin fonts A), B), C), D), E). (Appendix 3)

7.26 In the case of blank testing, the technical secretary distributes tests of 100 questions according to the approved exam schedule and provides students with stamped answer sheets.

7.27 Upon completion of the set time, the results of computer testing are automatically included in the electronic bulletin of AIS Platonus. The results of the blank testing are entered by the technical secretary in the electronic bulletin of AIS Platonus on the day of the exam.

7.28 The results of the comprehensive examinations are announced on the day of their holding after signing the minutes of the meeting of the attestation commission.

7.29 The answer sheets for blank testing should be kept at the department until the beginning of the new academic year.

7.30 The final attestation in the form of an oral comprehensive exam is accepted by ticket. Final assessment questions are compiled by departments in accordance with the requirements of Bloom's taxonomy.

7.31 The graduating department uploads the approved examination questions to AIS Platonus one week before the start of the final assessment. Examination questions compiled in the case of integrated disciplines by several departments are issued by the graduating department.

7.32 The head of the graduate department generates exam questions for tickets in AIS Platonus (3 questions in each ticket) and prints them out.

7.33 The finished examination papers are sealed in an envelope and a seal is affixed. They are signed by the head of the department and submitted to the Vice-rector for Academic Affairs two weeks before the start of the final assessment.

7.34 On the day of the exam, the head of the department receives an envelope with examination tickets and opens the envelope with the participation of the attestation commission and students before the start of the exam.

7.35 The Technical Secretary arranges tickets for self-selection and provides students with stamped answer sheets.

7.36 The student is given 20 minutes to prepare for the ticket.

7.37. After completing the preparation of the answer, the student answers the questions of the ticket and the questions of the members of the commission.

7.38 The assessment of the comprehensive exam is based on the established point-rating letter system for assessing the student's academic achievements on a 100-point scale. 7.39 The final score is calculated from the total scores of the members of the attestation commission for each question, the average score is calculated. The final score of the comprehensive exam is calculated from the average scores of each question (Appendix 4).

7.40 The exam results are announced on the day of the comprehensive exam.

## **8 SUMMARIZING THE WORK OF THE ATTESTATION COMMISSION**

8.1 All meetings of the attestation commission are drawn up in minutes (Appendix 5).

8.2 Minutes of the attestation commission meeting are filed on A4 sheets, numbered, laced and sealed with the seal of the university before the start of the work of the attestation commission.

8.3 The minutes of the meetings of the attestation commission are kept individually for each student. In the case of a comprehensive examination in the form of testing, the basis for registration of the protocol is the examination list.

8.4 The protocol is filled in by the secretary of the attestation commission, approved by the commission.

8.5 Decisions on the assessment of the defense of a thesis project, as well as on the award of a degree or qualification and the issuance of a diploma (without distinction, with distinction) are made by the attestation commission at a closed meeting by open voting by a simple majority of the votes of the commission members who participated in the meeting. If the number of votes is equal, the vote of the Chairman of the commission is decisive.

8.6 A student who fails to attend the final attestation for a valid reason writes an application addressed to the Chairman of the Attestation Commission, submits a document confirming the valid reason, and with his permission takes the exam or defends the thesis project on another day of the attestation commission meeting.

8.7 Re-passing a comprehensive exam or defending a thesis project in order to increase a positive assessment is not allowed.

8.8 Persons who have received an unsatisfactory grade are not allowed to retake a comprehensive exam or re-defend a thesis project during this period of final certification.

8.9 A student who receives an unsatisfactory grade on the final attestation is expelled from the university by order of the rector as having "failed to fulfill the requirements of the educational program" and "failed to defend a diploma project" or "failed a comprehensive exam".

8.10 A person who has not passed the final attestation, no earlier than one year later, writes an application addressed to the head of the university, but no later than two weeks before the start of the final attestation of the next academic year for permission to be admitted to the repeated final attestation.

8.11 Admission to the re-final attestation is issued by the rector's order.

8.12 A student who has passed the final certification and has confirmed the development of an educational program of higher education is awarded a bachelor's degree in the relevant educational program by the decision of the attestation commission. The diploma supplement (transcript) indicates the latest grades according to the point-rating letter rating system for all academic disciplines, completed coursework (projects), research or experimental research, types of professional practices, final attestation, indicating their volume in academic credits.

8.13. A student in the higher education educational program who has passed exams with grades A, A-"excellent", B-, B, B+, C+ "good" and has an average academic achievement score (GPA) of at least 3.5, as well as who has passed a comprehensive exam or defended a thesis project with grades A, A-"excellent", a diploma with honors is awarded (without taking into account grades for additional types of education).

8.14 A student who retook or retook exams during the study period does not receive a diploma with honors.

8.15 The University additionally issues a European Diploma Supplement upon the application of the graduate.

8.16 On the basis of an official letter from the Dean of the faculty, the rector issues an order to graduate students who have completed their studies in the relevant higher education program and successfully passed the final certification, with the award of a bachelor's degree according to the Academic Calendar.

8.17 Upon completion of the work of the attestation commission, its chairman writes a report on the final attestation, which is discussed and approved at a meeting of the Academic Council of the University within one month.

8.18 The report of the Chairman of the Attestation Commission includes an explanatory note, which reflects:

- 1) the level of training of specialists in this educational program;
- 2) the quality of graduation projects;
- 3) compliance of the subject of graduation projects with the current state of science, technology, culture and production requirements;
- 4) characteristics of students' knowledge revealed on comprehensive exams, shortcomings in the training of specialists in certain disciplines;
- 5) analysis of the quality of personnel training in this educational program;
- 6) specific recommendations for further improvement of the training of specialists in higher education institutions.

8.19 The minutes of the attestation commission are kept in the university archive.

## 9 CHANGES AND ADDITIONS

9.1 Amendments and additions to the Regulations are made in accordance with legislative acts, regulatory documents in the field of education and internal university regulations.

9.2 In the event of a change, all copies of the expired Regulations available at the University must be withdrawn and replaced with new ones.

### **AGREED:**

**Vice-Rector for Academic Affairs**

**L.Myasnikova**



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

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

## Question 1

<b>V1</b>	
1	
0	
0	
0	
0	

## Question 2

<b>V1</b>	
1	
0	
0	
0	
0	

## Question 3

<b>V1</b>	
1	
0	
0	
0	
0	

## Question 1

<b>1</b>	
<b>A)</b>	
<b>B)</b>	
<b>C)</b>	
<b>D)</b>	
<b>E)</b>	

## Question 2

<b>2</b>	
<b>A)</b>	
<b>B)</b>	
<b>C)</b>	
<b>D)</b>	
<b>E)</b>	

## Question 3

<b>3</b>	
<b>A)</b>	
<b>B)</b>	
<b>C)</b>	
<b>D)</b>	
<b>E)</b>	

## Statement for the comprehensive exam

Type of final assessment \_\_\_\_\_

Educational program \_\_\_\_\_ course \_\_\_\_\_

Date \_\_\_\_\_ group \_\_\_\_\_

№	Student's full name	Average score			Final score
		Question 1	Question 2	Question 3	
1					
2					
3					
4					
5					

Chairman of the Attestation Commission \_\_\_\_\_

Members of the Attestation Commission \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PROTOCOL № \_\_\_\_**

*meetings of the attestation Commission*

« \_\_\_\_ » \_\_\_\_ 20 \_\_\_\_ y.

on awarding a Bachelor's degree to a student who has defended a thesis (project)/passed comprehensive exams.

Were present: Chairman of the Final Attestation Commission

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*(last name, first name, patronymic, scientific degree/position)*

Members of the  
Commission

---

*(last name, first name, patronymic)*

---

*(last name, first name, patronymic)*

---

*(last name, first name, patronymic)*

Student

---

*(last name, first name, patronymic/educational program)*

defended his thesis (project)/passed comprehensive exams with grades:

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*(1.2 comprehensive exams, name of the thesis (project), grade, date of completion)*

Recognize that the student has defended his thesis (project) or passed comprehensive exams in his specialty/educational program and award

\_\_\_\_\_  
*(last name, first name, patronymic)*

\_\_\_\_\_  
Bachelor's degree \_\_\_\_\_ по  
specialty/educational program \_\_\_\_\_

\_\_\_\_\_  
*(the code and name of the educational  
program)*

\_\_\_\_\_  
Dissenting opinions of the commission  
members \_\_\_\_\_

\_\_\_\_\_  
Issue a diploma of higher education \_\_\_\_\_

*(with distinction, without distinction)*

**Chairman of the Attestation Commission** \_\_\_\_\_ *(signature)*

**Members of the Attestation Commission** \_\_\_\_\_ *(signature)*

\_\_\_\_\_ *(signature)*

\_\_\_\_\_ *(signature)*

**Secretary** \_\_\_\_\_ *(signature)*