

REGULATIONS ABOUT REGISTRATION FOR TRAINING MODULES

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

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THIS REGULATION WAS DEVELOPED BY

Director of the Academic Affairs Department – S.Bisheken

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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 №14 dated “28” __06__2024)

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1 SCOPE OF APPLICATION

1.1 This Regulation defines the procedure for registration of students for academic modules (disciplines).

1.2 The purpose of this Regulation is to organize the procedure for enrolling students in academic modules (disciplines). Ensuring students' freedom of choice of subjects included in the Catalog of Elective Modules (disciplines) (hereinafter referred to as CAM).

2 REGULATORY REFERENCES

This Regulation has been developed in accordance with the following regulatory documents:

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

2.2 Rules for the organization of the educational process on credit technology of education. Order of the Ministry of Education and Science of the Republic of Kazakhstan (hereinafter, the Ministry of Education and Science of the Republic of Kazakhstan) dated 04/20/2011 № 152.

2.3 Model Rules for the activities of educational organizations implementing educational programs of higher and (or) postgraduate education. Order of the Ministry of Education and Science of the Republic of Kazakhstan dated October 30, 2018 № 595.

2.4 The State mandatory standard of higher and postgraduate education. Order of the Ministry of Science and Higher Education of the Republic of Kazakhstan dated 07/20/2022 № 2.

2.5 Code of Academic Integrity for Students, Teachers and employees of the K.Zhubanov ARU.

3 BASIC TERMS AND DEFINITIONS

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

3.2 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.

3.3 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 An adviser is a teacher who performs the functions of an academic mentor of a student in the relevant educational program, assisting in choosing a learning trajectory (forming an individual curriculum) and mastering the educational program during the study period.

3.5 Elective subjects are academic subjects included in the university component and the elective component within the 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.

3.6 Individual curriculum is a curriculum that is formed for each academic year by students independently with the help of an adviser based on the educational program and a catalog of elective subjects or modules.

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

3.8 The 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.

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

3.10 Postrequisite– disciplines and (or) modules and other types of academic work, the study of which requires knowledge, skills, skills and competencies acquired upon completion of the study of this discipline and (or) modules.

3.11 Prerequisites – disciplines and (or) modules and other types of academic work containing knowledge, skills, skills and competencies necessary for mastering the discipline and (or) modules being studied.

3.12 Transcript (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.

4 GENERAL PROVISIONS

4.1 The university creates conditions for students to independently plan an educational program and choose an individual learning path in accordance with the requirements of credit technology of education, which is reflected in the student's individual curriculum (IEP). For this purpose, students are registered for training modules, which is organized by the registrar's office. At the same time, supervisors and advisors are involved in organizational and methodological work and consultations. Registration for the modules is conducted under the supervision of a curator-advisor.

4.2 Registration for training modules is carried out for each academic year. The dates of registration are indicated in the Academic Calendar.

4.3 Registration for training modules is carried out on the basis of the modular curriculum of the educational program and the catalog of disciplines.

4.4 The result of registration is an electronic individual student's curriculum in AIS Platonus, which reflects the educational modules of the compulsory (university) component and the elective component (elective subjects).

- 4.5 Registration for training modules is carried out by students after discussing their individual learning trajectory with the supervisor-advisor.
- 4.6 The registration dates for all courses are indicated in the Academic Calendar.
- 4.7 Registration for the re-study of disciplines is carried out within the established time limits for general registration, but it provides for an advance payment for tuition, since the re-study of disciplines is carried out only on a fee basis for all educational programs.
- 4.8 Registration for the summer semester is carried out after the end of the summer intermediate assessment.
- 4.9 A student who has not completed the IEP, has not gained the required number of credits and has been left for a second course of study, forms and approves a new IEP from the Dean of the faculty.

5 REGISTRATION AND FORMATION OF AN INDIVIDUAL CURRICULUM

- 5.1 The Registrar's Office, in accordance with the Academic Calendar, organizes the registration of students for study modules on time for academic periods of the academic year.
- 5.2 The student is personally responsible for the preparation of his individual curriculum and the completeness of mastering the course of study in accordance with the requirements of the curriculum of the educational program.
- 5.3 Registration for training modules is carried out in AIS "Platonus" online for a set number of credits per academic year to master the educational program of the appropriate level.
- 5.4 Prior to registration, the advisors will organize preliminary methodological and advisory work on students' choice of disciplines. Students should be informed about the disciplines, including their brief descriptions, learning outcomes, prerequisites and post-requirements, introductory meetings with teachers of the disciplines and their presentations are held.
- 5.5 For new applicants, during the orientation week, the dates of which are indicated in the Academic Calendar, a general acquaintance with the credit system of education and the registration procedure for modules is carried out.
- 5.6 During the orientation week, meetings are held with representatives of the administration, deans of faculties, heads of departments, and advisors. The student is assigned an identification number ID (login), which is used in the AIS "Platonus" to register for training modules.
- 5.7 The maximum number of credits included in the student's IEP should correspond to the number of credits set by the modular curriculum for the current academic year.
- 5.8 Advisors are responsible for timely informing students with academic debts about the possibilities of their elimination in subsequent periods.
- 5.9 Re-registrations due to changes and additions to the IUPE are possible within 10 days from the beginning of the academic year.
- 5.10 For each discipline, the number of students required for its introduction into the curriculum of the educational program is set (no more than 30 students per group)
- 5.11 If less than the specified number of students have been registered for the claimed elective module before the specified period, the module will not be included in the curriculum of the educational program. The registrar's office and the supervisor-advisor inform the students about this in order to make changes to the IEP.
- 5.12 If the number of students enrolled in the training module exceeds the established limit, the registrar's office, in coordination with the Dean's Office, forms a second academic group in AIS Platonus.
- 5.13 The student's individual curriculum is approved at a meeting of the Faculty Council. An extract from the protocol on the approval of electronic IEP of students is provided to the registrar's office.

6 CHANGES AND ADDITIONS

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

6.2 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