

REGULATIONS ON THE ORGANIZATION AND CONDUCT OF THE SUMMER SEMESTER

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

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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)

VALIDITY PERIOD: until replaced by a new version

INTRODUCED: replacing version 7.0

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1 SCOPE OF APPLICATION

This Regulation establishes the procedure for organizing and conducting a summer semester to eliminate academic debt, eliminate academic differences in curricula, increase the average academic achievement score (GPA), and meet the needs of additional education.

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

2 REGULATORY REFERENCES

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

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

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 20/04/2011 №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 №2 of the Ministry of Science and Higher Education of the Republic of Kazakhstan dated 20/07/2022.

2.5 The Code of Academic Integrity of students, teachers and staff of the K.Zhubanov ARU (decision of the Academic Council, Protocol №13 dated 12/08/2020).

3 TERMS AND ABBREVIATIONS

The following terms and abbreviations are used in this regulation:

terms:

- Dean's office is a structure that organizes the educational process, scientific and educational work of students at the faculty, as well as coordinates and directs the work of the teaching staff in these areas;
- Registrar's office is an academic service that records the entire history of students' academic achievements during the entire period of study, which is reflected in the transcript;
- credit is a unified unit of measurement for the volume of scientific and (or) educational work (workload) of a student and (or) a teacher;
- 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;
- The working curriculum is an educational document developed by the university independently on the basis of the educational program and individual curricula of students;
- individual curriculum – the curriculum of a student, independently formed by him for each academic year with the help of an adviser based on the educational program and the catalog of elective subjects.;
- Academic differences in disciplines are previously unexplored disciplines that are formed during the period of transfer, recovery, or return from academic leave;
- academic debt is an unsatisfactory result of an interim assessment or a final grade in a discipline in case of failure to attend the exam.;
- Academic 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;
- Semester is the academic half–year in higher education institutions.
- abbreviations:
 - RK - Republic of Kazakhstan;
 - Ministry of Education and Science - Ministry of Education and Science;
 - EOM - Ministry of Science and Higher Education;
 - ARU - Aktobe Regional University;
 - GPA is the average academic performance score.

4 GENERAL PROVISIONS

4.1 In terms of credit technology, one of the components of the educational process is the summer semester.

4.2 The summer semester is organized at the request of a student who has voluntarily expressed a desire to take advantage of the academic opportunities created during the summer at the university.

4.3 The summer semester is organized on a fee-based basis according to the Academic calendar of the university in order to provide students with the elimination of academic debt or differences in curricula (except for the final year), the study of academic subjects and the development of credits by students in other educational institutions with their mandatory transfer to the ARU named after K. Zhubanov, the study of disciplines in order to increase the average academic performance (GPA).

4.4 Students returning from academic leave are given the opportunity to study the disciplines free of charge in order to eliminate the academic difference. At the end of the summer semester, the unexplored academic difference disciplines are transferred to academic debt disciplines, which are subject to further study exclusively on a fee-based basis.

4.5 Graduate students are not required to enroll in the summer semester.

4.6 The duration of the summer semester is determined by the academic calendar of the educational process and is at least 6 weeks.

4.7 During the summer semester, students can study no more than 20 ECTS credits.

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6 ORGANIZATION OF THE SUMMER SEMESTER

- 6.1 The Registrar's office forms study groups in an automated system.
- 6.2 The Registrar's office, together with the Dean's offices, determines the list of subjects studied in the summer semester, draws up a timetable and approves it at the Faculty Council.
- 6.3 The heads of departments provide the registrar's office with an official letter to the teachers with the names of the studied disciplines and credits.
- 6.4 The teaching staff conducts all types of ongoing monitoring and intermediate attestation, recording the results of students' academic achievements.
- 6.5 Students' academic achievements in the summer semester are assessed according to the letter-based scoring system of knowledge assessment.
- 6.6 The grades received during the summer semester are automatically reflected in the student's transcript in the automated system.
- 6.7 The results of exams in the disciplines of the curriculum of the educational program mastered during the summer semester are taken into account when calculating the transfer score (GPA) for the completed course in the current academic year.
- 6.8 At the end of the summer semester, an order is formed to transfer the student from course to course in an automated system.
- 6.9 A student who has not achieved a transferable GPA at the end of the academic year, taking into account the results of the summer semester, is eligible for re-education.
- 6.10 A student who is left for a second course of study forms a new individual curriculum.
- 6.11 Re-education is provided on a fee-based basis only.
- 6.12 A student may refuse to re-enroll by resigning at his own request.

7 CHANGES AND ADDITIONS

- 7.1 Amendments and additions to the Regulations are made in accordance with legislative acts, regulatory documents in the field of education and internal university regulations.
- 7.2 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

