

REGULATIONS ON THE TRANSFER AND REINSTATEMENT OF STUDENTS

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

1.1 This Regulation defines the procedure for the transfer and reinstatement of students at the university, including within the university and from one university to another.

1.2 These Regulations are mandatory guidelines for students and structural units.

2 REGULATORY REFERENCES

This Regulation on Translation and Restoration (hereinafter referred to as the 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 The State mandatory standard of higher and postgraduate education. Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated July 20, 2022 №2.

2.3 Rules for the organization of the educational process on credit technology of education. Order of the Minister of Education and Science of the Republic of Kazakhstan dated April 20, 2011 №152.

2.4 Standard rules of activity of educational organizations implementing educational programs of higher and (or) postgraduate education. Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018 №595.

2.5 Model Rules for admission to study in educational organizations implementing educational programs of higher and postgraduate education. Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018 №600.

2.6 Methodological recommendations for matching related groups of educational programs of

higher education and specialties of technical and vocational, post-secondary education. Order of the Minister of Education and Science of the Republic of Kazakhstan dated April 01, 2019 №134.

2.7 Code of Academic Integrity for Students, Teachers and staff of the K.Zhubanov ARU (decision of the Academic Council, Protocol №13 dated 08/12/2020).

3 GENERAL PROVISIONS

3.1 The application for transfer and reinstatement is reviewed by the Rector of the University.

3.2 Transfer and reinstatement of students at the university, including within the university and from one university to another, is carried out during the summer holidays two weeks in advance and during the winter holidays five days before the start of the next academic period.

At the same time, citizens of the Republic of Kazakhstan and candace, in case of a state of emergency, social, natural and man-made emergencies, wartime, as well as in conditions of armed or military conflicts in the country of study, are reinstated from foreign universities during the academic year.

3.3 Transfer of students from the Heriot-Watt University branch on the basis of K.Zhubanov Aktobe Regional University (hereinafter referred to as the University) admission to other educational programs within the university is carried out 5 days before the start of the academic period.

3.4 Students may transfer or be reinstated after being expelled if they have completed the first academic period of the program they are studying in accordance with their individual curriculum.

3.5 At the same time, students who have academic debts for the transfer course cannot transfer from one university to another, from one educational program (hereinafter referred to as the OP) to another.

3.6 A student can be reinstated from one educational program to another, from one university to another, regardless of the time of expulsion.

3.7 Students from other universities and/or from other educational programs of the same educational group can transfer or recover to the educational programs of the Heriot-Watt University branch on the basis of Aktobe Regional University named after K.Zhubanov on a fee basis.

3.8 Upon transfer, restoration of achieved learning outcomes, positive student grades are recognized with the transfer of academic credits from one educational institution to another, from one educational organization to another.

3.9 When transferring or restoring students, appropriate commissions are established at the faculties by order of the Rector to offset the results of their studies, and a corresponding commission is established at the faculty together with representatives of Heriot-Watt University for students of the Heriot-Watt University branch.

3.10 When transferring or reinstalling students, the academic difference is determined by the faculty commissions together with the registrar's office based on the list of subjects studied, which should not exceed 24 credits (ECTS) for the bachelor's degree, except for the final year (0 credits), 10 credits (ECTS) for the Master's degree, for students of the Heriot-Watt University branch based on The University has 30 credits (ECTS).

3.11 When determining the academic difference, the disciplines of educational programs of the same field are subject to offset, which is considered by the commission.

3.12 The Commission makes offsets of previously mastered disciplines, fills out a comparison sheet (Appendix 1) and draws up a protocol.

3.13 Upon transfer and reinstatement, the course of further study is determined taking into account the prerequisites, based on the protocol of the commission.

3.14 In order to eliminate the academic difference, a student can enroll in disciplines in the academic period of no more than 10 credits, and can also enroll and take up to 20 credits in the summer semester.

3.15 Students can transfer or be reinstated who have passed the Unified National Examination (hereinafter referred to as the UNT), comprehensive testing (hereinafter referred to as the CT), or entrance exams with scores at least below the established threshold score.

In addition to the UNT certificate, an international IELTS certificate (with a threshold score of at least 6.0) confirming English language proficiency in accordance with pan-European competencies (standards) is provided for transfer or reinstatement to a branch of Heriot–Watt University at the university.

3.16 Undergraduate students (first higher education) cannot transfer or recover from a foreign educational institution or from Kazakhstani universities who do not have an UNT certificate with relevant specialized subjects and a set threshold score (at the time of admission or for the period of study before recovery).

Bachelor's degree students (first higher abridged education/second higher education) from a foreign educational organization are not eligible for reinstatement and transfer to the final year.

Also, Master's degree students who do not have a comprehensive testing certificate are not eligible for reinstatement or transfer.

3.17 Transfer and reinstatement of a student to educational programs in the field of “Pedagogical Sciences” and “Law” is carried out on condition of successful completion of the UNT and scores not lower than the established threshold score.

3.18 The transfer and restoration of a student from creative ops to other OPS is carried out on condition of successful completion of the UNT in specialized subjects and the scores scored according to the results are not lower than the established threshold score.

3.19 Transfer and restoration of students from one OP to creative OP is carried out on condition of successful completion of the creative exam with established threshold scores, conducted by the commissions at the departments, approved for the admissions committee. The Commission accepts the exam according to the Rules of admission of students.

At the same time, for the group of educational programs "B005-Physical education teacher training" and "B031-Fashion, interior design and industrial design" in the UNT certificate in the disciplines "History of Kazakhstan", "Reading literacy" it is necessary to have at least 20 points in total.

3.20 Transfer and reinstatement of students who have served military service to study at the university is carried out on a paid basis based on the results of an interview conducted by the commissions at the departments, approved for the admissions committee.

3.21 Transfer and reinstatement of foreign citizens to study is carried out on a paid basis based on the results of an interview conducted by the commissions at the departments, approved for the admissions committee.

3.22 The transfer and restoration of students after technical and vocational, post-secondary education is carried out on the basis of the "Methodological recommendations of the correspondence of related groups of educational programs of higher education and specialties of technical and vocational, post-secondary education.

3.23 The order on enrollment in the student is issued:

- if the issue of reinstatement or transfer is resolved positively;
- based on the application and submitted documents;
- after 30% of the annual tuition fee and 100% of the academic difference fee, effective at the time of reinstatement or transfer as for those enrolled in the first year of the current academic year.
- after completing the contract for the provision of educational services.

4 TRANSFER PROCEDURE

4.1 Students are transferred from one educational program to another, from one language department to another, from one university to another.

4.2 Transfer of a student from one educational organization to another is carried out with the consent of the heads of both organizations and is executed by appropriate orders.

4.3 The procedure for transferring a student from one university to another is carried out in the following order:

- a student wishing to transfer to another university submits an application for transfer to the rector of the university where he studies, and, having received written consent for the transfer, sealed, applies to the rector of the university he is interested in.;

- a transcript, sealed and signed, a copy of the UNT certificate (for bachelor's degree) and a copy of the CT certificate (for master's and doctoral studies), a copy of the certificate of the holder of the educational grant (if any), a copy of the certificate or diploma, a copy of the license must be attached to the application addressed to the rector for transfer from another university, an application addressed to the rector of the university where he studied (with the signature of the head and seal), medical certificate form 075u;

- the commission at the faculties, based on the submitted documents, determines the academic difference in disciplines and, in accordance with the mastered prerequisites, sets the course of study, recalculates the mastered credits in accordance with the OP in coordination with the registrar's office.;

- in accordance with the visas of the dean of the faculty, the head of the registrar's office, the director of DAD, the vice-rector for AB, the rector's order on the transfer of the student is issued.

4.4 Within five working days from the date of issuing the order, a written request is sent to the university where the student previously studied to forward his personal file. A copy of the transfer order is attached to the request.

4.5 Upon receipt of the request, the university where the student previously studied will forward the student's personal file to the address of the host university (within 30 calendar days after sending the request). Students are subject to expulsion in case of late receipt of a personal file.

4.6 Control over the timeliness of sending personal files of students who are being transferred or reinstated to other universities is entrusted to the head of the responsible structural unit.

4.7 The personal file must contain: the original of the certificate (diploma), a transcript or academic certificate, an UNT or CT certificate, a certificate from the holder of an educational grant, copies of enrollment orders, transfers from course to course, expulsion, an application for admission, a medical certificate of form 075-U, an inventory of documents to be sent.

4.8 Students under an educational grant may be transferred to educational programs within the same educational group while retaining the educational grant.

4.9 Students who receive an educational grant are transferred to another university upon request, while retaining the educational grant.

Students enrolled in targeted educational grants approved for the university's Heriot-Watt University branch can transfer to another university or to another educational program only on a fee-based basis.

4.10 Students enrolled in educational grants approved for individual universities, as well as in pedagogical specialties within the allocated quota, are transferred to another university on a fee basis.

4.11 The university is obliged to send a request for a student's personal file transferred to another university within 2 weeks from the beginning of the academic period. Otherwise, the student will be expelled for losing contact with the university.

5 PROCEDURE FOR REINSTATEMENT

5.1 Reinstatement to the number of students is carried out only for paid tuition, the course of further study is determined taking into account the prerequisites and academic differences in disciplines.

5.2 The reinstatement procedure is carried out in the following order, the student submits an application for reinstatement addressed to the rector of the university. The application for reinstatement is accompanied by:

- transcript or academic reference;

- the original document of education (if the document is from a foreign university, it undergoes the nostrification procedure in the Republic of Kazakhstan in accordance with the procedure established by the Rules for the Recognition and Nostrification of Educational Documents);
- copies of the UNT/CT certificate;
- protocol on passing entrance exams (from foreign universities);
- extracts from enrollment orders, transfer from course to course, and deductions;
- a copy of the university's license;
- medical certificate f.075-U.

5.3 On the basis of the submitted document, the Faculty Commission determines the academic difference between the disciplines and, in accordance with the mastered prerequisites, sets the course of study, recalculates the mastered credits in accordance with the OP in coordination with the registrar's office.

5.4 In accordance with the visas of the Dean of the faculty, the head of the registrar's office, the director of DAD, the Vice-rector for AB, the rector's order on the student's reinstatement is issued.

5.5 After the reinstatement order is issued, a request for the student's personal file is sent to the previous university.

5.6 Upon receipt of the request, the university where the student previously studied will forward the student's personal file to the address of the host university (within 30 calendar days after sending the request). Students are subject to expulsion in case of late receipt of a personal file.

5.7 A fee-based student who has been expelled for non-payment of tuition fees, in case of repayment of this debt, may recover within four weeks from the date of expulsion.

5.8 A student who was expelled for non-payment, at his own request, before the transfer order was issued, but who completed the academic year without academic debts, may be reinstated in the same academic year and transferred to the next course of study before the start of the academic period.

5.9 A student who was admitted to the final certification, but was expelled (at his own request, for non-attendance or rated "unsatisfactory", etc.) may be reinstated in subsequent years no later than two weeks before the start of the IA according to the Academic Calendar with payment for loans approved in the work curriculum.

5.10 A student who has mastered the entire curriculum, has no academic debt, but is not admitted to the final assessment and is expelled for non-payment of tuition fees, may, according to the academic calendar, recover two weeks before the start of the final assessment in the following years.

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

Appendix 1

Comparison statement

student's full name

Translated/Restored

name of the educational organization

Offsetting of disciplines during the restoration/transfer of an educational program
_____ for ____ course for 20____ - 20____ school year:

№	Name of disciplines ARU named after K.Zhubanov	Number of credit	Name of the mastered disciplines of another university	Number of credit	Rating	Note
1						
2						
3						
4						
5						
6						
7						
8						

Chairman of the Commission _____

Members of the Commission _____

Members of the Commission _____

Members of the Commission _____

Members of the Commission _____

Registrar's Office _____ G.Zhussupova

" _____ " _____ 20____