

# **ON RECOGNITION OF LEARNING OUTCOMES OF FORMAL AND NON-FORMAL EDUCATION**

**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**

## **ON RECOGNITION OF LEARNING OUTCOMES OF FORMAL AND NON-FORMAL EDUCATION**

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### **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 №14 dated “28” \_\_06\_\_ 2024)

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## **1 SCOPE OF APPLICATION**

1.1 The present Regulation on the Recognition of Learning Outcomes in Formal and Non-formal Education has been developed in accordance with the requirements defined in regulatory documents in the field of education.

1.2 This Regulation defines the procedure for recognizing the results of formal and informal education of students at all levels of higher education at universities.

## **2 NORMATIVE REFERENCES**

This Regulation is developed in accordance with the following normative 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 in organizations of higher and (or) postgraduate education. Order of the Ministry of Education and Science of the Republic of Kazakhstan dated 20/04/2011 №152.

2.3 Standard rules of activity of organizations 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 for higher and postgraduate education. Order of the Ministry of Education of the Republic of Kazakhstan, dated July 20, 2022, №2.

2.5 Rules for the recognition of learning outcomes obtained through non-formal education, as well as the recognition of professional qualifications. Joint Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated October 24, 2023 №544 and the Minister of Education of the Republic of Kazakhstan dated October 24, 2023 №322.

### **3 GLOSSARY**

3.1 Formal education is a program at all levels from general to higher education that is implemented in a "systematic, deliberate manner." It is planned, organized, and managed by a specific agency, and provided by educational institutions (school, college, or university).

3.2 Non-formal education is a type of education planned, organized and carried out by organizations that provide educational services, provided without regard to the place, timing and form of study, and accompanied by the issuance of a document confirming the results of training.

3.3 Learning outcomes are the amount of knowledge, skills, acquired, demonstrated by the student (listener) during the development of the educational program, and the values and attitudes formed.

### **4 GENERAL PROVISIONS**

4.1 This Provision applies to students at the University:

- enrolled in the university for higher or postgraduate education on the basis of post-secondary and higher professional education;
- persons transferred from one educational organization to another, from one educational program to another;
- persons reinstated after being expelled from the university;
- persons who have been reinstated at the university from other higher educational institutions to continue their studies;
- persons who confirm the results of non-formal education within the framework of educational programs implemented at the university.

### **5 THE PROCEDURE AND PROCEDURES FOR THE RECALCULATION OF LEARNING OUTCOMES OBTAINED THROUGH FORMAL EDUCATION**

5.1 Credit transfer is the recognition of the learning outcomes of academic disciplines, types of professional practices, and educational modules completed by students while receiving previous technical and professional, post-secondary, higher, and postgraduate professional education.

5.2 Credit transfer provides a comparison and transfer of students' academic achievements by components of educational programs (disciplines, courses, modules) for their official recognition during the continuation of higher and postgraduate education programs, a change in the educational trajectory, educational institution, country of study, including academic mobility.

5.3 Recognition of learning outcomes acquired through formal education is carried out on the basis of documents issued by organizations of technical and vocational, post-secondary, higher and postgraduate education and organizations included in the list of recognized organizations providing formal education, such as an academic certificate issued to persons who have not completed their studies; a state/proprietary diploma and its annex; transcript. For graduates of Nazarbayev Intellectual Schools, recognition of learning outcomes is based on a certificate and its appendices, certificates.

5.4 Recognition of learning outcomes acquired through formal education is allowed for educational components included in the educational program: compulsory component disciplines, university component, elective educational components, all types of practices, except for final certification.

5.5 Only those disciplines whose final control is the exam are eligible for transfer. The transfer is carried out with the identity of the name of the academic discipline and its content, as well as the correspondence of the total hours and / or credits for graduates studying credit technology (at least 50%) and / or the total hours (at least 50%) studying linear form.

5.6 The transfer is carried out before the start of the training. If the hours are not specified in the submitted document on previous education, the decision to transfer the discipline is made individually and is based on the results of the current bachelor's and master's degree programs.

5.7 The re-examination of the state exam in the discipline "History of Kazakhstan" is the final grade in the discipline "History of Kazakhstan" (enrolled on the basis of higher education).

5.8 Subjects in the general education block and the list of subjects in the catalog of elective subjects can be transferred if the final control is an exam.

5.9 Disciplines introduced for university studies can be replaced by disciplines related to the content of the educational block of previous education with the same or a large amount of credits (hours).

5.10 Students who have received credits in the bachelor's and master's degree programs are exempt from re-studying the relevant discipline.

5.11 A commission is created by order of the Rector of the University to transfer subjects of formal education.

5.12 The commission is based on the student's documents on previous formal education:

- compares the list of academic subjects (the amount of their hours, the form of control) studied by the student at the previous stage of study with the list of subjects contained in the bachelor's or master's degree programs for the relevant areas of study;
- defines the list of disciplines for which it is possible to make a decision on transfer;
- compiles a reconciliation statement of the transfer for each student in the disciplines of the educational program, on which appropriate decisions are subsequently made;
- introduces the student to the terms of the transfer before the start of the educational process.

On the basis of the protocol and the student's comparison sheet, grades in the disciplines of the transfer are entered into the student's transcript.

5.13 The commission's decision is drawn up in the form of a protocol and signed by the chairman and members of the commission.

5.14 The protocol is sent to the registrar's Office for inclusion in the student's transcript.

5.15 The student is exempt from studying the retrained educational components in subsequent semesters.

## **6 THE PROCEDURE AND PROCEDURES FOR RECOGNIZING LEARNING OUTCOMES OBTAINED THROUGH NON-FORMAL EDUCATION**

6.1 Recognition of learning outcomes acquired through non-formal education is allowed for educational components included in the educational program.

6.2 Recognition of learning outcomes acquired through non-formal education applies to both compulsory and university-level disciplines, as well as elective educational components, as well as all types of practices, with the exception of final certification.

6.3 The educational component can only be re-credited in full.

6.4 When comparing the volume of programs, 24 academic hours are assumed for the initial labor intensity of one academic credit of an educational program - in organizations of technical and vocational, post-secondary education, and 30 academic hours - in organizations of higher and (or) postgraduate education.

6.5 The comparison of learning outcomes and competencies of non-formal education is carried out by examining the content of programs, their goals and the completeness of the syllabus coverage of the academic discipline or module of the educational program.

6.6 The document confirming the results of non-formal education is a certificate of professional training issued in accordance with the Order of the Minister of Education and Science of the Republic of Kazakhstan dated January 28, 2015 No. 39 "On approval of types of documents on secondary, technical and vocational, post-secondary education, forms of documents on secondary, technical and vocational, post-secondary education of the state samples and rules for their accounting and issuance, basic requirements for the content of own-sample educational documents and rules for their accounting and issuance, as well as the form of a certificate issued to persons who have not completed their education in educational institutions" (registered in the Register of State Registration of Regulatory Legal Acts No. 10348). The certificate has an arbitrary form and an appendix, which contains the names of the courses studied, academic disciplines (modules) of the program, indicating their volume (in academic credits and/or hours) and grades.

6.7 In order to recognize the learning outcomes of non-formal education, the Rector of the university establishes a commission (chairman, members of the commission, secretary) for the recognition of learning outcomes of non-formal education and its composition. The Commission consists of an odd number of members, no more than 7 people.

6.8 The Chairman of the Commission carries out the general management of the commission's activities, holds meetings of the commission.

6.9 To recognize the learning outcomes obtained through non-formal education, a student writes an application to the Chairman of the commission for recognition of learning outcomes acquired through non-formal education 10 working days before the start of the academic period. A copy of the identity document is attached to the application; a document confirming the result of non-formal education (certificate).

6.10 The Commission sends the received documents to the expert group within three working days for examination (expert opinion).

6.11 The composition of the expert group is approved by the rector's order, which includes experienced teachers who correspond to the profile of the educational program.

6.12 The expert group reviews the documents within 5 (five) working days to ensure that the learning outcomes of non-formal education correspond to the learning outcomes of the educational program of the educational organization.

6.13 Based on the results of the review, an expert opinion is drawn up with a mandatory assessment of the conformity of the learning outcomes of non-formal education with the learning outcomes of the educational program being mastered by the student, the objectives of the program, the scope of the program and the assessment.

6.14 The expert opinion is submitted to the Commission for consideration and decision-making.

6.15 The Commission's decision is made by a majority vote of the total number of Commission members participating in the meeting and is formalized in the minutes.

6.16 An extract from the minutes of the Commission meeting is sent by the secretary of the Commission to the Registrar's office to enter information about the mastered academic disciplines, programs, indicating their names, the amount of academic credits, grades, and the transfer of the results of non-formal education to the student's transcript.

6.17 The student is exempt from studying the retrained academic subjects in the following academic periods.

## **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**