

## **POSITION ABOUT THE DOUBLE-DEGREE EDUCATION PROGRAM**

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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**

**“30” \_\_\_11\_\_\_2022**

## **POSITION ABOUT THE DOUBLE-DEGREE EDUCATION PROGRAM**

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**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 №5 dated “30” \_\_\_11\_\_\_2022)

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### **1 SCOPE OF APPLICATION**

1.1 These Regulations establish general requirements for the procedure for developing joint educational and dual degree programs at Aktobe Regional University named after K.Zhubanov (hereinafter referred to as ARU).

1.2 The Regulations are intended for structural divisions, persons implementing joint educational and dual degree programs at the University.

### **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 (with amendments and additions dated July 14, 2022 №141-VI).

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 (with amendments and additions dated September 23, 2022 №79).

2.3 Standard rules of activity 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 No. 595 (with amendments and additions dated November 18, 2022 №145).

2.4 The State Mandatory Standard of Higher Education. Order №2 of the Ministry of Science and Higher Education of the Republic of Kazakhstan dated 20/07/2022. 2.5 Memoranda of cooperation with partner universities.

### **3 GENERAL PROVISIONS**

3.1 Integration processes into the global educational space are aimed at expanding the access of Kazakhstani citizens to foreign education, improving its quality and attractiveness, and expanding the academic mobility of students, teachers, and academic staff.

3.2 The form of cooperation in the system of higher and postgraduate education is the implementation of Joint educational programs with the issuance of two (or double) diplomas.

3.3 Double-degree education is implemented both within the university and between two partner universities.

3.4 A joint educational program (hereinafter referred to as JEP) is an educational program developed and implemented jointly by two or more universities. At the same time, some of the training modules are taught by the teaching staff from the partner university.

3.5 The methodology of JEP development is based on the implementation of the European system of education in Kazakhstani universities, according to which it is assumed:

- Understanding the content of multi-level education, taking into account Dublin descriptors and labor market requirements;
- competence-based approach, modularity, flexibility as the basis for designing educational programs;
- Measurability of achieved learning outcomes, according to previously defined criteria.

3.6 The basic principles of JEP formation are:

- relevance;
- Partnership;
- Institutional support for the program;
- Staffing for the development and implementation of the program;
- methodological and logistical support for the development and implementation of the program;
- Information policy;
- Sustainability and development of the new program.

3.7 The implementation of the JEP in the ARU will contribute to:

- increase the international reputation of the university;
- increase in the number of international students at ARU;
- Creating a sustainable strategic partnership;
- opportunities to create an innovative program by combining the strengths of universities in the field of education and research;
- Competitiveness of both the program itself and graduates.

3.8 ARU teachers involved in the JEP are given the opportunity to:

- Learn about a different context of teaching similar disciplines, other teaching and learning methods;
- enrich and diversify the curriculum of the University, make it innovative, using a combination of strengths of partner universities;
- Develop intercultural communication competence;
- Acquire contacts for collaboration in the field of research and joint publications.

3.9 Advantages of JEP for ARU students:

- Automatic recognition of degrees and credits abroad;
- Access to the resources, libraries, and laboratories of the partner university;
- For undergraduates and doctoral students, it is an opportunity to join international academic and scientific communities and gain useful connections.

3.10 The forms of JEP implementation in ARU may be different:

- credit mobility of students;
- Mobility of teaching staff and staff;

- Distance learning;
- or a combination of these forms.

3.11 One of the forms of JEP is joint educational programs with the issuance of two (or double) diplomas.

3.12 Dual degree programs (hereinafter referred to as DDP) are programs based on the comparability and synchronization of educational programs of partner universities and characterized by the acceptance by the parties of common obligations on issues such as defining the goals of the program, preparing the curriculum, organizing the educational process, degrees awarded or qualifications awarded.

3.13 The DDP can be implemented both within the ARU and by the interuniversity and the partner university on the basis of an agreement.

3.14 When developing the DDP, the requirements of the State Standard of Higher and Postgraduate Education of the Republic of Kazakhstan, the Rules for organizing the educational process on credit technology of education and the requirements of the partner university are taken into account.

3.15 In this case, the mandatory conditions are:

- Development and approval of the agreed educational program and curriculum by the two partner universities. Each partner university provides the development of modules, their informational, methodological and didactic support.;
- Students enrolled in the double-degree program will master part of the educational program at the partner university;
- mandatory recognition and automatic recalculation of periods and results of studies at the partner university based on agreements, general principles and standards of quality assurance;
- involvement of ARU teachers in the program of double-degree education, joint development of the educational program and curriculum, teaching at a partner university, participation in general admission and attestation commissions.

3.16 The Traffic Regulations provide for the procedures for enrolling ARU students at their university and a partner university.

3.17 The procedures for the inclusion of students in the program of double-degree education are developed by partner universities on the basis of mutual agreements.

3.18 These procedures reflect the process of enrolling students in the double-degree program at their university and the process of enrolling foreign students in the double-degree program.

3.19 The student's inclusion in the double-degree program is carried out on the basis of his application and in accordance with the concluded agreement (agreement) with the partner university.

3.20 Foreign students included in the double-degree program undergo similar enrollment procedures with a special mark "included education" and an indication of the period, duration of study, number of disciplines and the volume of loans being disbursed.

3.21 Tuition fees at the partner university are paid on the basis of a signed agreement.

3.22 Students of the DDP master all disciplines included in the mandatory component of the Modular Curriculum of the educational program, and also master the disciplines included in the curriculum of the partner university as elective subjects.

3.23 The scope of disciplines in both educational programs is taken into account when drawing up an individual curriculum for students. The student fully undergoes all types of practical training and final certification.

3.24 In the overall management structure of the program, each partner university or faculty of the university creates conditions for conducting on-site and remote forms of classes for both students and teachers.

3.25 The individual curriculum of the student includes additional educational modules and summer semesters.

3.26 When developing curricula for double-degree education, the ARU and the partner university independently determine the learning trajectory, including the order of disciplines, academic and professional practices, and intermediate certification procedures.

3.27 When developing double-degree education programs, the complexity of mastering the disciplines of the mandatory component may increase by agreement of partner universities based on the principles of expediency and professional orientation.

3.28 The procedure for recognizing disciplines and their mutual offsetting is carried out in accordance with their content and the complexity of the study.

3.29 During the entire period of study, academic achievements (academic indicators) of students in each module are sent to partner universities after the end of the semester.

3.30 At the end of each academic year, the partner university implementing the corresponding module of the program issues a transcript to the student.

3.31 Recalculation of credits acquired at a partner university or in a second specialty within the university, the procedure and deadlines for eliminating the difference in the disciplines of the curriculum are formalized by order of the head of the department (dean).

3.32 The Registrar's office includes the credited disciplines and the number of credits in an academic transcript marked by the partner university or in a separate transcript for the second specialty within the university.

3.33 Upon completion of the training and fulfillment of all requirements for each of the programs, the student is given two diplomas of the established degree award patterns and two transcripts.

3.34 In this case, the diploma has the form of a separate document (issued in addition to one or two national university diplomas), the form of a single document (issued by partner universities that provide training in this educational program without issuing national diplomas) or the form of several national diplomas issued simultaneously.

3.35 Traffic regulations are implemented in various forms:

- joint diploma in two educational programs;
- two diplomas with different status;
- two diplomas with the same status.

3.36 The form of a joint diploma in two educational programs is implemented on the basis of training in two specialties simultaneously. In this case, one diploma is issued (either from one of the universities, which indicates two specialties at the same time and two transcripts separately for each specialty, or one diploma from their university with a transcript and a second joint diploma with a transcript, the form of which is determined by agreement between the partner universities).

3.37 The form of two diplomas with different status is implemented on the basis of training in two different educational programs (sandwich programs). In this case, one basic AGC diploma with a transcript is issued. Additionally, in the second specialty, the student receives a diploma of the second academic degree and a transcript, the form of which is accepted in consultation with the partner university.

3.38 The form of two diplomas having the same status is implemented on the basis of training in the same specialty. In this case, two diplomas are issued with transcripts from both the AGC and the partner university, which have the same status.

3.39 Also, the form of two diplomas with the same status is implemented on the basis of training in two educational programs within the university. In this case, two diplomas and two transcripts are issued separately for each educational program.

3.40 Partner universities ensure that students receive their diplomas on time and in accordance with national requirements.

3.41 Diplomas of foreign partner universities obtained by students at the same time as diplomas of Kazakhstani universities are recognized in the Republic of Kazakhstan in accordance with current legislation.

#### **4 THE ORDER OF ORGANIZATION OF THE FORMS OF CONTROLS INCLUDED IN THE TRAFFIC REGULATIONS**

4.1 In order to carry out procedures for assessing students' achievements and accumulating credits, it is necessary: to approve a table for comparing grades; to agree on rules for expelling a student (for example, if a student does well in one university but could not pass exams in another); to determine the rules for recalculation; to determine the place of practice, etc.

4.2 The final certification is carried out in accordance with the current legislation in the field of education in the countries where the partner universities are located.

4.3 In order to carry out the final certification and qualification award procedure, it is necessary to jointly approve the requirements for the thesis project or dissertation, and form a joint commission. The diploma supplement may indicate that some of the credits were acquired at a partner university as part of a joint educational program.

4.4 The defense of the work is carried out with the full-time presence of the student at the final certification. The defense of the thesis can be conducted in the form of videoconferences, subject to the availability of technical capabilities and the timing of the meeting of the attestation commissions of partner universities.

4.5 The protection of a graduate thesis in one of the partner universities is recognized by the other party.

#### **5 THE PROCEDURE FOR THE IMPLEMENTATION OF TRAFFIC REGULATIONS AT THE UNIVERSITY**

5.1 The implementation of traffic regulations in the AGC is carried out in accordance with the regulatory and methodological documents governing educational activities.

5.2 The main documents regulating the implementation of traffic regulations at the University are:

- a bilateral cooperation agreement concluded between the ARU and the partner university; A three - way agreement between the sending university and the students;
- standard curricula;
- work curricula, academic calendar;
- individual study plans for students;
- academic programs in the disciplines.

5.3 The procedure and form of development and approval of these documents are determined by the ARU and the partner university independently.

5.4 The agreement on the implementation of traffic regulations should include provisions regulating: the procedure (criteria) for selection and admission to study in accordance with traffic regulations, the status (rights and obligations) of students; The content and structure of the program (curriculum, duration of training and general labor intensity, requirements for students); distribution of functions (responsibilities) between the universities-patrons, the nature and volume of resources provided by each university; sources and procedure for financing the program, distribution of financial obligations between partner universities; the order of organization of the educational process in partner universities; The procedure for changing (including extending or terminating) the agreement on the implementation of the dual degree program, as well as the procedure for resolving disputes arising during the implementation of the program; The procedure for mutual recognition of the results (periods) of study by partner universities; The type (status) of the document issued by partner universities upon completion of the traffic regulations.

5.5 When choosing a partner university for the DDP, it is taken into account:

- the partner university has an official license (and accreditation), which gives the right to issue a document of education corresponding to the document issued to graduates of the planned DDP;
- rating of partner universities, fields of activity, specialization of the partner university; Previous experience of cooperation with a partner university; The ability of the partner university to provide the human, information and material resources necessary for the successful operation of

the program; The ability of the partner university to provide adequate and safe conditions for students, teachers and administrative staff of partner universities engaged in academic mobility within the framework of the DDP (including, if necessary, transfers, accommodation and medical insurance); availability of a good logistical and laboratory base for scientific research, etc.

5.6 The traffic regulations are implemented in the areas and specialties of the AGC that have a license.

5.7 To resolve organizational issues related to the implementation of traffic regulations at the departments of the ARU, a responsible person is identified.

5.8 The coordination of the university's traffic regulations is carried out by responsible structural units.

5.9 The Rector of the University issues an order on the composition of the commission for each specialty with the inclusion of interested consumers of the educational program.:

- representatives of the partner university,
- experts in the field,
- representatives of the student body, faculty.

5.10 The members of the Commission on Traffic Regulations and curricula of partner universities standardize the scope of educational components, setting for each of them the same number of credits (for example, 5 ECTS credits) or a multiple of it (for example, 5, 10, 15 ECTS). Thus, the number of credits that will be assigned to the component is determined in advance. In this case, the course units are called "modules".

5.11 Teachers of the graduate departments of partner universities determine adequate and achievable learning outcomes and describe learning activities based on the standard size of the components. The estimated academic load should correspond to the number of credits set for this component.

5.12 The content of traffic regulations is established by the State Educational Standard of the Republic of Kazakhstan and implemented through a description of the content and structure of the educational program and curriculum.

5.13 The Faculty is responsible for the timely collection of applications from applicants who wish to study at a partner university.

5.14 Applicants are provided with the necessary information about the start date of their studies, contact information (phone numbers, fax, e-mail addresses, etc.), the enrollment procedure at the partner university is explained, and general information about the partner university is provided.

5.15 At the host university, students undergo administrative enrollment procedures in accordance with the rules of the host party.

5.16 All issues of students' stay in another country (provision of dormitories, insurance issues, official documents, etc.) are reflected in the tripartite agreement.

5.17 For those who wish to study under the double-degree program within the university, this program can be carried out taking into account the volume of credits of the second specialty starting from the first, but not later than the fourth academic period.

5.18 If necessary, the duration of students' learning the traffic rules, depending on the chosen model of its implementation, may increase for bachelor's degree by 1-1.5 years, for master's degree – by 0.5-1 year, for doctoral studies – by 1 year.

5.19 The recalculation of learning outcomes and study periods during the implementation of the DDP does not require separate recalculation procedures due to the mutual recognition of agreed deadlines, labor intensity and conditions for the implementation of approved joint programs.

5.20 If the DDP is implemented with the development of part of the competencies at a partner university or in a second specialty within the university (inclusive education), the issue of sending a student to inclusive education is considered by the Faculty Council, the decision is made by the Academic Council and formalized by order of the rector.

5.21 The basis for making a decision is the modular curriculum of the educational program, as well as the agreement (agreement) of the partner university for the admission of a student or an

additional agreement between the student and the ARU. Based on the order, the student is given a referral certificate for included studies at a partner university.

5.22 The referral form is set by the university independently. At the same time, the referral reference indicates:

1) in the case of mastering one or more study periods:

- requirements for the competencies to be formed and the labor intensity of the academic period in credit units when studying at a partner university, their compliance with the academic period (academic periods) of the curriculum of the ARU educational program;
- the procedure and deadlines for submitting documents issued by the partner university on the successful completion of academic periods (stages) of study.

2) in the case of mastering one or more disciplines:

- requirements for the competencies to be formed and the complexity of academic subjects in the credit units when studying at a partner university, their compliance with one or more disciplines of the curriculum of the educational program;
- the procedure and deadlines for submitting documents issued by the partner university on the successful development of disciplines.

5.23 The decision on the recalculation of the results of the included training is made by the Dean of the faculty. In the case of mastering one or more disciplines or incomplete fulfillment of the requirements set out in the referral certificate, the Dean of the faculty determines the amount and structure of academic debt, which is eliminated in accordance with the established procedure. The decision on the transfer and (or) liquidation of academic debt is formalized by a corresponding order.

5.24 The basis for deciding on the possibility of re-crediting when training is enabled is:

- Help-referral for included training;
- Academic certificate or transcript issued by the partner university.

Within the university, the modular educational program of the main specialty is the basis for resolving the issue of the possibility of transfer with included training.

5.25 The transfer is made on the basis of documents submitted by the partner university, and within the university by the relevant structures, indicating the labor intensity (terms of study) and final grades (certification results) in the relevant disciplines-modules (periods of study).

5.26 In the case of mastering the academic period as a whole, with full compliance with the requirements set out in the student's referral for included training, the certificate contains the details of the transfer order, the names of disciplines, the amount of labor intensity and grades for this academic period from the academic certificate (or its equivalent) issued by the partner university.

5.27 In the case of mastering one or more disciplines or in case of incomplete fulfillment of the requirements set out in the referral certificate for included training, the certificate contains the details of the transfer order, the names of the disciplines, the amount of labor intensity and grades obtained as a result of the liquidation of academic debt in accordance with the current curriculum.

5.28 Special procedures for final control/verification of the quality of DDP learning outcomes are not provided due to the implementation of licensed and accredited educational activities, supported by relevant licenses and accreditation certificates from ARU and partner universities.

5.29 Current, interim and final quality control of DDP learning outcomes is carried out independently or jointly with representatives of partner universities in accordance with these Regulations, the contract and the established distribution of responsibilities.

5.30 By decision of the management, external experts may be involved in the process of assessing the quality of learning outcomes in accordance with traffic regulations.

## **6 THE PROCEDURE FOR ADMISSION AND CREDITING TO THE TRAFFIC REGULATIONS**

6.1 Traffic regulations training is voluntary.

6.2 The student submits an application to the ARU indicating the partner university for studying traffic regulations. The application form and the list of documents required for admission to the DDP are approved at the conclusion of bilateral agreements.

6.3 The University reviews the application and, if it is ready to accept the student to study under the DDP, submits a set of documents to the partner university specified in the student's application for approval of his candidacy.

6.4 Admission to study under the DDP is carried out upon the student's personal application in accordance with the admission rules in force at each of the partner universities, and may require the passage of entrance exams at each of the partner universities.

6.5 A joint commission consisting of representatives of partner universities reviews the application and documents of students, the results of their entrance exams and, if a positive decision is made, recommends students to study under the DDP.

6.6 The enrollment procedure is carried out both at the ARU and at the partner university. At the same time, the ARU contains the originals of the documents required for enrollment, and notarized copies are provided for enrollment in the partner university.

## **7 THE ORDER OF ADMISSION TO THE DDP WITHIN THE UNIVERSITY**

7.1 Education under the two-degree program within the university is voluntary.

7.2 The student submits an application to the Rector of the university to study in the second educational program.

7.3 The received application is reviewed at the faculty and, if the student agrees to study under the DDP, educational documentation is developed (modular curriculum, individual student curriculum, work curriculum, class schedule) in the second specialty and the student is recommended for studying under the DDP.

7.4 Enrollment for the double-degree program is carried out upon the student's personal application and by order of the rector.

7.5 Based on the order, the student's data is entered into the Univer IPK for full-time study, the level is the second higher education, according to the year of admission.

7.6 The academic difference that was determined during the consideration of the student's application is eliminated during the academic period or during the summer semester.

## **8 TUITION AND ACCOMMODATION FEES**

8.1 The cost of studying under the DDP is determined by the partner universities, taking into account the actual participation of each of them in the implementation of the program, based on the cost of its implementation, established by the national legislation of the partner universities.

8.2 Traffic regulations education in foreign or other domestic universities may be funded by:

- extra-budgetary funds;
- funds from public and private foundations;
- funds from international organizations and other sponsorship funds, the receipt of which does not contradict the current legislation;
- personal funds of students.

8.3 Traffic regulations tuition is paid at the partner university where the educational process is actually being carried out at the time of payment for educational services in accordance with the agreement concluded by the partners.

8.4 Tuition under the DDP within the university is paid by the student himself in accordance with an additional agreement concluded by the university and the student.

## **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