

K. ZHUBANOV AKTOBE REGIONAL UNIVERSITY



ACADEMIC POLICY

Aktobe 2024



Kudaibergen Zhubanov Aktobe Regional University (Zhubanov University) trains specialists in higher and postgraduate education programs on credit technology of education, and the Heriot-Watt University (HWU) campus, together with Zhubanov University, trains specialists in the following three programs of higher double-degree education on credit technology of education:

- 6B06107 Computer Engineering;
- 6B07107 Electric power industry;
- 6B07209 Petroleum Engineering and Energy management.

This Academic Policy has been drawn up in accordance with the standards of the League of Academic Integrity and approved by the Academic Council of the Zhubanov University (No. 14 dated 06/28/2024).

The academic policy determines the procedure for organizing a ~~имени~~credit system of training in educational programs of higher and postgraduate education at the Zhubanov University. The document includes the procedure for developing modular educational programs (MEP), catalog of elective subjects (CES), registration for training modules (disciplines); conducting current control, intermediate and final certification; organizing students to complete all types of internships; evaluating students' knowledge; rules for transferring, restoring, and expelling students; organizing and conducting training courses. summer semester and others.

The academic policy of Zhubanov University is based on the Law of the Republic of Kazakhstan "On Education" (No. 319-III of July 27, 2007 with amendments and additions of 2022), 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 No. 595 dated October 30, 2018, Rules for organizing the educational process on credit technology of Training (Order of the Ministry of Education and Science of the Republic of Kazakhstan No. 152 dated April 20, 2011), State Mandatory Standard of Higher Education. Order No. 604 of the Ministry of Education and Science of the Republic of Kazakhstan dated October 31, 2018, etc. regulatory documents and orders of the Ministry of Internal Affairs of the Republic of Kazakhstan, professional standards of the National Chamber of Entrepreneurs, as well as internal regulatory documents.
<https://atameken.kz/ru/pages/1540-professional-nye-standarty>

1. TERMS AND DEFINITIONS

The following terms and definitions are used in this Academic Policy:

- **academic freedom** – a set of powers of subjects of the educational process granted to them to independently determine the content of education in the disciplines of the component of choice, additional types of training 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;
- **academic period** – the period of theoretical training set independently by the educational organization in one of three forms: semester, trimester, quarter;
- **academic credit** – a unified unit of measurement for the volume of scientific and (or) academic work (load) of a student and (or) teacher;
- **academic calendar** – a calendar of educational and control events, professional practices during the academic year with indication of rest days (vacations and holidays).
- **academic hour** – a unit of measurement for the volume of training sessions or other types of academic work, 1 academic hour is equal to 50 minutes, is used for drawing up the academic calendar (schedule of the educational process), the schedule of training sessions, when planning and accounting for the completed educational material, as well as when planning the pedagogical load and accounting for the teacher's work;
- **academic mobility** – moving students and teachers of higher educational institutions for a certain period of time to another educational or scientific institution within or outside their country for the purpose of studying or teaching;
- **bachelor's degree** – the level of higher education aimed at training personnel with the award «of the bachelor's degree in the corresponding educational program with the mandatory development of at least 240 academic credits;
- **point-rating letter system for evaluating academic achievements** – a system for evaluating the level of academic achievements in points corresponding to the letter system with a digital equivalent adopted in international practice, and allowing you to set the rating of students;
- **university component** – a list of academic disciplines and corresponding minimum amounts of academic credits determined by the university independently for the development of the educational program;
- **elective subjects** – 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;
- **descriptors** – a description of the level and scope of knowledge, skills, abilities and competencies acquired by students after completing the study of the educational program of the corresponding level (stage) of higher and postgraduate education, based on the results of training, formed competencies and academic credits;
- **diploma project** – a student's final work, which is an independent solution of applied tasks corresponding to the profile of the educational program, performed using project approaches and (or) in the form of preparing business projects, models, as well as creative projects and other projects;
- **two-degree education** – the possibility of studying in two educational programs and curricula or in a joint educational program of partner universities in order to obtain two equivalent diplomas or one basic and second additional;
- **Doctor by profile** – a degree awarded to persons who have completed a doctoral program in the relevant field of professional activity and defended their dissertation in the Republic of Kazakhstan or abroad, recognized in accordance with the procedure established by the legislation of the Republic of Kazakhstan;
- **doctoral student** – a person who is studying for a doctoral degree.
- **doctoral studies** – postgraduate education, the educational programs of which are aimed at training personnel for scientific, pedagogical and (or) professional activities, with the award of the

degree of Doctor of philosophy (PhD) (doctor in profile) with the mandatory development of at least 180 academic credits;

- **doctoral dissertation** – a scientific work of a doctoral student, which is an independent study, in which theoretical provisions are developed, the totality of which can be qualified as a new scientific achievement, or a scientific problem is solved, or scientifically based technical, economic or technological solutions are presented, the introduction of which makes a significant contribution to the development of the country's economy;

- **Doctor of Philosophy (PhD)** – a degree awarded to persons who have completed a doctoral program in a scientific and pedagogical direction and defended a dissertation in the Republic of Kazakhstan or abroad, recognized in accordance with the procedure established by the legislation of the Republic of Kazakhstan;

- **The European Credit Transfer System (ECTS)** is a student – centered credit accumulation and transfer system based on the principle of transparency in the learning, teaching and evaluation processes. ECTS credits express the amount of study based on specific learning outcomes and the associated learning load. Student workload in ECTS is the real time required to complete all planned types of educational activities.

- **registration for an academic discipline** – the procedure for registering students for academic disciplines;

- **individual curriculum** – a curriculum formed for each academic year by students independently with the help of an adviser based on the catalog of the educational program.

- **final attestation** – a procedure carried out to determine the degree of mastering the scope of academic disciplines and (or) modules and other types of educational activities provided for in the educational program in accordance with the state mandatory standard of the relevant level of education;

- **competencies** – the ability to make practical use of the knowledge, skills and abilities acquired in the course of training in professional activities;

- **elective component** – a list of academic disciplines and the corresponding minimum amounts of academic credits offered by the university, independently selected by students, undergraduates in any academic period, taking into account their prerequisites and post-prerequisites;

- **mandatory component** – a list of academic disciplines and the corresponding minimum amounts of academic credits established by the State Educational Standard and the educational program of the specialty, and studied by students without fail according to the educational program;

- **Master's degree** – a degree awarded to individuals who have completed master's degree programs.

- **master's student** – a person who is studying for a master's degree.

- **master's degree** – the level of postgraduate education aimed at training personnel with the award of the master's degree» in the corresponding educational program with the mandatory development of at least 60-120 academic credits;

- **master's thesis** – the final work of a master's student of the scientific and pedagogical master's program, which is an independent scientific research containing theoretical and / or practical developments of an actual problem in the field of the chosen educational program, based on modern theoretical, methodological and technological achievements of science and technology;

- **master's project** – the final work of a master's student of a specialized master's program, which is an independent study containing theoretical and (or) experimental results that allow solving an applied problem of an actual problem of the selected educational program;

- **post-requirements** – disciplines that require knowledge, skills and abilities acquired upon completion of the study.

- **prerequisites** – disciplines that contain knowledge, skills and abilities necessary for the discipline being studied.

- **working curriculum** – an educational document developed by the university independently on the basis of the educational program and individual curricula of students;

- **independent work of a student (IWS)**– work on a certain list of topics allocated for

independent study, provided with educational and methodological literature and recommendations; depending on the category of students, it is divided into independent work of a student (hereinafter referred to as SRS), independent work of a master's student (hereinafter referred to as SRM) and independent work of a doctoral student (hereinafter referred to as The entire volume of SRO is confirmed by tasks that require the student to work independently on a daily basis.

- **Grade Point Average (GPA)** – a weighted average assessment of the student's academic achievement level for a certain period of time for the selected program (the ratio of the sum of credit products to the digital equivalent of the final grade points for all types of academic work to the total number of credits for these types of work for a given period of study);

- **transcript** – a document containing a list of mastered disciplines and / or modules, and other types of academic work for the corresponding period of study, indicating credits and grades;

- **advisor** – a teacher who performs the functions of an academic mentor of a student in the relevant educational program, who provides assistance in choosing a learning path (forming an individual curriculum).

2. GENERAL INFORMATION

The academic policy may be revised in the event of changes in the regulations governing educational activities in the Republic of Kazakhstan, the strategy and Charter of Zhubanov University, revision of the requirements of educational programs, as well as a memorandum signed between HWU and Zhubanov University.

The policy is intended for students, trainees, teaching staff, administrative and managerial personnel involved in organizing the educational process, and other interested parties.

Deans of faculties and heads of structural divisions of the University undertake to familiarize the teaching staff, students and employees with the Academic Policy and other documents regulating the educational process at the University and at the HWU branch on the basis of the Zhubanov University.

The University requires all faculty, students and staff to comply with the rules of the Code of academic integrity and not allow any manifestations of violation of academic integrity. Deans of faculties and heads of structural divisions are obligated to acquaint teaching staff, students and employees with the rules of the Code of academic integrity and warn about the consequences of violating the rules set out in the Code of Academic Integrity approved by the university <https://zhubanov.edu.kz/rw/education/category/25/>.

The University guarantees equal opportunities for all students and does not discriminate against students with special needs on the basis of race, national, ethnic, religious, sexual characteristics, as well as on the basis of social and marital status, physical abilities, age or other subjective criteria.

For persons with special educational needs, based on the student's application and in accordance with the decisions of the Faculty Council, special conditions for organizing the learning and research process can be determined.

3. FORMATION OF THE CONTINGENT

Formation of the contingent of students in the areas of training and levels of education at the university is carried out on the following principles:

- equal availability of educational programs of the University for all categories of citizens of the Republic of Kazakhstan and foreign countries only in full-time education;

- selection of applicants focused on educational programs of the university's training areas, with extensive use of marketing activities;

- involving students of schools and colleges in the research work of university staff, to form an early professional choice of students of schools and colleges based on the development of their individual qualities, characteristics and abilities;

- competitive selection with an additional test (exam, interview) of applicants for educational programs of the university.

Admission of students in the areas of training and levels of education in the Non-commercial joint-stock company "K.Zhubanov Aktobe Regional University" is carried out by placing a state educational order (educational grants), as well as paying for training at the expense of students' own funds and other sources.

To participate in the competition for awarding an educational grant of higher education at the expense of the republican budget or local budget and (or) enroll in paid training for admission, persons with secondary, technical and vocational or post-secondary education are allowed, with the exception of applicants in related areas of higher education training that provide for shorter training periods, have passed the unified national testing (UNT) and those who scored at least 55 points based on its results. At the same time, in "Mathematical literacy" and "Reading literacy" it is necessary to score at least 3 points, and in "History of Kazakhstan" and specialized subjects it is necessary to score at least 5 points.

To participate in the competition for awarding an educational grant of higher education at the expense of the national budget or local budget and (or) enroll in paid training for admission to the Heriot-Watt University campus, persons with secondary, technical and vocational or post-secondary education who have passed the UNT and scored according to its results: in the areas of "Information and communication technologies" are allowed. technologies" and "Engineering, manufacturing and construction industries" – at least 55 points. At the same time, in "Mathematical literacy" and "Reading literacy" it is necessary to score at least 3 points, and in "History of Kazakhstan" and specialized subjects it is necessary to score at least 5 points. In addition to the UNT certificate, applicants provide an international certificate confirming their foreign language proficiency in accordance with the pan-European competencies (standards) of foreign language proficiency in the following language: English: IELTS, threshold score-at least 5.0. Persons who do not have an international IELTS certificate take an additional English language exam conducted by Heriot-Watt University. Based on the results of the exam, a list of applicants who have scored the threshold score set by Heriot-Watt University is formed.

Submission of documents for participation in the competition for the award of an educational grant is carried out on the general grounds provided for in Order No. 443 of the Acting Minister of Science and Higher Education of the Republic of Kazakhstan dated August 25, 2023 "On Approval of the Rules for Awarding an Educational Grant to Pay for higher or Postgraduate Education with the award «of a Bachelor's or "Master's Degree". When submitting documents for participation in the competition for the award of an educational grant, as well as when enrolling, the authenticity and validity period of the submitted international certificates are checked by the admissions committee.

Admission of applicants and applicants is carried out in accordance with the Rules of admission of students to educational programs of higher and postgraduate education in the Non-commercial joint-stock company "K.Zhubanov Aktobe Regional University"
<https://zhubanov.edu.kz/ru/enrollee/category/39/>

4. DEVELOPMENT OF EDUCATIONAL PROGRAMS

The development and formation of educational programs of the university is carried out with the participation of the Academic Committee, which includes interested participants in the educational process: teachers, students, employers, representatives of partner universities and adhere to the following principles:

- be in demand in the labor market, meet the needs of potential consumers, meet the national qualification framework and the requirements of professional standards;
- contain an accurate description of the program leading to the degree, including descriptions of learning outcomes, labor costs (the amount of academic credits), approaches to learning and teaching, methods and criteria for evaluating the results of students' academic achievements;
- flexibility of the program structure to allow students with different profiles or needs to choose an individual learning path;
- the relationship between expected learning outcomes, learning activities and evaluation of learning outcomes in order to bring competence to the disciplines included in the modules.

Implementation of the principles of formation of educational programs is carried out in

accordance with the regulation:

Regulations on the construction of a modular educational program, Regulations on the catalog of elective subjects, Regulations on academic committees.

<https://zhubanov.edu.kz/media/uploads/tkuanyshev/2024/10/18/27-ru.pdf>,

https://zhubanov.edu.kz/media/uploads/tkuanyshev/2025/03/26/2025_Te1ukZ1.pdf,

<https://zhubanov.edu.kz/media/uploads/tkuanyshev/2024/10/18/31-ru.pdf>.

5. ORGANIZATION OF THE EDUCATIONAL PROCESS

The academic year begins and ends according to the Academic Calendar approved by the Chairman of the Management Board-Rector based on the decision of the Academic Council.

The academic year consists of 2 mandatory semesters (an academic period of 15 weeks each) and 1 additional (summer) semester. The summer semester is intended to eliminate academic arrears and differences in academic programs, as well as to meet the needs of additional training (with the exception of the final year) for a duration of 6 weeks. In the two-degree programs implemented jointly with Heriot-Watt University, the duration of the academic period is from 12 to 25 weeks, with a total duration of the academic year of at least 30 weeks.

The Academic Calendar indicates the actual calendar dates for the beginning and end of the academic period, passing all types of internships in educational programs, conducting boundary control and intermediate certification (examination sessions), registering for elective modules, the period of the summer semester, the terms of passing the final certification and the time allotted for holidays.

At the end of each semester, an examination session is set for passing the intermediate certification, its duration should be at least 1 week.

For students, vacations are provided after each academic period. At the same time, the duration of vacation time in the academic year should be at least 7 weeks.

Final certification, defense of the diploma project is carried out after students complete the academic period, which includes the study of all academic disciplines, passing all types of certifications and practices.

The summer semester is organized to meet the needs for additional training, eliminate academic debt or differences in curricula. The following students can participate in the summer semester:

- students excluded from the examination session based on the results of the admission rating;
- students who received an "unsatisfactory" rating corresponding to the sign "F", "FX" on the exam;
- those who have academic arrears in the academic disciplines of the individual curriculum;
- those who completed the course program in full, but did not score the minimum transfer score, in order to improve their academic performance average (GPA);
- students who have an academic difference in the curriculum during recovery, transfer, or return from academic leave;
- those who want to improve their academic rating, as well as those who want to master additional educational programs;
- students enrolled in a two-degree program.

6. ACADEMIC QUALITY ASSURANCE

Heriot-Watt University and Zhubanov University adhere to the principles of academic integrity, follows the principle of improving the quality of teaching and high academic standards for honest, transparent and unbiased assessment of students' learning outcomes based on the assessment criteria established at the university.

The internal quality assurance policy is implemented through the link between research, teaching and learning. It assumes the participation of all departments of the university and equal responsibility for quality assurance.

In order to build an open and honest relationship between students, teachers and employees, the

University has adopted a Code of Academic Integrity, which sets out the requirements for students, teachers and employees. <https://zhubanov.edu.kz/ru/education/category/25/>

7. ACADEMIC INTEGRITY

The main principles of academic integrity of participants in the educational process, which develop their personal integrity and responsibility for the process of interaction during training, are:

- ensuring academic integrity as the main institutional value that forms honesty and mutual respect in academic work;
- approval of fair and objective rules of academic integrity aimed at the formation of high ethical values;
- ensuring a consistent and continuous learning path for students by defining a clear mechanism and procedure for transferring student credits based on verifiable transcripts from other educational organizations;
- showing the teacher's respect for his students as a mentor who contributes to the formation of academic culture;
- determining by the teacher a clear discipline policy, expected requirements from the student;
- definition of the teacher's policy of clear parameters for evaluating students' academic achievements;
- taking measures in accordance with the legislation of the Republic of Kazakhstan for violating the principles of academic integrity;
- creating an academic environment that provides educational, social and cultural support to students.

psychological support for students and preventing the manifestation of academic dishonesty.

Code of Academic Integrity of Students, teachers and Employees of the Zhubanov University, Heriot-Watt University, Regulation on the Quality Assurance Commission, Regulation on the Procedure for checking written work for the presence of borrowings in the "Turnitin Similarity" system.

<https://zhubanov.edu.kz/ru/education/category/25/>

<https://zhubanov.edu.kz/media/uploads/tkuanyshev/2024/10/18/26-ru.pdf>

<https://zhubanov.edu.kz/media/uploads/tkuanyshev/2024/10/18/29-ru.pdf>

<http://zhubanov.edu.kz/media-files/ru/obrazovanie/docs/29-ru.pdf>

<https://www.hw.ac.uk/uk/students/doc/Student-Academic-Misconduct-Policy.pdf>

<https://www.hw.ac.uk/uk/students/doc/discguidelines.pdf>

<https://www.hw.ac.uk/uk/services/docs/academic-registry/contract-cheating-studentguide.pdf>

<https://www.hw.ac.uk/uk/services/docs/academic-registry/contract-cheating-studentguide.pdf>

<https://www.hw.ac.uk/uk/services/docs/academic-registry/student-guide-how-to-avoid-academic-misconduct.pdf>

8. INFORMATION RESOURCES

The University operates with the help of the LMS "PLATONUS" (<https://platonus.arsu.kz/>).

Система «The PLATONUS system» includes registration of students for elective subjects, where an individual curriculum, a working curriculum is automatically formed, user authorization, differentiation of access to resources, distribution of system users by groups, etc. Access to the system is performed only after authentication of registered users. Each user has access only to a certain type of information (system modules), that is, based on their roles, the rights to view certain data are determined. Data input and output to the information system is decentralized and delimited. The design and operation of the «PLATONUS» system is based on the principle that services retain their specific functions and ensure that part of them is performed by the information system. In addition, editing of the same data by different structural divisions of the university is excluded.

The university has automated business processes necessary for students. In the student service

center, students are provided with the necessary services online through «the SMART ARSU mobile application».

Documents automatically received through the SMART ARSU mobile app:

- transcript.
- certificate of study at the university;
- electronic student ID card;

To ensure prompt consideration of applications and transparency of office work, the university operates an electronic document management system. Services provided for electronic document management through the «BITRIX» electronic portal

- help for the payment center.
- accepting applications for making changes to personal data;
- accepting applications for reinstatement;
- accepting transfer requests.
- accepting applications for academic leave;
- accepting applications for deductions at your own request;
- acceptance of applications for participation in the summer semester/ on the elimination of academic debt;
- acceptance of applications for vacant positions of educational grants, presidential scholarships, educational grants of the akimat;
- accepting applications for tuition fees (refund of the remaining amount, transfer of the amount in case of incorrect payment, deferred payment);
- acceptance of applications for reinstatement for final certification;
- accepting applications for various issues.
- workaround sheet.

K.Zhubanov Aktobe Regional University, in accordance with the Order "On approval of the Rules for Ensuring access and Use by a State Corporation of Information from Information Systems of State Bodies", has started working with the Information Analytical Center of the Ministry of Education and Science of the Republic of Kazakhstan to enter student data into the Unified Platform of Higher Education. Introduction of personal data of university students is necessary due to the Law of the Republic of Kazakhstan "On Compulsory social Health Insurance", according to which students are a preferential category for which contributions to compulsory social health insurance are paid by the state.

9. LIBRARY RESOURCES

The history of the establishment of the scientific library fund of the university begins in 1966, that is, from the time of the creation of the pedagogical Institute. Currently, the library's collection is 1,029,184 copies. Of these books – more than 990,391 copies, dissertations-5 thousand copies, abstracts-2,824 copies, periodicals-38,793 copies. The library's collection meets the requirements of many areas of the university. There are natural sciences, technical sciences, humanities and socio-political sciences, economics and law, as well as fiction. Reference and scientific editions of textbooks are presented in accordance with the areas of knowledge. The library's collection is located in 5 academic buildings for specialties in order to improve the work of serving readers.

In 1999, the library is working on creating an electronic catalog using the automated program "IRBIS". In June 2018, the following modules were purchased: AWP «Catalogizer», AWP «Picker», AWP «Reader», AWP «book» and Web-IRBIS, which are necessary for the operation of the IRBIS-64 program library.

This add-on module was to be created by an electronic catalogist in all library buildings in one system. Currently, 110,599 items have been added to the EC. In 2025, Web IRBIS-64+ was updated and restarted.

- Electronic library card - a digital document that provides the user with access to library resources and services through electronic systems.

- An RFID tag is a device that uses radio frequency identification to automatically read and transmit data at a distance without direct contact. The number of books with an RFID tag is more than 10 thousand.

- An independent book delivery station is an automated device that allows readers to independently arrange and return books without the participation of a librarian.

- Domestic databases:

Republican Interuniversity Electronic Library <https://rmebrk.kz/>

Kazakhstan National Electronic Library <https://kazneb.kz/>

Lexiqamus <https://www.lexiqamus.com/en>

Әділет <https://adilet.zan.kz/kaz/>

Al-Farabi. Library <https://elib.kaznu.kz/>.

Subscription databases:

Scopus <https://www.scopus.com/>

THOMSON REUTERS <https://www.webofscience.com/>

SCIENCEDIRECT <https://www.sciencedirect.com/>

WILEY Online Library <https://onlinelibrary.wiley.com/>

- Registration of the university researchers' work under ISBN numbers, assistance in obtaining Universal Decimal Classification certificates, etc.

10. ACADEMIC LOAD OF STUDENTS

Academic load is measured by the time required for a student to study a discipline, module, or entire educational program and is required to achieve established learning outcomes in a higher and postgraduate education program.

The academic load includes all academic activities of the student-lectures, seminars, term papers (projects), practical and laboratory work, studio classes, industrial practice (with dual training), professional practice, thesis (project), independent work, including under the guidance of a teacher.

Labor intensity of one Kazakhstan academic credit (30 academic hours) corresponds to 1 ECTS credit.

The full academic load of a student during the academic year is 60 or more academic credits, which on average corresponds to 1800 hours per year. For individual types of work, the actual time to achieve learning outcomes may differ.

During the summer semester, students can study no more than 20 academic credits, and in the academic semester – no more than 10 academic credits.

Credits are awarded to students only if they have mastered the planned learning outcomes.

The main criterion for completing bachelor's degree programs is that the student has completed at least 240 academic credits for the entire period of study, including all types of academic activities of the student. According to the master's degree programs, students are expected to master:

- in the scientific and pedagogical master's program, at least 120 academic credits for the entire period of study, including all types of educational and scientific activities of the master's student;
- there are 60 academic credits in the specialized master's program with a 1-year study period.

11. REGISTRATION FOR TRAINING MODULES (DISCIPLINES)

The university creates conditions for students to independently plan an educational program and choose an individual learning path in accordance with the requirements of the credit technology of training, which is reflected in the individual curriculum of the student. For this purpose, students are registered for training modules, which is organized by the registrar's office. At the same time, mentors and subject teachers are involved in conducting organizational and methodological work and consultations. Registration for modules is conducted under the guidance of mentors.

Registration for training modules is carried out in the "PLATONUS" system in online mode for a set number of credits in the academic year to master the educational program of the appropriate level.

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 training and the registration procedure for modules is carried out.

During the orientation week, meetings are held with representatives of the administration, deans of faculties, heads of departments, mentors. The student is assigned an identification number (login), under which he forms his individual curriculum.

Registration for training modules is carried out for each academic year. Registration dates are indicated in the Academic Calendar. Registration is carried out on the basis of the modular curriculum of the educational program and the catalog of disciplines.

The result of registration is an electronic individual curriculum of the student in the "PLATONUS" system, which reflects the training modules of the mandatory (university) component and the elective component (elective subjects).

Registration for re-study of disciplines is carried out within the established time frame for general registration, but it provides for pre-payment for training, since re-study of the discipline is carried out only on a paid basis for all educational programs.

Registration for the summer semester is carried out after the end of the summer intermediate certification.

A student who has not completed the IEP, has not collected the required number of credits, and has been left for a second course of study, forms and approves a new IEP.

Registration for modules is carried out in accordance with the Regulations on registration for training modules <http://zhubanov.edu.kz/media/uploads/tkuanyshev/2024/10/18/10-ru-2.pdf>

12. REQUIREMENTS FOR ATTENDING TRAINING SESSIONS

The student must attend all types of training sessions. Teachers indicate in the syllabus the discipline requirements for attending classes.

If a student passes more than 30% of the total number of academic sessions during the academic period, the discipline is not considered mastered. At the same time, current grades in the discipline are canceled upon completion of theoretical training and a grade is issued.

"F" and is not allowed for final control. In exceptional cases, for a valid reason, the student has the right to work out the missed classes.

In exceptional cases (illness (personal or dependent persons), death of close relatives (father, mother, grandparents, siblings, children), spouse), the student has the right to apply to the dean's office for completion of control measures. If the University sends a student to an educational or scientific event, such replenishment is provided by the University administration/Dean's office on its own initiative.

When conducting an online session in the distance learning format, attendance is taken into account by the teacher based on the video broadcast of the stream from the account of each of the students, as well as on data (logs) about the actions of participants in the online session, regardless of the platform and service used (ZOOM, etc.). sometimes the teacher registers the student skipping a class for a disrespectful reason. If there are technical problems that make it impossible to broadcast a video stream, the teacher is responsible for confirming the actual participation of the student in the lesson (periodic voice survey, content engagement survey, etc.).

A student who has received a final grade of "F" for skipping classes has the right to re-study this discipline in the following academic and additional periods on a paid basis. To do this, the student again goes through the registration procedure for the academic discipline.

Regulations on conducting current monitoring of academic performance and intermediate certification (examination session) of students.
<http://zhubanov.edu.kz/media/uploads/tkuanyshev/2024/10/18/4-ru-2.pdf>

13. INDEPENDENT WORK OF STUDENTS

In the conditions of credit technology of training, students for the full development of the educational program perform a large amount of independent work, which is divided into two parts: independent work that is performed under the guidance of a teacher, and the part that is performed completely independently. For the consultation of students' independent work, 22-27% of the total loan allocated for the student's independent work is allocated to the personal workload of teachers..

Independent work under the guidance of a teacher is carried out in contact with the teacher according to a separate schedule approved by the dean of the faculty. This type of work includes consulting on the most complex issues of the curriculum, completing homework, course projects (works), monitoring semester papers, reports, and other types of independent work tasks.

The student may not be present in the classroom according to the schedule, if performing tasks of independent work does not cause him difficulties.

Присутствие преподавателя According to the schedule, the teacher's presence in the classroom is mandatory. It is not allowed to replace these hours with seminars, practical or laboratory classes.

Students' written evaluated works (term papers, theses (projects), master's and doctoral theses) are checked for the presence of borrowed material. The procedure for conducting a plagiarism check is determined by the department.

Regulations on the organization of independent work of students
<http://zhubanov.edu.kz/media/uploads/tkuanyshev/2024/10/18/15-ru-2.pdf>

14. EVALUATION POLICY

Academic performance is evaluated by the established point-rating letter system for evaluating students' academic achievements and transferring them to the traditional assessment scale and ECTS.

Students' academic achievements in languages (Kazakh, foreign, Russian) are evaluated in accordance with the point-rating letter system for evaluating students' academic achievements in foreign languages in accordance with the level model and translation into ECTS and the traditional scale.

The level and description of language proficiency correspond to the Pan-European competence (hereinafter referred to as the OEC) of foreign language proficiency (A1, A2, B1, B2, C1, C2).

During the current monitoring of academic performance, students' academic achievements are evaluated according to the syllabus for each module. The result of the border control is automatically generated in the AIS "Platonus" from the total points of the current control.

The current control (CC) for all types of classes is defined as follows:

- $$\frac{\text{Evaluation1} + \text{Evaluation2} + \text{Evaluation3}}{\text{number of weeks provided for assessment}}$$
- 1) CC of lectures x 0.1
- $$\frac{\text{Evaluation1} + \text{Evaluation2} + \text{Evaluation3}}{\text{number of weeks provided for evaluation}}$$
- 2) Current workshop (practice)/ laboratory sessions x 0.6
- $$\frac{\text{Evaluation1} + \text{Evaluation2} + \text{Evaluation3}}{\text{number of weeks provided assessment}}$$
- 3) CC of classes SIWT/SIW x 0.3

Boundary control (BC) is formed from assessments of current controls of the types of activities: RC = CC lecture classes + CC seminar (practical) classes + CC SIWT/SIW

The rating of R1 (R2) is determined in accordance with the scores of the border control (BC):

$R1 = RC1$

The admission rating (AR) for the discipline is determined as follows: $RD = R1 + R2 / 2$

To be admitted to the final control (exam) in the discipline, it is necessary:

- 1) Tolerance rating $TR \geq 50$ points;
- 2) Coursework (project) scores ≥ 50 points (if available).

The final grade consists of the sum of the current (weight fraction – 0.6) and exam (weight fraction – 0.4) grades and is calculated using the following formula:

$$F = TR \times 0.6 + FC \times 0.4$$

where TR is the tolerance rating;

FC points for the final control.

Criteria for evaluating students' learning outcomes are prescribed in syllabuses of disciplines, taking into account the goals, objectives and specifics of the disciplines.

Undergraduate assessment according to the criteria is distributed in the following ratio:

"A", "A-" (90-100%) – no more than 15% of the total number of students in the group;

"B+", "B", "B-", "C+" (70-89%) – no more than 40% of the total number of students in the group;

"C", "C-" (60-69%) - at least 25% of the total number of students in the abstract group;

"D+", "D" (50-59%) - at least 15% of the total number of students in the abstract group;

"F" (0-49%) - at least 5% of the total number of students in the reference group.

When analyzing the assessment of final controls (exam), with the exception of small groups (less than 30 people), if there are deviations from the above ratios, the reasons are considered together with the university management. Each case of deviations from the indicated distributions by more than 10% should be the subject of analysis by collegial bodies (Quality Assurance Commissions) and the University ensures that response measures are taken.

Each case of deviations from the specified distributions by more than 10% should become the subject of analysis by collegial bodies (Quality Assurance Commissions) and the University ensures that response measures are taken.

University teachers are required to provide a methodological variety of control measures that allow for a differentiated assessment of the competencies of all students in the stream.

The use of distance learning technologies should not lead to a reduction in the assessment policy.

15. ASSESSMENT OF STUDENTS ' ACADEMIC ACHIEVEMENTS

Academic achievements (knowledge, skills, application, skills and competencies) of students are evaluated in points on a 100-point scale, corresponding to the letter system with a digital equivalent adopted in international practice (positive grades, in descending order, from "A" to "D", and "unsatisfactory" – "FX", "F",) and estimates according to the traditional system.

Students ' academic achievements in all types of academic tasks are evaluated according to the point-rating letter system of knowledge assessment, which is translated into the traditional assessment scale according to the table.

A point-rating letter system for evaluating students ' academic achievements and converting them to the traditional assessment scale:

Ratings for Letter system scores	Numerical equivalent of points	Points (%content)	Traditional system scores
A	4.0	95-100	Excellent
A-	3.67	90-94	
B+	3.33	85-89	Good
B	3.0	80-84	
B-	2.67	75-79	
C+	2.33	70-74	
C	2.0	65-69	Satisfactory

C-	1.67	60-64	Unsatisfactory
D+	1.33	55-59	
D-	1.0	50-54	
FX	0.5	25-49	
F	0	0-24	

Regulations on conducting current monitoring of academic performance and intermediate attestation of students

<http://zhubanov.edu.kz/media/uploads/tkuanyshev/2024/10/18/4-ru-2.pdf>

16. CURRENT PERFORMANCE MONITORING AND INTERIM ASSESSMENT CERTIFICATION OF STUDENTS

Current monitoring of academic performance and intermediate certification is carried out to determine the degree of students' development of educational programs and state general education standards of higher education.

The assessment is based on students' academic integrity.

Current monitoring of students' progress is carried out for each module of the discipline and includes control of knowledge in classroom and extracurricular classes with the entry of points in the journal of the "Platonus" system. The teacher controls the attendance of students with a weekly non-appearance ("n.a.") in the "Platonus" system.

Current monitoring of academic performance determines the result of the level of knowledge acquisition in the module, the quality, and the level of mastering the skills of independent work.

Intermediate certification of students is carried out in the form of passing exams, defending term papers (projects), essays, etc., differentiated tests and practice reports with mandatory assessment.

Exams during the intermediate certification period are held in various forms, according to the syllabus: oral, written, computer/blank testing, creative examination, etc. Admission to the examination session is carried out automatically in the "Platonus" system, based on the assessment of the admission rating. Students who do not have a positive assessment of the admission rating in this discipline are not allowed to take the final control (exam).

After carrying out the final control, the examiner enters the points scored by the student in the exam sheet. The "Platonus" system calculates the final score for the discipline "Platonus" automatically.

The final assessment of the discipline includes assessments of the admission rating and final control. The assessment of the current control of academic performance (admission rating) is 60% of the final assessment of knowledge in the discipline, and the exam score is 40% of the final assessment of knowledge in the discipline. The final score for each discipline is defined as the sum of points scored by the student based on the results of the boundary control and exam, in total, it is a maximum of 100 points.

If you receive an "FX" grade of "unsatisfactory", you can retake the final control (exam) in accordance with the academic calendar without re-passing the discipline program no more than once before the beginning of the next academic period.

In case of receiving a grade of "unsatisfactory" corresponding to the "F" grade, the student re-enrolls in this academic discipline on a paid basis, attends all types of training sessions, performs all types of academic work, according to the program, and retakes the final control.

The transcript records all academic subjects that the student has studied, indicating the final grade, including the "FX and F" grades.

Regulations on conducting current monitoring of academic performance and intermediate certification of students, Regulations on organizing and conducting the summer semester.

<http://zhubanov.edu.kz/media/uploads/tkuanyshev/2024/10/18/4-ru-2.pdf>

<http://zhubanov.edu.kz/media/uploads/tkuanyshev/2024/10/18/13-ru-2.pdf>

17. TRANSFER FROM COURSE TO COURSE

At the end of the academic year, students are transferred from one course to another based on the results of examination sessions. The value of the minimum transfer score for transfer from course to course is reviewed and approved by the Academic Council of the University and in HWU, transfer from course to course is carried out on the basis of a decision of the Board of Examiners, which is drawn up in a protocol.

Students who have scored the minimum transfer point level are transferred to the next course by order of the rector. A student who has not received the minimum transfer score remains for a second course of study, and re-enters into the contract no later than September of the current year. Including those who have received a state educational grant and have not received the minimum transfer score, they are eligible for a second course of study on a paid basis.

A student who has completed the course program in full, but has not scored the minimum transfer score, in order to improve their average academic performance (GPA), is given the opportunity to re-study certain disciplines on a paid basis in the summer semester and re-pass exams on them.

If the result of repeated examination is positive, the final score is calculated again in the "Platonus" system, which is automatically transferred to the transcript. When calculating the average score of academic performance, the latest grades in the academic discipline are taken into account. A student who is retained for a second course of study is taught according to a newly formed individual curriculum.

Students of Heriot-Watt University who do not have a transfer average score for the next year, but have a transition score from Zhubanov University, can continue their studies at Zhubanov University on a paid basis.

The summer semester is organized for students who have voluntarily expressed a desire to take advantage of the academic opportunities created in the summer at the university, except for the final year.

A student who has achieved the minimum level of transfer points and is transferred to the next course of study (except for the final year), but has academic debts, must enroll and eliminate them in the next academic periods (up to 10 credits in one academic period) on a paid basis.

Regulations on conducting current monitoring of academic performance and intermediate certification of students, Regulations on organizing and conducting the summer semester.

<http://zhubanov.edu.kz/media/uploads/tkuanyshev/2024/10/18/4-ru-2.pdf>

<http://zhubanov.edu.kz/media/uploads/tkuanyshev/2024/10/18/13-ru-2.pdf>

18. FINAL CERTIFICATION OF STUDENTS

Final certification of students is a procedure carried out in order to determine the degree to which they have mastered the scope of academic disciplines provided for by the state mandatory standard of education.

Forms of final attestation for educational programs are carried out in the form of writing and defending a diploma project or passing two comprehensive exams.

The topics of diploma projects with the indication of students, scientific supervisors and reviewers, indicating the place of work, position and education (academic or academic degree in the specialty, basic education on a higher education diploma) are considered at a meeting of the Scientific and Technical Council of the University and approved by the order of the rector of the University.

Forms of conducting complex examinations are approved by the Academic Council of the University, the duration and terms of which are provided for in the Academic Calendar and working curricula of educational programs.

The comprehensive exam program reflects integrated knowledge and key competencies that meet the requirements of the labor market in accordance with the educational program of higher education.

Assessment of the final certification of students is based on the established point-rating letter

system for evaluating the student's academic achievements with their transfer to the traditional assessment scale and ECTS.

The purpose of the final certification is to assess the learning outcomes and key competencies achieved upon completion of the study of the educational program.

To carry out the final certification of students, a certification commission for educational programs is created. The chairman and members of the attestation Commission are approved by the Rector's order based on the decision of the Academic Council no later than April of the current academic year and are valid for the current calendar year.

The chairman of the attestation commission is appointed from among professors, associate professors, scientists, teachers, experienced production specialists who have practical experience corresponding to the profile of graduates and do not work in this university. The attestation commission consists of professors, associate professors, and highly qualified specialists who correspond to the profile of graduates.

The quantitative composition of the attestation commission is determined by the department independently in accordance with the number of students graduating from the educational program.

The competence of the attestation commission includes:

- checking the level of compliance of the theoretical and practical training of graduates with the established requirements of educational programs;

- awarding the graduate a bachelor's degree in the relevant educational program;

- development of proposals aimed at further improving the quality of personnel training.

The final certification is held in accordance with the Regulations on the final certification of students, the diploma project is drawn up in accordance with the guidelines for the implementation of the diploma project

<http://zhubanov.edu.kz/media/uploads/tkuanyshev/2024/10/18/1-ru-4.pdf>

<http://zhubanov.edu.kz/media/uploads/tkuanyshev/2024/10/18/18-ru-3.pdf>

19. GPA

Grade Point Average (GPA) – a weighted average assessment of the student's academic achievement level for a certain period of time for the selected program (the ratio of the sum of credit products to the digital equivalent of the final grade points for all types of academic work to the total number of credits for these types of work for a given period of study).

When calculating the GPA, the numerical designation of the assessment is multiplied by the number of credits assigned to the discipline. The results of all disciplines are summarized. To determine the cumulative average score of academic performance, the value of the credit hour is divided by the total number of credits received by the student.

The student's GPA for a certain period of study is determined by the formula:

$$\text{GPA} = \frac{Fd1 \times C1 + Fd2 \times C2 + \dots}{(C1 + C2 + \dots)} = Cp$$
, where:

- Fd1, Fd2 – final grades for disciplines in digital equivalent;

- C1, C2 – the volume of subjects studied in credits;

- Cp – the total amount of subjects studied for the entire period in credits.

When calculating the average score of academic performance, the latest grades in the academic discipline are taken into account.

In the student's transcript, GPA is indicated: for the academic period, the year of study, and the entire period of study.

How do I calculate my GPA? Example:

Discipline	Number of credits	Assessment according to the letter system	Digital equivalent
Pedagogy	5	B	3.0
Psychology	5	A	4.0

Math	4	F	0
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1. Multiply the number of credits of all subjects studied by the digital equivalent of the grade:

Pedagogy **5x3.00=15.00**

Psychology **5x4.00=20.00**

Math **4x0=0**

2. We summarize the resulting values: total value=15+20+0=35.00

3. Calculate the total number of credits: 5+5+4 =14

	total value		35.0	
GPA	total number of	=	14	2.5
	credits			

Using this formula, you can calculate the semester GPA (*total amount and total number of credits for 1 semester*) and the annual GPA (*total amount and total number of credits for the entire year of study*).

20. TRANSCRIPT

Transcript – a document containing a list of completed disciplines and other types of academic work for the corresponding period of study, indicating credits and grades in alphabetical and numerical terms.

The transcript must include all academic subjects that the student has studied, indicating all final grades received, including FX and F grades corresponding to the equivalent of "unsatisfactory".

The transcript contains the following elements:

- name of the university and its contacts;
- name of the educational program group, course, level, form and degree of study, department;
- student's data (last name, first name, patronymic, individual ID);
- name of the educational program (specialty);
- a list of completed subjects for the corresponding period of study, indicating the ECTS credits and grades received;
- academic achievement average (GPA) for the academic period and the entire period training.

An official transcript signed and stamped by the University is issued to students by the Student Service Center or the Registrar's Office, and the transcript is also available in the SMART ARSU mobile application and in «the Platonus system» <https://platonus.arsu.kz/>.

If a student is expelled for various reasons, they receive an official transcript signed and certified with the University seal.

21. GRADUATION PROJECT

The completion of the diploma project is the final stage of the process of training students in the areas of specialist training. The diploma project is evidence of the ability of a future bachelor of education student to solve pedagogical, organizational and managerial, planning and economic, specific research, consulting and other tasks.

The structure of a thesis project usually consists of 3 main sections (chapters). The main sections of the diploma project are:

- theoretical and methodological foundations of studying the problem (1 chapter);
- analysis of the state of the problem being studied at a particular educational institution or enterprise (Chapter 2);

- project recombinations for an educational institution or enterprise with justification.

When preparing Chapter 2 (project section), you should consider the following:

- project proposals should not be of a universal methodological or theoretical nature, but should be adapted to the conditions of specific educational organizations or enterprises;
- the project should be aimed at solving current socio-economic and pedagogical problems of educational organizations or enterprises, the result of project implementation is obtaining a significant socio-economic effect or forecasting the expected effect from implementation (Chapter 3).

The most important conditions for successful preparation and implementation of the diploma project are:

- selection of a relevant topic, which is desirable to carry out on orders from industrial, commercial enterprises, scientific and educational organizations, including departments, departments and services of basic universities;
- collecting the necessary material during the pre-graduate internship;
- timely submission to the supervisor and coordination with him of certain parts of the final qualification work.

The diploma project is performed according to the Guidelines for the implementation of the diploma project

<http://zhubanov.edu.kz/media-files/ru/obrazovanie/docs/18-ru-2.pdf>

22. MASTER'S THESIS

Master's thesis is a generalization of the results of independent research work of a master's student on one of the relevant topics of a specific educational program, performed in accordance with the established form. It should

demonstrate the maturity of the graduate as a researcher who is able to creatively formulate and solve scientific problems of the specialty.

A master's thesis is the final result of a research or experimental research work of a master's student.

A master's thesis is a final work of scientific content that has an internal unity. The dissertation presents the results of independent scientific research on the topic corresponding to the current state of science.

The purpose of the master's thesis is to demonstrate the level of scientific qualification of the master's student, the ability to independently conduct scientific research, test the ability to solve specific scientific problems, knowledge of the most general methods and techniques and solutions.

The master's thesis reveals the level of scientific qualification of the master's student and the degree of mastering the methodology of scientific knowledge in accordance with the requirements of the State Educational Standard of the Republic of Kazakhstan.

Within two months after enrollment, each master's student is assigned a research supervisor to lead the master's thesis.

The supervisor and research topic of the master's student are approved by the order of the Rector of the University on the basis of the decision of the Academic Council.

The master's student's supervisor must have the academic degree of "Candidate of Science", or "doctor of Science", or "doctor of Philosophy (PhD)", or "doctor of profile", or the academic degree of "doctor of philosophy (PhD)", or "doctor of profile", or the degree of "doctor of philosophy (PhD)", or "doctor by profile" corresponding to the profile of the requested direction, with at least three years of scientific and pedagogical work experience, who is the author of 5 scientific articles in the last five years in publications included in the List of scientific publications recommended for publication of the main results of scientific activity, approved by the authorized body in the field of education and science and 1 scientific article in an international peer-reviewed scientific journal that has an impact factor according to JCR data or is indexed in one of the databases Science Citation Index Expanded, Social Science Citation Index or Arts and Humanities Citation Index in the Web of Science Core Collection or a CiteScore percentile of at least 25 in the Scopus database.

Specialists who meet the 8th level of the national qualification framework with at least 3 years of work experience are also involved in the scientific guidance of undergraduates in the relevant field.

To carry out the final certification of students, a certification commission for educational programs is created. The chairman and members of the attestation Commission are approved by the Rector's order based on the decision of the Academic Council and are valid for the current calendar year. The chairman of the attestation commission is appointed from among professors, associate professors, scientists, experienced production specialists who have practical experience corresponding to the profile of graduates and do not work in this university.

The attestation commission consists of professors, associate professors, and highly qualified specialists who correspond to the profile of graduates. The quantitative composition of the attestation commission is determined by the department.

Final certification is carried out within the time limits stipulated by the academic calendar and working curricula of educational programs in the form of a master's thesis defense.

Master's Thesis Regulations <http://zhubanov.edu.kz/media-files/ru/obrazovanie/docs/23-ru-2.pdf>

23. DOCTORAL DISSERTATION

A doctoral dissertation is a scientific work of a doctoral student, which is an independent study, in which theoretical provisions are developed, the totality of which can be qualified as a new scientific achievement, or a scientific problem is solved, or scientifically based technical, economic or technological solutions are presented.

The doctoral dissertation determines the level of professional qualification of the doctoral student and the degree of mastering the methodology of scientific knowledge in accordance with the requirements of the State Educational Standard of the Republic of Kazakhstan for the corresponding educational program.

Within two months after enrollment, each doctoral student is assigned a research supervisor to lead the dissertation, and the topic of the doctoral dissertation is approved within a semester after admission. The supervisor and research topic of the master's student are approved by the order of the Rector of the University on the basis of the decision of the Academic Council.

Scientific supervision of doctoral students is carried out by a teacher who has the academic degree of "Candidate of Sciences", or "doctor of Sciences", or "doctor of Philosophy (PhD)", or "doctor of profile", or the academic degree of "doctor of philosophy (PhD)", or "doctor of profile", or the degree of "doctor of philosophy (PhD)", or "doctor by profile", scientific and pedagogical work experience of at least three years, who is the author of:

- in the areas of training 8D05 Natural Sciences, Mathematics and Statistics, 8D06 Information and Communication technologies, 8D07 Engineering, manufacturing and construction industries, 8D08 Agriculture and bioresources, 8D09 Veterinary Medicine, 8D10 Healthcare 2 articles in international peer-reviewed scientific journals included in the 1st, 2nd, 3rd quartile according to JCR data in the Web of Science Core Collection or having a CiteScore percentile score of at least 35, or an H-index of 2 or more.

- in other areas of study, the author of 5 scientific articles in publications in the profile included in the list of publications recommended for publishing the results of scientific activities and 1 scientific article in an international peer-reviewed scientific journal that has an impact factor according to JCR data or is indexed in one of the databases Science Citation Index Expanded, Social Science Citation Index or Arts and Humanities Citation Index in the Web of Science Core Collection or having a CiteScore percentile of at least 35 in the Scopus database.

Foreign scientific consultant of a doctoral candidate in the field of training

"Pedagogical Sciences", "Arts and Humanities", "Business and Management" should have an H-index of at least 2, in the areas of "Natural Sciences, Mathematics and Statistics", "Engineering and Manufacturing Industries" - an H-index of at least 6.

The defense of a doctoral dissertation is held at a meeting of the Dissertation Council in the corresponding field.

The dissertation is submitted in one of the following forms:

- dissertation work; - a series of at least two articles and one review published in publications included in the first and/or second quartile according to Clarivate Analytics ' Journal Citation Reports. In one of the articles, the doctoral student is the first author or first author for correspondence.

Regulations on doctoral dissertation

<http://zhubanov.edu.kz/media-files/ru/obrazovanie/docs/24-ru-1.pdf>

24. PROFESSIONAL PRACTICE

Conducting professional practice is assigned to the relevant department, which develops and approves student professional practice programs.

To conduct professional practice, the university enters into contracts with the practice bases, coordinates programs and schedules of internship with them. Sending students to all types of internships is issued by the order of the head of the higher educational institution, indicating the terms of internship, the practice base and the head of the practice.

Regulations on the organization of professional practice.

<https://zhubanov.edu.kz/media/uploads/tkuanyshev/2025/04/08/rxydpl.pdf>

25. EMPLOYMENT OF GRADUATES

Graduates who were trained on the basis of a state educational grant, in accordance with paragraph 17 of Article 47 of the Law of the Republic of Kazakhstan dated July 27, 2007 On Education, must complete three years after graduation in accordance with the Decree of the Government of the Republic of Kazakhstan dated March 30, 2012 No. 390 (as amended on 01.06.2021 No. 365). Graduates who have been trained on a contractual basis have the right to freely choose their occupation and place of work in accordance with their professional background, aptitudes and abilities.

Based on the need for teaching staff provided by the Department

educational institutions of the region and individual petitions from educational institutions are distributed to students of pedagogical specialties. Graduates of other educational programs are notified about vacancies through deans' offices.

Regulations on employment of graduates.

<https://zhubanov.edu.kz/media/uploads/tkuanyshev/2025/01/09/20241.pdf>

For those who were trained under the state educational order:

- graduates who have entered pedagogical specialties on the basis of a state educational order work in educational organizations for at least three years after graduation;

- graduates who were trained in other specialties on the basis of a state educational order, work in organizations, regardless of the form of ownership, for at least three years after graduation from the university;

- graduates who have entered the doctoral program under the Doctor of Philosophy (PhD) program on the basis of a state educational order, work in state bodies, OVPO, scientific organizations, scientific divisions, autonomous educational organizations "Nazarbayev Intellectual Schools", in educational organizations that implement educational programs of post-secondary education (in higher colleges or colleges). less than three years after completing your training.

For students who were trained at the expense of local executive bodies:

- graduates who are enrolled at the expense of local executive bodies work in the region of study for at least five years after graduation.

For students enrolled within the rural quota:

- graduates who have entered training in pedagogical, medical, veterinary and agricultural specialties that determine the socio - economic development of the village, within the quota established by subparagraph 3) in accordance with paragraph 8 of Article 26 of the Law and provided to citizens of the Republic of Kazakhstan from among rural youth, work out, respectively, in educational

organizations, health organizations, in divisions of state bodies operating in the field of veterinary medicine, in veterinary organizations and organizations, regardless of the form of ownership of the agricultural profile, located in rural areas, for at least three years after the end of and / or postgraduate education.

For students of the social program "Serpin-2050":

- citizens of the Republic of Kazakhstan from among rural youth who are resettled in regions determined by the Government of the Republic of Kazakhstan, and who have entered within the quota established by subparagraph 6) of paragraph 8 of Article 26 of the "Law on Education", for training in pedagogical, agricultural and technical specialties, work for at least two years after completing OVPO in the region at the place of training in the following areas:

- Akmola region
- Aktobe region
- Atyrau region
- Abay region
- West Kazakhstan region
- Karaganda region
- Kostanay region
- Pavlodar region
- North Kazakhstan region
- Ulytau region
- East Kazakhstan region

- citizens of the Republic of Kazakhstan shall reimburse expenses incurred at the expense of budgetary funds in connection with their training, in proportion to the period actually worked, except for the cases provided for in paragraphs 17-2 and (or) 17-3 of Article 47 of the Law, to the budget through the operator of the authorized body in the field of education, for non-fulfillment of the obligation to work out, provided for in paragraph 17 of Article 47 of the Law. educational institutions.

26. GRANTING ACADEMIC LEAVE

Academic leave is a period during which students studying at the HWU branch on the basis of Zhubanov University temporarily interrupt their studies for medical reasons, child care, or conscription.

Academic leave is granted to students:

- due to illness - based on the conclusion of the medical advisory commission at an outpatient clinic organization for a period of 6 to 12 months. Extended additionally for health reasons up to 12 months on the basis of a VCC certificate;

- when conscripted for military service — on the basis of a summons for conscription;
- at birth, adoption (adoption) of a child before reaching the age of three years.

For other reasons, students are not granted academic leave.

To apply for academic leave, a student submits an application addressed to the Rector of the university and attaches supporting documents to the student service center or via the SMART ARSU mobile application.

Within three working days, based on the submitted documents, the University issues an order on granting academic leave to the student, indicating its start and end dates.

After coming out of academic leave, the student submits an application to the rector of the university through the student service center and provides one of the following documents:

- a certificate from the medical advisory commission or the central medical control commission on the state of health with an opinion on the possibility of continuing education;
- a copy of the military ID card.
- a copy of the child's birth certificate or a document confirming the adoption.

The certificate of the medical advisory commission or the central medical control commission must be signed and stamped by the head of the university polyclinic.

Based on the submitted documents, the university issues an order for the student to leave academic leave within three working days, indicating the educational program, course and group.

The Dean's office, based on the transcript, determines the difference of disciplines in the working curricula, taking into account the prerequisites, the course of study, and approves the individual curriculum of the student in agreement with the office registrar.

Upon returning from academic leave, the student continues his / her studies from the course (and academic period) from which he / she took this leave.

If the student had an academic debt before going on academic leave, then upon returning, the course is determined taking into account the prerequisites and eliminates it on a paid basis.

In the absence of the educational program in which the student studied, the student can continue studying in the educational program of the same field of study, taking into account the academic difference and prerequisites.

In case of early return from academic leave (from 6 months or more), the student pays an additional fee for the periods of repeated training.

If the deadline for returning from academic leave does not coincide with the beginning of the academic period, the student performs all tasks within the established period on the basis of the dean's order.

To eliminate the difference, a student can enroll in an academic period of no more than 10 credits in one or several disciplines, complete all academic tasks, get admission and pass the final control during the intermediate certification period according to the academic calendar. You can also enroll and take up to 20 credits in the summer semester.

To eliminate the academic difference, students are given the opportunity to study disciplines free of charge until the end of the academic year. At the end of the academic year, non-studied academic difference disciplines are transferred to academic debt disciplines that are subject to further study exclusively on a paid basis.

Regulations on the procedure for granting academic leave to students
<http://zhubanov.edu.kz/media/uploads/tkuanyshev/2024/10/18/7-ru-2.pdf>

27. TRANSFER AND REHABILITATION OF STUDENTS

Transfer and rehabilitation of students (students) at the university, including within the university and from one university to another, is carried out during the summer holidays for two weeks and during the winter holidays for five days before the start of the next academic period.

At the same time, citizens of the Republic of Kazakhstan and Kandasy in the event 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 restored from foreign universities during the academic year.

Transfer of students from the Heriot-Watt University branch to the 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.

Students can be transferred or reinstated after being expelled if they have fully completed the first academic period of the program they are studying in accordance with the individual curriculum.

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

A student can transfer from one educational program to another, or from one university to another, regardless of the time frame for deduction.

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 branch of Heriot-Watt University on the basis of Zhubanov University on a fee basis.

When transferring, restoring the achieved learning outcomes, the student's positive grades are recognized with the transfer of academic credits from one OP to another, from one educational organization to another.

When transferring or restoring students for offsetting their learning outcomes, the rector's order creates corresponding commissions at the faculties, and for students of the Heriot-Watt University branch on the basis of the university, a corresponding commission is created at the faculty together with representatives of Heriot-Watt University.

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

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

The commission makes offsets of previously mastered disciplines, fills out a comparison list and draws up a protocol.

When transferring and reinstating, the course of further training is determined taking into account the prerequisites, based on the commission's protocol.

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.

Students can transfer or recover if they have passed the unified National Testing (hereinafter-UNT), comprehensive testing (hereinafter - CT) or entrance exams, and have scored points not lower than the established threshold score.

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

Bachelor's degree students (first higher education) cannot transfer or recover from a foreign educational organization or from Kazakhstani universities that do not have a UNT certificate with relevant specialized subjects and a set threshold score (at the time of admission or for the period of study before recovery).

Undergraduate students (first higher abridged education/second higher education) from a foreign educational organization are not subject to restoration and transfer to the final course.

Also, Master's degree students who do not have a comprehensive testing certificate are not subject to restoration or transfer.

Transfer and reinstatement of a student to educational programs in the field of "Pedagogical Sciences" and " Law" is carried out subject to successful completion of the UNT and those who have scored points not lower than the established threshold score.

Transfer and restoration of a student from creative EP to other EP is carried out on condition of successful completion of the UNT in profile subjects and those who have scored points based on the results not lower than the established threshold score.

Transfer and restoration of students from one EP to creative EP is carried out subject to successful completion of the creative exam with established threshold points, conducted by commissions at 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 - Training of physical education teachers" and "B031-Fashion, interior design and industrial design" in the UNT certificate in the disciplines "History of Kazakhstan", "Reading literacy", you must have at least 20 points in total.

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 admission committee.

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.

Transfer and rehabilitation of students after technical and professional, post-secondary

education is carried out on the basis of "Methodological recommendations for the correspondence of related groups of educational programs of higher education and specialties of technical and professional, post-secondary education".

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

Transfer of a student from one educational organization to another is made with the consent of the heads of both organizations and is issued by appropriate orders.

Students who receive an educational grant can be transferred to educational programs within the same educational group, while retaining the educational grant.

Students studying under an educational grant can be transferred to another university if they wish, while retaining the educational grant.

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

Students who are 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 paid basis.

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

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

A student who is expelled for non-payment, at his own request before the order to transfer from one course to another is issued, but who has completed the academic year without academic arrears, can recover in the same academic year and transfer to the next course of study before the start of the academic period.

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

A student who has mastered the entire curriculum, who does not have academic debt, but is not allowed to complete the final certification and is expelled for non-payment of tuition fees, according to the academic calendar in subsequent years, can recover two weeks before the start of the final certification.

An order to enroll a student is issued:

- if the issue of restoration 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, valid at the time of reinstatement or transfer as for those enrolled in the first year of the current academic year.
- after signing a contract for the provision of educational services.

Regulations on transfer and reinstatement of students

<http://zhubanov.edu.kz/media/uploads/tkuanyshev/2024/10/18/6-ru-3.pdf>

28. EXPULSION OF STUDENTS FROM THE UNIVERSITY

A student is expelled from the university in the following cases:

- for violating the principles of academic integrity ("Code of Academic Integrity of Students, teachers and employees of the Zhubanov University"
<http://zhubanov.edu.kz/ru/education/category/25/>);

- for violation of Internal Regulations and the Charter of the university (for loss of communication with the university, resulting in systematic absences of classes without valid reasons, the number of missed hours during the border control period-more than 60, for violation of academic discipline, internal regulations and student dormitories, the terms of the agreement on the provision of

educational services, committing illegal actions). misdemeanors, appearing in class under the influence of alcohol or drinking alcoholic beverages, gambling in the university, for damage to university property, anti-social behavior, violation of labor protection or fire safety rules, which can lead to serious consequences);

- for violating the terms of the agreement on the provision of educational services, including for non-payment of tuition fees within the established time frame, in accordance with the agreement;

- in connection with transfer to another higher education institution;

- in case of late mastering of the discipline-prerequisites identified during enrollment at the levels of postgraduate education;

- at his own request, the student submits to the student service center an application addressed to the rector for expulsion at his own request (he must have a copy of his identity card with him). The student is given the following documents: the original of the certificate with an attachment, a certificate issued to citizens who have not completed their education, a copy of the UNT certificate (CT). Before receiving the discharge documents, the student must submit a work-around sheet, an identification card and a reader's ticket, and pay off any outstanding debts to the university (tuition fees, library fees, dormitories, etc.). If the student has a debt, the university reserves the right not to issue the original documents until the debt is paid off.- students who did not show up in due time to return from academic leave (within 2 weeks);

- a student whose thesis project or master's thesis has not been verified «by the Turnitin system» is not allowed to defend it and is expelled from the university;

- if the requirements of the educational program are not met: failed to defend a thesis (project) or master's thesis (project)" or failed to meet the requirements of the educational program: failed a comprehensive exam.

- a student who has been identified with a fake education diploma.

- a student who has remained for a second year of study and has not concluded a contract for the provision of educational services in a timely manner.

Rules on the procedure for expelling students

http://zhubanov.edu.kz/media/uploads/tkuanyshev/2025/03/19/16_obqvv1I.pdf

29. GENERAL REQUIREMENTS FOR COMPLETING STUDIES AND OBTAINING A DEGREE

A student who has passed the final certification and has confirmed the development of an educational program of higher and (or) postgraduate education is awarded «a bachelor's or «master's degree in the corresponding educational program by the decision of the certification commission and a diploma with an appendix is issued free of charge.

The main criterion for the completion of the educational process for the preparation of students at the bachelor's level of IATA is the development of at least 240 academic credits, for уровня master's level programs it is the development of at least 120 academic credits for students in the scientific and pedagogical master's program. There are 60 academic credits in the specialized master's program with a 1-year study period. Under doctoral-level programs, students must complete at least 180 academic credits in research and teaching (PhD) and specialized doctoral programs.

The appendix to the diploma (transcript) contains the latest grades according to the point - rating letter system of grades for all types of academic and (or) research (experimental research) work, indicating their volume in academic credits and hours.

A student in a higher education program who has final grades A, A - "excellent", B-, B, B+, C+ "good" in academic disciplines and other types of academic activities«хорошо»with an average academic performance score (GPA) of at least 3.5, as well as who has passed a comprehensive exam or defended a thesis (project) with grades A, A - "excellent", a diploma with honors is issued (without taking into account grades for additional types of training).

At the same time, a student who has retakes or repeated passes of the final control (exam)

during the entire training period will not receive an honors diploma.

The degree with honors is marked in the diploma of its own sample

A student who has received an unsatisfactory rating on the final certification «неудовлетворительно» is expelled from the University.

Repeated passing of a comprehensive exam or defense of a thesis (project), master's thesis (project) in order to increase the positive assessment is not allowed.

Retaking a comprehensive exam, as well as re-defending a thesis (project) or master's thesis, is not allowed for persons who have received an unsatisfactory rating «неудовлетворительно» during this period of final certification.

A student who has not passed the final certification, in the next academic period, writes an application to the rector, but not later than two weeks before the start of the final certification of the next academic year, for permission to re-enter the final certification. Admission to repeated final certification is issued by order.

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