

K.ZHUBANOV AKTOBE REGIONAL UNIVERSITY

**POSITION
ON INTERNAL ACADEMIC MOBILITY OF STUDENTS AND FACULTY
OF THE K. ZHUBANOV ARU**

Publication for official use

Aktobe, 2024

1. GENERAL PROVISIONS

1.1 The Regulation on internal academic mobility of students, teachers and employees of Aktobe Regional University named after K. Zhubanov (next ARU named after K.Zhubanov) establishes the procedure and conditions for organizing academic mobility of students, teachers and employees of the University.

1.2 Internal academic mobility of students and teachers contributes to improving the quality of higher and postgraduate education, increasing the effectiveness of scientific research, improving системы the management system, establishing internal integration ties, and fulfilling the mission of the university.

1.3 The rules and procedures for implementing internal academic mobility apply to students, teaching staff, and также сотрудников university employees.

2. REGULATORY DOCUMENTS

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

2.1 Lawa "On Education" of the Republic of Kazakhstan No. 319-III of July 27, 2007 (with amendments and additions).

2.2 Pravil organization of the educational process on credit technology of training. Order of the Ministry of Education and Science of the Republic of Kazakhstan No. 152 dated 20.04.2011 (with amendments and additions).

2.3 Standard rules for the activities of educational organizations that implement 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 (with amendments and additions).

2.4 State mandatory standards of higher and postgraduate education. Order of the Ministry of Foreign Affairs of the Republic of Kazakhstan No. 2 dated July 20, 2022 (as amended by the Ministry of Science and Higher Education of the Republic of Kazakhstan).

2.5 Memoranda on cooperation with partner universities.

3. MAIN PART

3.1 Goals and objectives

3.1.1 The goals, objectives and general rules for ensuring and implementing academic mobility comply with the basic principles of the Bologna Declaration of 19 June 1999.

3.1.2 Objectives of internal academic mobility:

- increasing the competitiveness of teaching staff and graduates in the domestic market of educational services and labor;
- improvement of professional competencies by studying and mastering the experience of domestic universities.

3.1.3 Tasks of internal academic mobility.

- improve internal academic mobility of students, teaching staff;

- comparability and recognition of university educational programs with those of domestic universities;

- strengthening the university's prestige in the domestic labor market.

3.1.4 The rules and procedures for implementing internal academic mobility apply to students, as well as full-time teachers and employees of the university.

3.1.5 Internal academic mobility of students, teachers and employees of the University should not contradict the Labor Code of the Republic of Kazakhstan, the Laws of the Republic of Kazakhstan "On Education", regulatory documents of the Ministry of Science and Higher Education of the Republic of Kazakhstan (hereinafter - the MHE of the RK), the University Charter.

3.2 General principles реализации of internal academic mobility implementation

3.2.1 Internal academic mobility implies the training of students, as well as the work of teachers and staff in other universities of the Republic of Kazakhstan.

3.2.2 The rules and procedure for implementing internal academic mobility apply to students, teaching staff and university staff.

3.2.3 Internal academic mobility programs at the university are coordinated by the Academic Quality Improvement Department.

3.2.4 The implementation of specific forms and types of internal academic mobility is regulated by separate agreements with partner universities, action plans, cooperation agreements and annexes thereto.

3.2.5 These Regulations may be updated and changed as the legal conditions of the educational system of the Republic of Kazakhstan and the regulatory framework applied at the university change.

3.3 Organizational support of internal academic mobility

3.3.1 Organizational support and coordination of internal academic mobility programs at the University are carried out by the university coordinator and faculty coordinators.

3.3.2 The coordinators of internal academic mobility carry out:

- strategic and operational planning, monitoring and analysis of academic mobility of students, teaching staff and university staff;

- preparation of proposals to draft agreements with partner universities-партнерами, that define the procedure and conditions for the practical implementation of internal academic mobility programs;

- conclusion договоров of cooperation agreements (memoranda) with partner universities on cooperation;

- informing and advising students, teachers and staff about opportunities in the field of internal academic mobility;

- coordination of the university's curricula with the corresponding curricula of the partner university;

- execution of official orders and issuance of orders of the rector for participation in the internal academic mobility program.

3.3.3 The coordinators of internal academic mobility work closely with:

the registrar's office:

- coordination of the university's academic programs with the corresponding educational programs of the partner university;
- determining the subjects that are being retrained at the university and the subjects that need to be passed upon return;
- formation of the student's transcript;
- transfer of credits (hours);
- preparation of an individual curriculum;
- enrollment of students;
- execution of orders for enrollment of students in programme internal academic mobility programs;

Dean 's Office:

- distribution of orders and official orders to university departments;
- selection of candidates for students and teachers within the framework of internal academic mobility;

Accounting Department:

- financing of the internal academic mobility program;
- providing information and advice on financing issues at the request of the interested party.

Human Resources Department:

- execution of orders for conducting classes at the university for staff and teachers on incoming internal academic mobility;
- execution of business trip orders for conducting classes in universities of the Republic of Kazakhstan on outgoing internal academic mobility.

4. MECHANISM FOR IMPLEMENTING INTERNAL ACADEMIC MOBILITY OF STUDENTS

4.1 Implementation of internal academic mobility of students at the K.Zhubanov ARU.

4.1.1 Internal academic mobility of students is one of the priority areas of the university's activity, which contributes to improving the quality of education, increasing the effectiveness of scientific research, establishing internal integration ties and fulfilling the mission of the university.

4.1.2 Internal academic mobility of students is carried out within the framework of interuniversity cooperation agreements and memoranda.

4.1.3 The Coordinator of the university, together with the dean and heads of departments, determines partner universities and organizes the conclusion of contracts with partner universities.

4.1.4 Internal academic mobility is not implemented for students in the first and final years of the bachelor's degree.

Internal academic mobility is not implemented for students in the first and last semesters of the master's program.

Internal academic mobility is not implemented for doctoral students.

4.1.5 Further, the coordinator from the faculty collects applications-justifications of students.

4.1.6 The main selection criteria are:

- high academic achievement rate (GPA);
- current academic performance at the end of the academic period;
- lack of academic debt;
- absence of violations of academic discipline and ethical standards;
- active participation in the scientific and social life of the university.

4.1.7 The statement of justification specifies the purpose of departure, destination, duration of study, course and language of study, specialty, and intended source of funding.

4.1.8 The application-justification is accompanied by a written recommendation of the graduating department, a written confirmation of the partner university about admission to study, an individual curriculum of the student.

4.1.9 Internal academic mobility of students, which is carried out within the framework of agreements concluded with partner universities, is implemented on the basis of the order of the Chairman-Board of the University Rector on sending them to study for certain periods.

4.1.10 The ISC (individual student's curriculum) indicates the list of subjects selected for study at the partner university, the number of credits and the completion of various types of internships.

4.1.11 University component a subjects may be re-assigned to disciplines that are similar in content to the partner university.

4.1.12 Upon completion of training under the internal academic mobility program, the student is given a transcript containing information about the training program, a list of the student's mastered disciplines c , indicating credits and grades in alphabetical and numerical terms, which reflects the history of his / her academic achievements.

4.1.13 On the basis of the transcript, the student is required to transfer credits. The student is responsible for learning outcomes at the host university. When re-crediting completed credits at the partner university, the grade that was obtained based on the results of training is set. If the student received a negative assessment when passing the final certification at a partner university, then the student is sent to the summer semester to re-study the discipline, while the tuition costs are paid at the expense of the student.

4.2 Academic mobility of students from partner universities of the Republic of Kazakhstan

4.2.1 The basis for considering the issue of inviting students for реализации academic mobility is the request of the partner university and the statement of justification of the exchange program participant.

4.2.2 The decision to invite a student в for academic mobility is approved by the order of the Chairman of the Management Board-Rector of the University on the basis of the documents listed in this Regulation. All документы об training documents are sent to the Department for Academic Quality Improvement.

4.2.3 University solves issues related to the provision of accommodation and stay of students in accordance with the procedure established at the university.

4.2.4 A participant in academic mobility arriving at the K.Zhubanov ARU is assigned a representative of the relevant department (department, coordinator for academic mobility).

4.2.5 Based on the results of successful completion of studies at the university, фисом- регистра transcript is issued about the ator's fisom register выдается транскрипт, which reflects the history of his / her academic achievements.

4.3 Payment and financing of educational services

4.3.1 In case of a positive decision of the host university on the student's participation in программе the academic mobility program a training agreement is signed. The agreement is signed in a three-way manner: by the host university, the student and sending university.

4.3.2 The agreement specifies:

- personal data of the student (full name, sending university);
- details of training (host university);
- individual curriculum (a list of subjects selected for study at the host university with an indication of the discipline codes, the number of credits of the host university, the time of internship, and the semester of study);
- payment procedure for tuition fees under the academic mobility program for students.

4.3.3 Mutual settlements between higher education institutions for studying under программе the academic mobility program are made in accordance with the signed agreement and on the basis of the invoice submitted by the host party.

4.3.4 If academic mobility is carried out through the exchange of students, then offsets are made between partner universities without transferring funds.

4.3.5 Before departure, the student's individual curriculum is adjusted taking into account the semester in which he will study at the partner university, and the difference in the disciplines of the curriculum is determined. Students can master the difference in disciplines using distance learning technology (no more than 2 disciplines).

4.3.6 Students enrolled in the academic mobility program must complete the planned number of credits for this semester at the partner university.

4.3.7 Financing of internal academic mobility can be provided by:

- extra-budgetary funds of the university (for students traveling to another university of the Republic of Kazakhstan on a paid basis);
- the host party, if it is stipulated by the agreement with the partner university (organization).

5. MECHANISM OF IMPLEMENTATION OF INTERNAL ACADEMIC MOBILITY OF TEACHERS И ПОДАВАТЕЛЕЙ AND EMPLOYEES

5.1 Organization of internal academic mobility of teaching staff and university employees:

Internal academic mobility – is a trip for studying, teaching, conducting research or for other educational/scientific purposes to universities and research centers in the territory of the Republic of Kazakhstan.

5.2 Forms of academic mobility for teaching staff and employees are:

- participation in educational activities of the host party;
- internships, training and advanced training in educational institutions of the host country;
- providing consulting and expert services in the field of education.

5.3 Forms of academic mobility for teaching staff invited to the university from third-party organizations and institutions are:

- participation in educational activities of the ARU named after K.Zhubanov (including lectures and master classes, reading training courses);
- providing consulting and expert services in the field of education.

5.4 The secondment of academic mobility participants is carried out on the basis of the report of the head of the department and the application of the teacher (employee), signed by the Vice-rector for Academic Affairs.

The report indicates the rationale, goals and objectives of the business trip, the destination, the duration of the business trip, the applicant's last name, first name, patronymic, and position. The service note is accompanied by an invitation in the state or Russian languages, other documents confirming the expediency of a business trip, a schedule of classes and a list of replacing the teacher's classes with another teacher of the department.

5.5 All organizational issues related to the secondment of participants in academic mobility are resolved through the coordinator for academic mobility and Department of Academic Quality Improvement, in accordance with the procedure established at the university .

5.6 Upon returning from a business trip, a report on the work performed under the academic mobility program is submitted.

5.7 Travel of teachers and staff to other universities and organizations is usually carried out in the form of private trips. Teachers for incoming academic mobility are provided with hourly wages under the a civil law contract, payment for travel by rail and accommodation.

5.8 Applications received by the university заявки from other universities and organizations координаторы of the faculty coordinator s for academic mobility are sent to the Department of Academic Quality Improvement for decision -making.

5.9 The Academic Mobility coordinator informs applicants about the decision taken. In case of a positive decision, applicants are sent an invitation letter, a cooperation agreement with the university (organization), a form of a tripartite agreement and the necessary information: the start date of the program, contact information (phone numbers, fax numbers, e-mail address, etc.), the procedure for registration at the university, general information about the university.

5.10 A participant in academic mobility arriving at the K.Zhubanov ARU is assigned a representative of the relevant department (department, coordinator for academic mobility).

5.11 During the period of work of teachers at the university, responsible

faculties exercise ongoing control over the educational process.

5.12 Leaving without proper registration of documents and returning to the university later than the deadline stipulated by the order without proper registration of documents due to the fault of the teacher (employee) is qualified as absenteeism and entails disciplinary measures.

6. CHANGES AND ADDITIONS

6.1 These regulations are approved by the Chairman of the Management Board, the Rector, on the basis of a decision by the Academic Council and come into force from the moment it is signed.

6.2 Changes and additions to the regulations are made in accordance with legislative acts, regulatory documents in the field of education and intra-university rules.

6.3 In the event of a change, all copies of the regulations that have become invalid in the University must be withdrawn and replaced with new ones.