

K.ZHUBANOV AKTOBE REGIONAL UNIVERSITY



**INSTRUCTIONS
FOR 1ST YEAR STUDENTS**



AKTOBE, 2024 year

CONGRATULATIONS FROM THE RECTOR

This is the long-awaited day when you can rightfully say, "I am a student!" Congratulations on your admission to K.Zhubanov Aktobe Regional University. You are opening a new page in your life, and one of your best periods begins – the student period. New knowledge, discoveries, friends and interesting hobbies are waiting ahead.

Being a student is not only very interesting, but also, above all, responsible. Over the years, you should have accumulated a lot of knowledge, which will further serve as a support and support in your professional field.

Be active, determined and inspired! Don't be afraid to prove yourself in classes, research projects, and social events. Be confident in your abilities! Let all exams be easy for you to take, and the credit book is always a source of pride.

I wish you, dear students, inexhaustible energy, thirst for knowledge, confidence and undying interest in your chosen profession. May all roads be open to you. Good luck, student!

DEAR STUDENT,

Congratulations on admission to K.Zhubanov Aktobe Regional University, which is a fundamental educational institution in the Western region of Kazakhstan.

For a successful start to the school year, please take an active part in the Orientation Week, which will be held from August 26-30, 2024.

During the week, you must:

- take a diagnostic test in English, Kazakh/Russian;
- register for training modules for the formation of an individual curriculum (IEP) in accordance with the Academic calendar from August 26-30 online.

The main thing is that you will learn how to use the Platonus system and the SMART ARSU mobile application.

We are always in touch with you!
If you have any questions, please contact
the deans of the faculty and the mentors.

ABOUT UNIVERSITY



The history of Aktobe Regional University named after Kudaibergenov Zhubanov dates back to January 1, 1935.

Currently, Zhubanov University is a fundamental educational institution in the Western region of Kazakhstan, with competitive and highly qualified specialists in the field of education, science, information and material base that meets modern requirements.

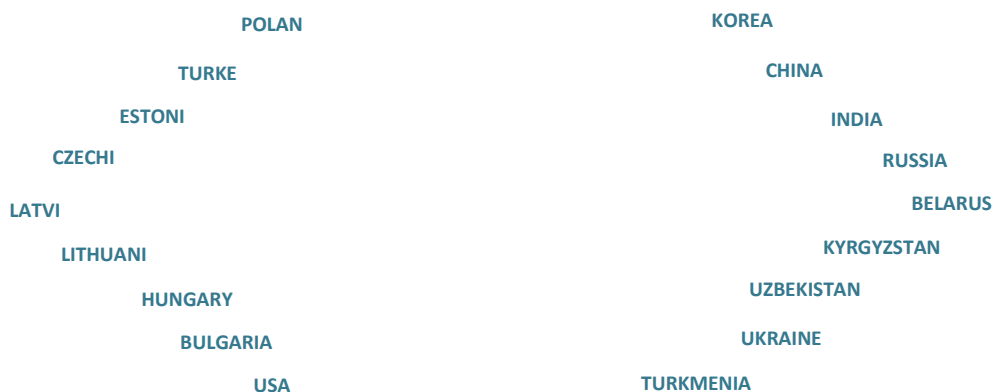
The University's mission is to form a qualified specialist and a "perfect personality" who has absorbed national values.

The University has signed the Magna Carta of Universities and is a collective member of the Association of Universities of Kazakhstan, the International Association of Universities, the International Society of Petroleum Engineers, as well as the scientific and educational consortium between universities of the Republic of Belarus and Kazakhstan.

The ARU operates the "Park of Innovative Technologies", aimed at introducing the results of scientific research and enhancing ties with industrial enterprises of the Aktobe region. The material and technical base consists of academic buildings, educational and production sites, the Palace of Students, the "Mangilik El" hall, a museum, sports complexes, student houses, and a student polyclinic.



ARU is developing cooperation in the field of education and science with universities and research centers in Poland, Russia, Turkey, Ukraine, Korea, China, Tajikistan, Belarus, Kyrgyzstan, Bulgaria, Uzbekistan, Italy, Colombia, France, Great Britain, USA, Czech Republic, Spain, Estonia.



The number of students enrolled in 120 educational programs (bachelor's degree -74, master's degree - 39 and PhD - 7) of the university is more than 13 thousand people.



Aktobe Regional University named after K. Zhubanov participates annually in the rating conducted by the National Chamber of Entrepreneurs "Atameken". According to the results of this rating for 2023, out of 48 participating in the university's educational programs rating, 10 specialties occupied leading positions. And the TOP 10 included 26 EP.

Attention!

- The educational process at the university is carried out through the PLATONUS system. The instructions for using the PLATONUS system are in the "Announcements" section on the main page.
- Registration for the PLATONUS educational portal is available on the university's website arsu.kz
- Students must have a personal login and password to use the information on the UNIVER educational portal. For a username and password, please contact the mentor! You can change the password yourself.
- You must use the login and password personally, transfer to other persons is strictly prohibited!
- The student must contact the mentor on their own to change or reset their password in case you forgot the password to your personal account.
- To attend online classes, the student must be in places where there is good access to Internet resources.
- The educational process is carried out in accordance with full-time education, each semester consists of 15 weeks, the student must complete assignments in a timely manner in accordance with the academic calendar.
- Electronic Syllabuses on the disciplines of educational programs, links to video lectures and additional materials (<https://arsu.mbook.kz/>) To fully master the teaching materials of the discipline, the student can download them on the PLATONUS educational portal.
- The tasks of the SRS are carried out according to the schedule and feedback is always provided with the teacher of the discipline.
- The student can use the equipment necessary for the effective use of the educational process and the performance of independent work in academic disciplines-audio-visual aids, personal computers, telecommunications, etc.
- The student must be able to work competently with information technology tools and computers.
- The amount of teaching in each course is calculated in credits (3-7 credits). If you do not pass the examination session in all subjects or if you receive a minimum score based on academic achievements (rating, final grade on the exam), the student may not score the appropriate GPA to transfer from course to course. A discipline is considered an "academic debt" if it is not fully mastered or receives an unsatisfactory grade.
- The summer semester is organized on the basis of applications and student fees to eliminate academic debts.
- Payment of academic debt is determined according to the credits of each discipline.
- Announcements, notifications, regulations, rules, and instructions for students are available on the main page of the PLATONUS system in the "Notifications" and "Announcements" section.

- Students enrolled on a fee-based basis are required to pay for tuition within the specified time according to the agreement, in case of non-compliance with the terms of the agreement, the student is expelled.



GLOSSARY

- **academic freedom** is a set of powers granted to subjects of the educational process to independently determine the content of education in the disciplines of the component of choice, additional types of education 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 integrity** is a set of values and principles that develop personal value in learning and assessment. It can also be interpreted as decent behavior when performing written tests, term papers and graduation papers, exams, essays, research, presentations.
- **academic credit** is a unified unit of measurement for the volume of scientific and (or) educational work (workload) of a student and (or) a teacher;
- **academic calendar** – a calendar of educational and control events, professional practices during the academic year, indicating the days of rest (vacations and holidays);
- **academic hour** is a unit of measurement for the volume of training sessions or other types of academic work, 1 academic hour is equal to 50 minutes (in military special educational institutions (hereinafter referred to as the VZ), 1 academic hour is equal to at least 40 minutes), is used in the preparation of the academic calendar (schedule of the educational process), schedule of training sessions, planning and taking into account the completed educational material, as well as when planning the teaching load and taking into account the work of the teacher;
- **active handouts** (Hand-outs) - visual illustrative materials distributed in training sessions to motivate students to creatively successfully master the topic (lecture abstracts, links, slides, examples, glossary, tasks for independent work);
- **educational achievements of students** – the knowledge, skills, skills and competencies of students acquired by them in the learning process and reflecting the achieved level of personal development;
- **final certification of students** (Qualification Examination) is a procedure conducted to determine the degree to which they have mastered 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.;
- **student's academic Rating** (reting) - a quantitative indicator of the student's mastery of the curriculum of disciplines and (or) modules and other types of educational activities, compiled based on the results of the interim assessment;
- **independent work of a student** (hereinafter referred to as SRO) is work on a specific list of topics designated 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 – SRO); the entire volume of SRO is confirmed by assignments that

require the student to work independently on a daily basis;

- **the Dean's office** is an association of the dean, his deputies and methodologists responsible for various areas of work. Each faculty has its own dean's office. The main tasks of the dean's office are: joint work with the admissions committee, development and control of educational and educational processes at the faculty, timely communication of all necessary information to students, monitoring students' academic performance, maintaining all necessary documents, and others.;
- **student's individual curriculum** is a curriculum formed for each academic year by students independently with the help of an adviser based on the educational program (for TiPPO organizations based on a standard and working curriculum) and a catalog of elective subjects and (or) modules.;
- **additional educational program** (minor) – a set of disciplines and (or) modules and other types of educational work, defined by the student for study in order to form additional competencies.
- **mentor** is a mentor who guides students in matters of study, career, and personal development.
- **the module** is an autonomous, completed structural element of the educational program in terms of learning outcomes, having clearly formulated knowledge, skills, competencies acquired by students and adequate assessment criteria.;
- **modular learning** is a way of organizing the educational process based on the modular construction of the educational program, curriculum and academic disciplines;
- **the main educational program** (Major) (major) is an educational program defined by the student for studying in order to form key competencies;
- **the point-rating letter system for assessing academic achievements** is a system for assessing the level of academic achievement in points corresponding to the letter system with a digital equivalent adopted in international practice, and allowing students to be rated.;
- **registration for an academic discipline** (Enrollment)- the registration procedure for students in academic disciplines;
- **credit technology of learning** – learning based on the student's choice and independent planning of the sequence of studying disciplines and (or) modules with the accumulation of academic credits;
- **independent work of a student under the guidance of a teacher** (hereinafter referred to as IWS) is the work of a student under the guidance of a teacher, conducted according to a separate schedule determined by the university or the teacher himself; depending on the category of students, it is divided into: independent work of a student under the guidance of a teacher (hereinafter referred to as IWS), independent work of a graduate student under the guidance of a teacher (hereinafter referred to as SRP). – IWM) and independent work of a doctoral student under the guidance of a teacher (hereinafter – IWD);
- **postrequisite** – disciplines and (or) modules and other types of academic work, the study of which requires knowledge, skills, skills and competencies acquired upon completion of the study of this discipline and (or) modules;
- **prerequisites** – disciplines and (or) modules and other types of educational work containing knowledge, skills, skills and competencies necessary for mastering the studied discipline and (or) modules;
- **transcript** (transcript) - a document containing a list of mastered disciplines and (or)

modules, and other types of academic work for the relevant period of study, indicating credits and grades;

- **syllabus** is a work program that provides a brief description of the course, defines the goals and objectives of the course, as well as the basic knowledge and skills of students.
- **tutor** is a teacher who acts as an academic advisor to a student on mastering a particular discipline and/or module.;
- **Grade Point Average** (GPA) is a weighted average assessment of the student's academic achievements over a certain period of time in the chosen program (the ratio of the sum of the products of credits to the digital equivalent of the final grade points for all types of academic work to the amount of credits for these types of work for a given period of study);
- **advisor** - a teacher who performs the functions of an academic mentor of a student in the relevant educational program, assisting in choosing a learning path (forming an individual curriculum) and mastering the educational program during the study period.;
- **elective subjects** are 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.

MAP

STUDENT'S RIGHTS AND OBLIGATIONS

- ☐ The student is obliged to strictly observe the rules of internal regulations, the Charter of Aktobe Regional University named after K. Zhubanov and the academic discipline.
- ☐ In accordance with the credit technology of education, the student is required to create an individual curriculum within the prescribed time frame.
- ☐ A university student is required to attend all classes provided for in the individual curriculum, in accordance with the classroom schedule.
- ☐ The student must track their academic achievements and be able to calculate the passing GPA for transfer from course to course.
- ☐ The student has the right to drop out of the university at his own request.
- ☐ With the credit technology of education, students with academic debts have the right to re-study subjects on a fee-based basis.
- ☐ A student who has been expelled from the university can be reinstated on a fee-based basis if they have successfully completed their first academic period, regardless of the deadline for expulsion.
- ☐ A student who has been expelled from the university can be reinstated on a fee-based basis if they have successfully completed their first academic period, regardless of the deadline for expulsion.
- ☐ Students have the right to transfer from one university to another, from one educational program to another, from one language of instruction to another with the completion of the difference in working curricula, if they have completed the entire academic period without academic arrears.
- ☐ A fee-based student has the right to transfer an educational grant to a vacant position on a competitive basis if they have a high GPA. The rules of the competition can be found on the main page of the PLATONUS system in the "Announcements" section and on the official website of the university, on social networks.
- ☐ The student has the right to participate in competitions for personal scholarships and various tuition benefits (presidential scholarship, scholarship of the akim of the region, grant or scholarship named after K.Zhubanov, etc.).
- ☐ The student has the right to participate in the discussion and resolution of issues related to the activities of a higher education institution through public organizations and university management bodies.
- ☐ Students have the right to participate in all types of scientific research, conferences, competitions, submit their work for publication in university publications, and use the library's information resources.
- ☐ The student has the right to academic leave in accordance with the requirements of regulatory documents approved by the authorized body in the field of education.
- ☐ The student has the right to submit their suggestions and statements to the Dean of the faculty. The deans of the faculties receive students on the days set by the faculty for academic and personal matters. If the issue is not resolved, he has the right to refer it to the responsible vice-rector of the faculty.
- ☐ In case of a dispute, a special commission is created at the university and an appropriate decision is made.

THE RIGHTS AND OBLIGATIONS OF PARTICIPANTS IN THE PROCESS OF OBSERVING ACADEMIC INTEGRITY

Students have the right to:

- free expression of one's own opinion in the learning process;
- the freedom to receive and disseminate educational and scientific information and ideas. The exercise of these freedoms is regulated by ethical standards and legislative acts that do not contradict the interests of protecting national security, territorial integrity or public order, protecting the reputation or rights of others, etc.
- to protect against unjustified accusations and violations of this Code and the provision of evidence.

Students are required to:

- to observe academic integrity when performing research work and assignments;
- perform assignments and research work independently based on their own ideas, using reliable sources of information;
- indicate the authorship and ideas of other people;
- do not submit your work for copying to other students;
- do not use cheat sheets and write off various types of control during the execution of tasks: current, milestone, final;
- inform the faculty's management or the anti-corruption compliance service about violations of the Code of Academic Integrity, if you have witnessed it, directly encountered such a fact, or received an offer to commit one of the violations.

MEASURES FOR ACADEMIC VIOLATIONS

Measures for academic violations against students are divided into three categories in ascending order, depending on the severity: category I, category II, category III.

● Measures applied to category I violations:

- performing an additional task that is more difficult than the first task;
- reduction of the grade for the evaluated work in case of detection of several cases of misappropriation of someone else's work (lack of footnotes or proper references to the source) by decision of the Ethics Commission.

● Measures applied to category II violations:

- cancellation of the evaluated work of students in case of plagiarism, duplication, cheating and repeated control assessment.

● Measures applied to category III violations:

- re-study of the course during the summer semester on a paid basis;
- expulsion from the university;
- expulsion from the university without the right to reinstatement.

THE EDUCATIONAL PROCESS OF CREDIT TECHNOLOGY EDUCATION

- ✓ The organization of the educational process within the framework of one academic year is carried out on the basis of the academic calendar, which is approved by the decision of the Academic Council of the University.
- ✓ The academic calendar reflects the periods of training sessions, intermediate and final examinations, professional practices and other types of academic work during the academic year, rest days (vacations and holidays).
- ✓ Each academic period ends with a period of intermediate student assessment.
- ✓ Vacations are provided to students at least 2 times during the academic year.
- ✓ When planning the amount of academic work, it is assumed that one academic credit is equal

to 30 academic hours for all its types. One academic hour for all types of academic work is equal to 50 minutes.

- ✓ The labor intensity of one Kazakh academic loan (30 academic hours) corresponds to 1 ECTS credit (25-30 academic hours).
- ✓ In the case of credit-based learning technology, students' independent work is divided into two parts: independent work, which is performed under the guidance of a teacher (IWS), and the part that is performed entirely independently (IWS - actually IWS). The entire scope of the IWS is confirmed by assignments that require the student to work independently on a daily basis.
- ✓ Each academic discipline is studied in one academic period and ends with a final examination.
- ✓ The registration of students for academic disciplines (Enrollment) is carried out by the registrar's office. At the same time, mentors are involved in carrying out organizational, methodological and consulting work with students.
- ✓ Students' academic achievements (knowledge, skills, and competencies) are evaluated in points on a 100-point scale, corresponding to the letter system with a digital equivalent accepted in international practice (positive grades, in descending order, from "A" to "D", and "unsatisfactory" – "FX", "F",) and estimates according to the traditional system. In case of receiving an "unsatisfactory" grade corresponding to the "FX" mark, the student has the opportunity to retake the final control without re-passing the discipline/module program. In case of receiving an "unsatisfactory" grade corresponding to the "F" mark, the student is re-enrolled in this academic discipline /module, attends all types of training sessions, performs all types of educational work according to the program and retakes the final control.



ACADEMIC CALENDAR **2024-2025 academic year**

1st year

Pedagogical educational programs

I half a year

26 august – 30 august	Orientation week
2 september – 27 december	I term
26 august – 30 august	Registration for elective modules, approval of individual curricula
2 september – 13 december	Theoretical training
21 october – 25 october	I rating
9 december – 13 december	II rating
16 december – 27 december	Intermediate certification (winter examination session)

30 december – 10 january	Winter holidays
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II полугодие

13 january – 23 may	II term
13 january – 25 april	Theoretical training
3 march – 28 march	Registration for elective modules, approval of individual curricula
3 march – 7 march	I rating
21 april – 25 april	II rating
28 april – 9 may	Educational practice
12 may – 23 may	Intermediate certification (summer examination session)
26 may – 4 july	Summer term
26 may – 31 august	Summer holidays

Non-pedagogical educational programs

I half a year

26 august – 30 august	Orientation week
2 september – 27 december	I term
26 august – 30 august	Registration for elective modules, approval of individual curricula
2 september – 13 december	Theoretical training
21 october – 25 october	I rating
9 december – 13 december	II rating
16 december – 27 december	Intermediate certification (winter examination session)
30 december – 10 january	Winter holidays

II полугодие

13 january – 23 may	II term
13 january – 25 april	Theoretical training
3 march – 28 march	Registration for elective modules, approval of individual curricula

3 march – 7 march	I rating
21 april – 25 april	II rating
28 april – 2 may	Educational practice
5 may – 23 may	Intermediate certification (summer examination session)
26 may – 4 july	Summer term
26 may – 31 august	Summer holidays

THE PROCEDURE FOR ENROLLING IN ACADEMIC SUBJECTS

- Individual curriculum is a curriculum formed for each academic year by students independently with the help of a mentor based on the educational program and the catalog of elective disciplines and (or) modules.;
- Enrollment is a procedure for registering students for academic disciplines.

► Compilation of the IUP

Each student independently forms his educational trajectory in the form of an individual curriculum (IEP), compiled within the framework of the curriculum of the educational program and the catalog of elective subjects (CED). A student of the appropriate level of education is required to complete his IEP by completing the number of credits required by the curriculum.

The student is responsible for the preparation of the IUP and the completeness of the course of study in accordance with the requirements of the curriculum of the educational program. The IEP is formed by the student for each academic period with the support of a mentor.

When drawing up an IEP, the student must:

- familiarize himself with the rules of the educational process organization for credit technology training;
- study the curriculum of the educational program (OP) in the Platonus system;
- comply with the established deadlines for registration for academic subjects.

Students who have been reinstated or transferred from other educational institutions, in accordance with the academic calendar, must form or amend the IEP in the appropriate period.

ORGANIZATION AND CONTROL OF STUDENTS' KNOWLEDGE

The system of monitoring the academic achievements of students at the university includes: ongoing monitoring of academic performance (results of current academic performance and boundary control), intermediate certification of students (exam) and final certification (state exam, thesis project defense, dissertation).

Current control is carried out by the teacher in the course of practical, seminar, laboratory and SRSP classes (independent work under the guidance of a teacher) in the following forms: oral and combined survey, written control, presentation of homework, discussion, trainings, business games, round tables, tests, etc.

Boundary control is carried out in accordance with the approved Academic calendar for the 7th (or 8th) and 15th weeks of the academic semester. The final score of the border control is formed from the average score of the current scores.

The interim assessment is conducted during the interim assessment period in various forms: oral, written, test, etc. (during the winter and summer examination sessions).

You can read the Regulations on the ongoing monitoring of academic performance and intermediate attestation (examination session) of students at the link:

<http://zhubanov.edu.kz/media-files/ru/obrazovanie/docs/4-ru-2.pdf>.

The level of academic achievements of students in each discipline is determined by the final assessment, formed from the assessment of the admission rating, the exam score, the sum of which forms the assessment of the final control. The share of assessment of the final control (exam) is 40% of the final assessment of knowledge in the discipline. If a student receives an unsatisfactory grade on the final control (exam), the final exam grade in the discipline is not counted.

Students' academic achievements in all types of academic assignments are evaluated according to a point-rating letter-based knowledge assessment system.

Letter-based assessment system for students' academic achievements

Assessment by the letter system	The digital equivalent of points	% content	Assessment according to the traditional system
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	
D+	1,33	55-59	
D-	1,0	50-54	
FX	0,5	25-49	Unsatisfactory
F	0	0-24	

It is not allowed to retake a positive assessment on the final control in order to increase it during the same period of the interim assessment (examination session).

At the end of the academic year, taking into account the results of the summer semester, the average academic achievement score (GPA) is calculated as a weighted average assessment of the student's academic achievement level.

The student must complete the approved GPA in order to move on to the next course.

GPA – KEY PERFORMANCE INDICATOR

GradePointAverage– average grade for all subjects studied.

The highest GPA score is 4.0,
anything above 3.0 is considered a good grade,
and below 2.0 is a "risk zone".

HOW TO CALCULATE YOUR GPA?

Example:

Number of credits	% content	The digital equivalent
5	80	3,00
5	70	2,33
4	65	2,0

1. We multiply the number of credits of all subjects studied by the digital equivalent of the assessment:

$$5 \times 3.00 = 15.00$$

$$5 \times 2.33 = 11.65$$

$$4 \times 2.0 = 8$$

2. We summarize the resulting values: the total value $= 15 + 11.65 + 8 = 34.65$

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

GPA=	the final value	=	34.65	=	2.48
	total number of credits		14		

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

You can calculate the GPA indicator yourself by going to the "GPA Calculator" section on the "Advanced" tab in the PLATONUS system to automatically calculate the GPA indicator in advance by entering the percentage figures and the number of credits that you have studied or will study into the ready formula!

https://platonus.arsu.kz/v7/#/employee/gpa_calculator.

A student who has not scored the minimum transfer score remains for a second course of study.

A student who has completed the course program in full, but has not scored the minimum transfer score, in order to increase the average academic achievement score (GPA), is given the opportunity to re-study individual disciplines on a fee-based basis and retake their exams in the summer semester.

STATE SCHOLARSHIP

All students enrolled in the first year of study on the basis of an educational grant are awarded a state scholarship in the first academic period.

After the first semester, in subsequent semesters, the appointment and payment of a state scholarship is made if, according to the results of the examination session (including all forms of knowledge control), the student has only grades "excellent" "A(95-100)", "A-(90-94)", "good" "B+(85-89)", "B(80-84)", "B-(75-79)", "C+(70-74)". Visually impaired and hearing impaired, orphaned children and children left without parental care and under guardianship, studying under a state educational order, a state scholarship is paid in the absence of academic debt based on the results of the examination session. When awarding a state scholarship, only the student's grades are taken into account, not the student's GPA.

Based on the Decree of the Government of the Republic of Kazakhstan dated February 7, 2008 №116 "On approval of the Rules for the appointment, payment and size of State scholarships" (with amendments and additions dated 10.10.2022 №799), state scholarships are awarded and paid to undergraduates transferred from one educational institution to another based on the results of the previous semester. (<https://adilet.zan.kz/kaz/docs/P080000116>) .

GAP YEAR

Gap year may be granted to students on the basis of:

✓ Conclusions of the Medical Advisory Commission (hereinafter referred to as the MAC) at an outpatient clinic for a period of 6 to 12 months due to illness. If during this period of time the student is unable to join the training due to health reasons, the academic leave is additionally extended to 12 months on the basis of a certificate from the MAC.

✓ To provide academic leave in case of tuberculosis for a period of no more than 36 months;

✓ To provide academic leave in case of birth, adoption of a child before the age of three years;

✓ Summons for conscription into the Armed Forces of the Republic of Kazakhstan for the period of conscription, in accordance with the legislation.

The full version of the Regulations on the procedure for granting gap year to students can be found at the link: <http://zhubanov.edu.kz/media-files/ru/obrazovanie/docs/7-ru-2.pdf>

For more information, please contact the Student Service Center (SSC) 34 A.Moldagulova Ave., main building, 1st floor. 8-7132-562896, 87084716548 zhubanov_ssc@zhunabov.edu.kz, Instagram: zhubanov_ssc

TRANSFER AND RECOVERY

- Students of higher education institutions can transfer or be reinstated to another educational institution or to another educational program, taking into account the difference in discipline, if the first academic period of the curriculum (1 semester) is fully completed without academic debt.;
- At the same time, students who have academic debts cannot transfer from one university to another, from one educational program to another.
- When transferring a student under an educational grant from one educational group to another, the educational grant is not saved.;
- A student who has enrolled in an educational grant based on a general competition can transfer to another university while retaining his grant for educational programs of this educational group.;
- A student enrolled in the quota provided by the university cannot transfer to another university under a grant.;
- A student studying under an educational grant may be transferred to educational programs within the university's educational group while retaining the educational grant.;
- Transfer or restoration is carried out only during the holidays.

The full version of the Regulations on the transfer and reinstatement of students can be found at the link: <http://zhubanov.edu.kz/media-files/ru/obrazovanie/docs/6-ru-3.pdf>

For more information, please contact the Student Service Center (SSC) 34 A.Moldagulova Ave., main building, 1st floor. 8-7132-562896, 87084716548 zhubanov_ssc@zhunabov.edu.kz, Instagram: zhubanov_ssc

DEPRIVING A STUDENT OF AN EDUCATIONAL GRANT

The student is deprived of the educational grant:

- if he does not achieve the established GPA score and is not transferred from course to course;
- when you withdraw at your own request;
- transfer from one group of educational programs to another;
- deduction due to gross violation of internal regulations.

EXPULSION FROM THE UNIVERSITY

A student may be expelled from Zhubanov University in the following cases::

- ✓ for violating the principles of academic integrity
(<http://zhubanov.edu.kz/ru/pages/bilim/universitetin-akademiya-k-sayasyat/akademiya-k-adaldyk-erezhesi.php>);
 - ✓ for violation of the Internal Regulations and the University's Charter (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 is more than 60, for violations of academic discipline...);
 - ✓ for violation of the terms of the agreement on the provision of educational services, including for non-payment of tuition fees on time, according to the agreement;
 - ✓ due to transfer to another higher educational institution;
 - ✓ at your own request;
 - ✓ students who did not show up on time to return from academic leave (within 2 weeks).
- You can read the full version of the Student Expulsion Regulations here:
<http://zhubanov.edu.kz/media-files/ru/obrazovanie/docs/16-ru-3.pdf>.

*For more information, please contact the Student Service Center (SSC) 34 A.Moldagulova Ave., main building, 1st floor. 8-7132-562896, 87084716548 zhubanov_ssc@zhunabov.edu.kz,
Instagram: [zhubanov_ssc](#)*

ACADEMIC MOBILITY

International (external) Academic mobility is the transfer of students or research teachers for a certain academic period, usually a semester or academic year, to another higher educational institution (abroad) for study or research, with mandatory transfer of completed educational programs in the form of credits at their university.

Academic mobility promotes the expansion of scientific and professional interests of students and undergraduates, creates opportunities for long-term study at a foreign university. An important factor is the coordination of the content of educational programs with the educational programs of leading foreign partner universities. International academic mobility has been implemented with universities in the USA, Europe, Southeast Asia and Central Asia through the integration of educational programs based on a comparison of curricula by university specialties.

Deadlines for accepting documents:

- In the fall (for the spring semester): November 1 – November 30
- In the spring (for the fall semester): 1 april – 30 april

Who is eligible to participate?

Participants in the Academic Mobility Program can be:

- students studying from the 3rd to the 6th semester (at the time of submission of documents)

· undergraduates studying from the 2nd to the 3rd semester (at the time of submission of documents)

There are two types of funding for the academic mobility program:

- A 100% grant covering the cost of tuition, accommodation, travel (air tickets), and visa fees.
- At the expense of the student's own funds.

Selection criteria:

- Current academic performance at the time of participation in the competition (GPA transcript of at least 3.0 out of 4.0);
- The level of proficiency in the foreign language of the country of study, depending on the program, at the B2 level and above, or a copy of the diploma/transcript confirming the language of instruction as a foreign language (school, college);
- Absence of violations of academic discipline and ethical standards;
- Psychological readiness to study in a different educational environment;
- Active participation in the scientific and social life of the University.

For any questions, please contact the Department of International Cooperation (Technopark, 3rd floor).

INTERNAL ACADEMIC MOBILITY PROGRAM

Internal academic mobility is the movement of students to study for one semester at another higher education institution within the country.

The main goal of the internal academic mobility program is to develop scientific interest and professional competencies, expand ties and exchange experience with other universities within the country, thereby increasing the competitiveness of students in the domestic market of educational services and labor.

The main selection criteria are:

- High academic achievement (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.

Undergraduate, graduate, and doctoral students can participate in the implementation of internal academic mobility.

STUDENT SERVICE CENTER

The Student Service Center operates on a one-stop-shop basis and provides students with appropriate administrative, educational, and advisory services. This center was established with the aim of developing information openness and transparency of the educational process, optimizing services, creating a culture of mutual respect and creating an environment that is intolerant of corruption.

The Center provides the following services to students:

- transcript;

- certificate of study at the university;
- help for the payment center;
- information to the Department of Defense Affairs;
- acceptance of applications and preparation of duplicate documents;
- acceptance of applications for changes to personal data;
- acceptance of applications for reinstatement to study and documents;
- acceptance of applications for transfer to study and documents;
- acceptance of applications for academic leave;
- acceptance of applications for voluntary deduction;
- acceptance of applications for reinstatement for IA;
- acceptance of applications for participation in the summer semester/ for the elimination of academic debt;
- accepting applications for vacant educational grants, presidential scholarships, Government's educational grants;
- acceptance of applications regarding tuition fees (refund of the remaining amount, transfer of the amount in case of erroneous payment, postponement of payment);
- acceptance of applications on various issues;
- workaround sheet;
- electronic student ID card;
- scholarship certificate;
- information about the cost of educational services;
- conclusion of an agreement.

For the convenience of students, 16 types of services are provided online through the SMART ARSU mobile application.

Admission of students to the DSP is carried out on an electronic queue basis.

The time limit for services rendered is 5-10 minutes (1-15 hours).

Location: 34 A.Moldagulova Ave., main building, 1st floor.

Phone: 87132562896, 87084716548

E-mail: zhubanov_ssc@zhunabov.edu.kz

Instagram: zhubanov_ssc

Work schedule: 8:30-18:00 (12:30 - 14:00 lunch break)

Day off: Saturday, Sunday.

Necessary information for students

Students receive the necessary information online from any location through the SMART ARSU mobile application.:

- the transcript;
- certificate of study at the university;
- help for the payment center;
- information to the Department of Defense Affairs;
- workaround sheet;
- electronic student ID card;

Required statements for students

Students can submit the necessary applications online from any location via the SMART ARSU mobile app.:

- acceptance of applications for voluntary deduction;

- acceptance of applications for changes to personal data;
- acceptance of applications for reinstatement to study and documents;
- acceptance of applications for transfer to study and documents;
- acceptance of applications for academic leave;
- acceptance of applications for reinstatement for IA;
- acceptance of applications for participation in the summer semester/ for the elimination of academic debt;
- accepting applications for vacant positions of educational grants, presidential scholarships, Akimat scholarships;
- acceptance of applications regarding tuition fees (refund of the remaining amount, transfer of the amount in case of erroneous payment, postponement of payment);
- acceptance of applications on various issues;

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