

K. ZHUBANOV AKTOBE REGIONAL UNIVERSITY

**REGULATIONS
ON INTERNAL ACADEMIC MOBILITY OF STUDENTS AND
ACADEMIC STAFF**

Aktobe, 2025

1. GENERAL PROVISIONS

1.1 The Regulation on Internal Academic Mobility of Students, Academic Staff, and Employees of K. Zhubanov Aktobe Regional University (hereinafter – K. Zhubanov ARU) establishes the procedures and conditions for organizing academic mobility of students, academic staff, and university employees.

1.2 Internal academic mobility of students and academic staff contributes to the improvement of the quality of higher and postgraduate education, enhances the efficiency of scientific research, improves management systems, establishes internal integration links, and ensures the fulfillment of the university’s mission.

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

2. NORMATIVE DOCUMENTS

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

2.1 Law “On Education” of the Republic of Kazakhstan No. 319-III dated July 27, 2007 (as amended and supplemented on March 15, 2025, No. 172-VIII).

2.2 “Rules for Organizing the Educational Process under the Credit-Based Learning System” (Order of the Minister of Education and Science of the Republic of Kazakhstan dated April 20, 2011, No. 152, as amended on March 26, 2025, No. 134).

2.3 Model Rules of Activities of Educational Organizations Implementing Higher and/or Postgraduate Education Programs (Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018, No. 595, as amended on June 24, 2024, No. 307).

2.4 State Mandatory Standards of Higher and Postgraduate Education (Order of the Ministry of Science and Higher Education of the Republic of Kazakhstan dated July 20, 2022, No. 2, as amended on March 4, 2025, No. 90).

2.5 Memoranda of 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 main principles of the Bologna Declaration of June 19, 1999.

3.1.2 Goals of internal academic mobility:

- Increase the competitiveness of academic staff and graduates in the domestic educational and labor market;
- Improve professional competencies by studying and adopting the experience of domestic universities.

3.1.3 Objectives of internal academic mobility:

- Enhance internal academic mobility of students and academic staff;
- Ensure comparability and recognition of university educational programs with programs of domestic universities;
- Strengthen the university's prestige in the domestic labor market.

3.1.4 Rules and procedures for implementing internal academic mobility apply to students, as well as full-time academic staff and university employees.

3.1.5 Internal academic mobility of students, academic staff, and employees must not contradict the Labor Code of the Republic of Kazakhstan, the Law "On Education," normative documents of the Ministry of Science and Higher Education of the Republic of Kazakhstan, or the University Charter.

3.2 General Principles of Implementation

3.2.1 Internal academic mobility involves students studying, as well as academic staff and employees working at other universities in Kazakhstan.

3.2.2 Rules and procedures for implementing internal academic mobility apply to students, academic staff, and university employees.

3.2.3 Coordination of internal academic mobility programs at the university is carried out by the Department for Academic Quality Enhancement.

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 This Regulation may be clarified or amended as legal conditions and the regulatory framework of the education system in Kazakhstan change.

3.3 Organizational Support of Internal Academic Mobility

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

3.3.2 Responsibilities of internal mobility coordinators include:

- Strategic and operational planning, monitoring, and analysis of academic mobility of students, academic staff, and university employees;
- Preparation of proposals for agreements with partner universities defining procedures and conditions for practical implementation of internal mobility programs;
- Signing cooperation agreements and memoranda with partner universities;
- Informing and consulting students, academic staff, and employees on internal mobility opportunities;
- Aligning university curricula with those of partner universities;
- Issuing official orders of the Rector for participation in internal mobility programs.

3.3.3 Coordinators interact closely with:

Registrar's office regarding curriculum alignment, transfer of credits, student transcript formation, and enrollment:

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

- Determination of courses to be credited at the home university and courses that must be completed upon return;
- Preparation of the student's transcript;
- Transfer of credits (hours);
- Preparation of the individual study plan;
- Enrollment of students;
- Issuance of orders for student enrollment under the internal academic mobility program.

Dean's office for dissemination of orders and selection of candidates for internal mobility:

- Distribution of orders and official directives to the university departments;
- Selection of students and faculty candidates within the framework of the internal academic mobility program.

Finance department for program funding and related consultations;

- Provision of funding for the internal academic mobility program;
- Provision of information and consultation on funding matters upon request of the interested party.

HR department for issuing orders on teaching assignments and secondments related to mobility:

- Issuance of orders for conducting classes at the university by staff and faculty under the incoming internal academic mobility program;
- Issuance of orders for business trips to conduct classes at universities in the Republic of Kazakhstan under the outgoing internal academic mobility program.

4. MECHANISM FOR IMPLEMENTING INTERNAL ACADEMIC MOBILITY OF STUDENTS

4.1 Implementation of Internal Academic Mobility for Students at K. Zhubanov Aktobe Regional University.

4.1.1 Internal academic mobility of students is a priority direction of the university, enhancing educational quality, research efficiency, internal integration, and mission fulfillment.

4.1.2 Mobility is conducted within inter-university cooperation agreements and memoranda.

4.1.3 The university coordinator, together with the Dean and Heads of Departments, identifies partner universities and organizes agreement conclusion.

4.1.4 Mobility is not implemented for first-year and graduating Bachelor's students, for first and last semester Master's students, and for doctoral students.

4.1.5 Faculty coordinators collect applications with justifications from students.

4.1.6 Main selection criteria:

- high GPA,

- current academic performance,
- no academic debt,
- no disciplinary or ethical violations,
- active participation in scientific and social life.

4.1.7 Applications must specify purpose, destination, study period, course and language of study, specialty, and expected funding source.

4.1.8 Applications include a recommendation from the home department, written confirmation of acceptance from the partner university, and the student's individual study plan.

4.1.9 Mobility under partner agreements is implemented by Rector's order for the assigned period.

4.1.10 Individual study plans indicate selected courses, credits, and internships.

4.1.11 Courses taken at the partner university may be recognized if similar to home university courses.

4.1.12 Upon completion, a transcript is issued detailing courses, credits, and grades.

4.1.13 Based on the transcript, the student is required to have the credits transferred. The student is responsible for the results of studies at the host university. When transferring the credits earned at the partner university, the grade received for the completed coursework is recorded. If the student receives a failing grade during the final assessment at the partner university, the student must retake the course in the summer semester, with all associated tuition fees paid by the student.

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

4.2.1 Invitation is based on partner university request and application.

4.2.2 Decision is approved by Rector's order; documents are submitted to the Department for Academic Quality Enhancement.

4.2.3 The university ensures accommodation and stay according to internal regulations.

4.2.4 A representative from the relevant unit (department, mobility coordinator) is assigned to the student.

4.2.5 Successful completion is confirmed with a transcript issued by the registrar.

4.3 Payment and Funding

4.3.1 Upon positive decision, a training agreement is signed between receiving university, student, and sending university.

4.3.2 Agreement specifies student personal data, training details, individual study plan, and payment procedures.

4.3.3 Payments between universities are made according to the agreement.

4.3.4 Exchange programs may involve mutual credit recognition without monetary transfer.

4.3.5 Study plans are adjusted before departure, considering semester and course differences; up to 2 courses may be studied remotely.

4.3.6 Students must complete the planned number of credits.

4.3.7 Funding sources: university non-budget funds (for fee-based students) or receiving university if stipulated.

5. INTERNAL ACADEMIC MOBILITY OF ACADEMIC STAFF AND EMPLOYEES

5.1 Internal academic mobility involves travel for study, teaching, research, or other educational/scientific purposes within Kazakhstan.

5.2 Forms for staff and employees: participation in teaching, internships, professional development, consultancy, and expert services.

5.3 Incoming staff from external organizations may teach, give lectures, master classes, or provide consultancy.

5.4 Secondments are based on department head's report and staff application approved by Vice-Rector for Academic Affairs.

5.5 Organizational issues are resolved through mobility coordinator and Department for Academic Quality Enhancement.

5.6 Reports on completed work are submitted after mobility.

5.7 Trips are usually private; incoming staff may receive hourly pay, travel, and accommodation support.

5.8 Applications from other universities are directed to the Department for decision.

5.9 Applicants are notified of decisions and receive invitation letters and agreements.

5.10 A university representative is assigned to each incoming staff.

5.11 Faculties monitor the teaching process.

5.12 Unauthorized departures or late returns are treated as absenteeism with disciplinary consequences.

6. AMENDMENTS AND ADDITIONS

6.1 This Regulation is approved by the Rector based on the Academic Council's decision and comes into effect upon signature.

6.2 Amendments are made in accordance with legislation, regulatory documents, and internal university rules.

6.3 All outdated copies must be withdrawn and replaced with updated versions.