

**Ministry of Education and Science of the Republic of Kazakhstan
K. Zhubanov Aktobe Regional University**

APPROVING

**Chair of the Management Board – Rector
NJSC "K.Zhubanov Aktobe regional
university"**

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REGULATIONS ON FOREIGN STUDENTS

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THE PREFACE

DEVELOPED AND CONTRIBUTED

«_____» _____ 2020 y.

**By a Member of the Management Board,
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APPROVED AND IMPLEMENTED

**By the Chair of the Management Board – Rector
NJSC "K.Zhubanov Aktobe regional university"**

«_____» _____ 2020 y.

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1. General Provisions

1.1. The Regulation on foreign students at the Aktobe Regional University named after K. Zhubanov (hereinafter referred to as the Regulation) is based on the following laws:

- Law of the Republic of Kazakhstan “On Education” dated July 27, 2007 No. 319-III (as amended and supplemented as of January 11, 2020);
- Law of the Republic of Kazakhstan “On Science” dated February 18, 2011 No. 407-IV (as amended and supplemented as of October 28, 2019);
- Law of the Republic of Kazakhstan “On Languages” dated July 11, 1997 No. 151-I (as amended and supplemented as of December 26, 2019);
- Law of the Republic of Kazakhstan “On Migration of the Population” dated July 22, 2011 No. 477-IV (as amended and supplemented as of May 13, 2020);

1.2. Basic concepts and definitions

1.2.1. International students at ARU are students studying at the university who hold citizenship of other countries or are stateless. International students study at ARU in higher professional and postgraduate programs.

1.2.2. Categories of foreign students:

- foreign students admitted to ARU for bachelor's, master's and doctoral degree programs;
- foreign students studying under exchange programs between universities;
- foreign students studying at ARU under the international academic mobility program.

1.3. Recognition of educational documents of a foreign state

1.3.1. The rules for the recognition and nostrification of educational documents define the procedure for the recognition and nostrification of documents on basic secondary, general secondary, technical and vocational, post-secondary, higher and postgraduate education of persons educated in other countries, in international or foreign educational institutions (their branches) established in the Republic of Kazakhstan.

In accordance with them, persons who have been issued educational documents in foreign educational organizations, as well as in international and foreign educational institutions (their branches) established and operating in the Republic of Kazakhstan.

The nostrification of educational documents is a procedure carried out to determine the equivalence of documents issued to persons who have received education in other countries, in international or foreign educational institutions (their branches).

1.3.2. If it is necessary to confirm the recognition and equivalence of educational documents, foreign students must personally or with the help of the Center for International Cooperation provide the following documents to the Public Service Center (PSC):

- 1) application for recognition of educational documents; 2) the original and a copy of the educational document (the original for verification); 3) the original and a copy of the

annex to the document of education (the original for verification), with the following information: the list of academic disciplines, the amount of hours (credits) of completed academic disciplines and practices, final grades, term papers and final qualifying papers, other components of the educational process (if available);

4) notarized copies of the document on education and its appendices (with a translation of the document on education and its appendices into the official or Russian language).

The translation into the official or Russian language is certified by a notary in the territory of the Republic of Kazakhstan or by the bodies of the diplomatic service of the Republic of Kazakhstan in the country in which the document was issued.

The applicant submits apostilled or legalized educational documents specified in subitems 2) and 3) of this paragraph, or submits an archival certificate from an educational institution confirming the fact of studying and receiving an educational document.

5) for non-residents of the Republic of Kazakhstan - notarized copies of the identity card or passport of the holder of the educational document (with translation into the state or Russian language);

If the holder of the education document, a non-resident of the Republic of Kazakhstan, has changed his last name, first name or patronymic (if any) after receiving it, it is necessary to provide a notarized copy of the certificate of state registration of acts of recording the change of first name, patronymic (if any), last name or a record of marriage or divorce (original for verification).

6) a copy of the license and/or certificate of accreditation of the educational institution that issued the document on education (with the exception of state-issued documents on basic secondary education and general secondary education), stamped by the educational institution (with a translation into the state or Russian language). In the absence of a copy of the license and/or certificate of accreditation of the educational institution, submit an electronic (scanned) copy of the information about the educational organization that issued the educational document (with a link to the website or other sources);

7) a document certifying the identity of the authorized representative (for identification), and a document certifying the authority to represent - when the recipient's representative applies;

8) receipt of payment for public services.

2. Registration of foreign students in the ARU for bachelor's, Master's and doctoral programs

2.1. Responsibilities of foreign students.

2.1.1. Upon entry into the Republic of Kazakhstan, a foreign student must provide the following documents to the Center for International Cooperation within the first 3 days in order to register with the migration police of the Ministry of Internal Affairs of the Republic of Kazakhstan:

- a document certifying the identity of a foreigner or a stateless person with a visa for entry and stay in the Republic of Kazakhstan;

- a migration card with a border crossing mark, which is issued by officials of the Border Service of the National Security Committee of the Republic of Kazakhstan at checkpoints across the state border.

- application for registration.

- address information.

- medical certificate form 086/Y;

- for registration of foreigners and stateless persons, whose temporary stay in the Republic of Kazakhstan is more than 6 months, additionally submitted:

- Two completed arrival address sheets.

- a completed statistical registration ticket for the arrival sheet.

- 5 photos measuring 3.5 x 4.5 cm.

- a written request from the organization. The application specifies the circumstances that served as the basis for issuing (extending, restoring) the visa. The application is processed by the Department of International Cooperation;

2.1.2. International students must be instructed on compliance with migration legislation in accordance with the Law of the Republic of Kazakhstan "On Population Migration".

2.1.3. Within 5 days after submitting documents for migration registration, a foreign student must receive a passport and a certificate of temporary registration from the Migration Service department of the Aktobe Police Department.

2.1.4. Foreign citizens are required to have with them a passport/notarized copy of the passport and a certificate of temporary registration to confirm the legality of their stay in the territory of the Republic of Kazakhstan.

2.1.5. The period of temporary stay in the Republic of Kazakhstan of a foreign citizen who arrived on a visa basis is determined by the validity period of the visa issued to him. Students of visa entry countries are required to apply to the Department of International Cooperation no later than 30 days before the expiration of the visa to apply for a multiple-entry study visa at the Migration Service Department of the Aktobe Police Department..

2.1.6. In order to extend the period of stay by applying for a multiple-entry study visa, a foreign student must provide the following documents to the Migration Service Department of the Aktobe Police Department: - a document certifying the identity of a foreigner or a stateless person with a visa for entry and stay in the Republic of Kazakhstan; - a notarized copy of the passport; - visa application form; - receipt of payment of the state fee for the visa.

2.1.7. Foreign students whose national documents (passports) expire during their studies at the university are required to replace them in a timely manner and provide copies of them to the Department of International Cooperation no later than 5 days after receiving the new national document to make changes to the foreign student's personal file.

2.1.8. In case of loss of their passport, foreign students must immediately inform the Department of International Migration and the Embassy of their country. After receiving a new passport, a foreign citizen is obliged to provide it to the Department of International Cooperation for registration within 24 hours.

2.1.9. Trips abroad during school hours are carried out only for valid reasons (marriage registration, death of close relatives, etc.) and in the presence of official

supporting documents. In this case, a foreign student must write an application addressed to the rector of the university, having received the approving signatures of the dean of the faculty and the Director of the Department of International Cooperation.

2.1.10. After graduation or expulsion from the University, foreign citizens must leave the Republic of Kazakhstan within the time period established by the legislation of the Republic of Kazakhstan.

3. International students on the international academic mobility program

3.1. Responsibilities of the University

3.1.1. Within the framework of international academic mobility, the University assists in obtaining a visa for education in the territory of the Republic of Kazakhstan. To apply for visa support for foreign citizens, the University must provide the following list of documents to the Migration Service Department of the Aktobe Police Department:

- a copy of the charter, notarized for the current year, and a certificate of state registration (re-registration) of the legal entity);
- representatives of the inviting party need a power of attorney from the organization for a representative (to submit documents to the UMS and obtain a visa support number).
- an invitation letter with detailed information about the invited foreigner(s), issued in accordance with Appendix 1 (in 3 copies);
- petition of the educational institution of the Republic of Kazakhstan;
- a notarized copy of the cooperation agreement between a Kazakh and a foreign educational institution, which provides for academic mobility training, internship or internship;
- receipt of payment of the consular fee;
- receipt of payment (for each invited foreign citizen) for services provided by the RSE;
- additional documents may be required if necessary.

3.2. Responsibilities of international students

3.2.1. Upon entry into the Republic of Kazakhstan, a foreign student must provide the following documents to the Center for International Cooperation within the first 3 days in order to register foreign citizens with the migration Service of the Ministry of Internal Affairs of the Republic of Kazakhstan:

- a document certifying the identity of a foreigner or a stateless person with a visa for entry and stay in the Republic of Kazakhstan;
- a migration card with a border crossing mark, which is issued by officials of the Border Service of the National Security Committee of the Republic of Kazakhstan at checkpoints across the state border.
- medical certificate form 086/Y;
- a completed application form for a foreign citizen who has arrived to study, work or conduct scientific research at an educational organization of the Republic of Kazakhstan;
- a copy of the contract for the provision of paid educational services (in the case of training under the contract); - the original certificate from the place of study;
- for registration of foreigners and stateless persons, whose temporary stay in the Republic of Kazakhstan is more than 6 months, additionally submitted:

- Two completed arrival address sheets;
- completed statistical accounting ticket for the arrival sheet;
- 5 photos measuring 3.5 x 4.5 cm;
- a written request from the organization. The application specifies the circumstances that served as the basis for issuing (extending, restoring) the visa. The application is processed by the Department of International Cooperation;

3.2.2. International students must be interviewed on compliance with migration legislation in accordance with the Rules of residence of foreign citizens in the Republic of Kazakhstan at the Faculty.

3.2.3. Within 10 days after submitting the documents for migration registration, a foreign student must receive a passport, a migration card and a certificate of temporary registration from the Migration Service Department.

3.2.4. Foreign citizens are required to have with them a passport/ a notarized copy of the passport, a migration card and a certificate of temporary registration to confirm the legality of their stay in the territory of the Republic of Kazakhstan.

4. Organization of the learning process and adaptation of international students at ARU

4.1. The structural divisions of the ARU for the organization of the learning process for foreign students perform the following functions:

4.1.1. Faculty:

- the faculty coordinator draws up the personal files of foreign students for their transfer to the university's academic department;
- the Deputy Dean for Educational Work and the curator regularly monitors the current academic performance and attendance of international students in academic classes;
- the Deputy Dean for Educational Work organizes, if necessary, assistance to international students in the form of additional consultations, the attachment of tutors to underachieving students;
- the Deputy Dean for Educational Work participates in educational work with international students;
- the Deputy Dean for Educational Work and the curator informs the parents of international students about their stay and education at ARU.

4.1.2. Department of International Cooperation:

- the methodologist participates in the development of the regulatory framework for the education of foreign students;
- the methodologist informs the faculty coordinators on the issues of stay and education of foreign students at ARU.
- the methodologist draws up a written request from the organization. The application specifies the circumstances that served as the basis for issuing (extending, restoring) the visa. The application is processed by the Department of International Cooperation;
- the methodologist draws up the students' visa and migration documents.

4.2. The rights of foreign students.

During the study process at ARU, foreign students have the right to:

- use the resources of the AGC libraries. To access the library's resources, you must apply for a library card. Foreign students have the right to receive complete information about the composition of the library's collections through a system of catalogs, card files and other forms of library information; to receive consulting assistance in finding and selecting sources of information; to extend the period of use of literature; to order documents missing from the library's collection by interlibrary subscription in other libraries and information centers.;

- get a high-quality education in the relevant field of professional activity;
- participate in shaping the content of their education, choose elective courses offered at the university;
- participate in all types of scientific research, conferences and symposiums, submit their work for publication; - after successfully completing the curriculum and defending the final qualifying work, receive a diploma (documents) of the established sample;
- to use sports and cultural complexes on equal terms with ARU students;
- participate in the social life of the university, including through public student organizations and clubs.

4.3. Responsibilities of foreign students in the process of studying at the ARU:

- implementation of the curriculum on time;
- mastering academic subjects and courses with the application of all your strengths and abilities;
- attending lectures, seminars, practical and laboratory classes provided by the educational program;
- tuition fees within the time limits set by the university and regulated by the tuition fee agreement (for international contract students).

4.3.1. A foreign student may be expelled from the university in the following cases:

- of my own volition;
- due to transfer to another educational institution;
- due to the termination of the training contract for a disrespectful reason;
- for non-fulfillment of the curriculum;
- for not providing a Certificate of equivalence of an educational document.

5. Organization of accommodation for foreign students during their studies at the ARU

5.1. Documents for accommodation in the hostel are submitted in the format of the SMART ARSU online mobile application or to the Department of Social Affairs and Youth Policy.

The following documents are required to stay in the hostel:

- passport (copy); - a statement.

5.2. Responsibilities of foreign students living in ARU dormitories. Foreign students are required to:

- observe the rules of internal, academic regulations, rules of residence in the dormitory, respect honor, dignity and human rights, and protect the university's property;
- to act for the benefit of the university, to take care of its authority and the maintenance of traditions.

Agreed:

Vice-rector for Academic Affairs

Abenova B.S.

Head of the HR and Document
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Yesenalina L.S.

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