

## **1. NORMATIVE REFERENCES**

1.1. The Regulation on International Academic Mobility of Students and Faculty (hereinafter referred to as the “Regulation”) of the K. Zhubanov Aktobe Regional University (hereinafter referred to as the University) is based on the following laws:

- Law of the Republic of Kazakhstan (hereinafter - RK) “On Education” dated July 27, 2007, No. 319-III;

- Law of RK “On Science” dated February 18, 2011, No. 407-IV;

- Law of RK “On Languages” dated July 11, 1997, No. 151;

- Law of RK “On Migration of Population” dated July 22, 2011, No. 477-IV;

and based on the following regulatory documents of the Ministry of Science and Higher Education (hereinafter - MSE) through which international academic mobility in RK is implemented:

- The Concept of Academic Mobility for Students of Higher Educational Institutions (discussed and approved at a meeting of rectors during an expanded Collegium of the Ministry of Education and Science of RK on January 19, 2011);

- Strategy for the Internationalization of Higher Education in RK until 2025 (Nur-Sultan, 2019);

- Rules for organizing international cooperation by educational organizations. Order of the Ministry of Education and Science of RK No. 661 dated 27.12.2007 (registered by the Ministry of Justice of RK on January 21, 2008, No. 5106);

- Rules for sending students abroad, including within the framework of academic mobility. Order of the Minister of Education and Science of RK No. 613 dated November 19, 2008 (with amendments from September 7, 2022);

- Order of the Minister of Education and Science of RK No. 595 dated October 30, 2018 “On Approval of the Typical Rules for the Activities of Higher Education and (or) Postgraduate Education Organizations (hereinafter - HEPO)”.

This Regulation defines the main concepts, the procedure for organizing, and the conditions for implementing international academic mobility at K. Zhubanov Aktobe Regional University (hereinafter - the University).

**1.2.** International (external) academic mobility (hereinafter referred to as IAM) refers to the movement of students or faculty for study or research for a specific academic period (semester or academic year) to a foreign higher educational institution, with the mandatory transfer of credits for the educational programs and courses completed by the student at the sending university. The completion of any type of internships is not provided within IAM.

**1.3.** The objectives of IAM are:

- Improving the quality of education, enhancing the effectiveness of scientific and pedagogical activities, and establishing mutually beneficial international partnerships;
- Improving the quality of knowledge and the development of human capital;
- Ensuring the competitiveness of the University’s graduates in the labor market;
- Strengthening the prestige of the University in the educational services and labor markets;
- Ensuring the comparability and recognition of the University’s educational programs with those of foreign institutions;
- Strengthening the internationalization of higher and postgraduate education;
- Integration into the international educational space, utilizing global educational resources.

**1.4.** For the international recognition of domestic educational programs, ensuring international IAM for students and faculty of the University, as well as improving the quality of education and ensuring continuity at all levels of education, a unified credit-based learning system in line with the Bologna Process standards is implemented.

**1.5.** The rules and procedures for implementing international IAM apply to all students and faculty of the University, except for those studying under PhD programs.

**1.6.** The recognition of learning outcomes within inter-university exchanges is based on the European Credit Transfer and Accumulation System (ECTS). To ensure IAM for students and the recognition of educational programs (at all levels and forms of higher and postgraduate education) in the European educational space, the conversion of Kazakh credits to ECTS credits is not required, as the workload of one Kazakh academic credit (30 academic hours) corresponds to 1 ECTS credit (25-30 academic hours).

**1.7.** The conversion of grades under ECTS to the letter grading system for academic achievements and vice versa is carried out according to Appendices 1 and 2 of this Regulation.

**1.8.** The Department of International Cooperation (hereinafter - DIC) is the coordinator of international IAM at the University.

**1.9.** The implementation of specific forms and types of IAM is governed by separate agreements with partner universities, action plans, cooperation agreements, and annexes to them.

## **2. TERMS AND DEFINITIONS**

*Academic Period* – the period of theoretical study set by the HEPO in one of three forms: semester, trimester, and quarter.

*European Credit Transfer and Accumulation System (ECTS)* – a system for transferring credits earned by students at a foreign partner university to credits that count toward obtaining their degree upon returning to the sending university, as well as for accumulating credits within educational programs.

*Credit* – a standardized unit of measurement for the volume of scientific and/or academic work (load) of a student and a teacher.

*Credit Mobility* – the movement of students for a limited period of study or internship abroad, within the framework of ongoing education at the sending university, with the goal of accumulating academic credits (after the mobility phase, students return to their university to complete their studies).

*Individual Study Plan (ISP)* – a document that specifies the subjects/ elements of practical training that a student must complete within a specified period.

*Transcript* – a document containing a list of completed subjects and/or modules, and other types of academic work for the corresponding period of study, indicating credits and grades.

*Application Form* – a form containing all the necessary information about the student for the receiving partner university.

*Learning Agreement* – a document guaranteeing the transfer of credits for courses successfully completed by the student at the receiving partner university. The agreement must be signed by the student, the coordinator of the University (a DIC staff member), and an authorized staff member of the receiving partner university.

The following abbreviations are used in this Regulation:

IAM - International (External) Academic Mobility

DIC – Department of International Cooperation

ECTS – European Credit Transfer and Accumulation System

ISP – Individual Study Plan

MOSHE RK – Ministry of Science and Higher Education of the Republic of Kazakhstan

ОБПО – Organization of Higher and (or) Postgraduate Education

PTS – Professor-Teaching Staff

University – NJSC “K. Zhubanov Aktobe Regional University”

### **3. ORGANIZATIONAL SUPPORT FOR OUTGOING INTERNATIONAL ACADEMIC MOBILITY OF STUDENTS**

#### **3.1. Organization of Outgoing International Academic Mobility of Students**

##### **3.1.1. Outgoing international academic mobility (IAM) of students is carried out:**

- under international agreements, memoranda of understanding, and exchange or scholarship programs of the University with foreign partner universities, international organizations, and foundations;

- based on individual invitations received from foreign educational and research institutions.

**3.1.2.** The criteria for selecting students to participate in IAM competitions are determined in accordance with the requirements of the University, the host partner university, and the Ministry of Science and Higher Education of the Republic of Kazakhstan. These criteria are communicated to students via announcements on the University website, social media, email notifications to deans, heads of departments, and IAM faculty coordinators, as well as through information stands at faculties.

##### **3.1.3. The list of documents required for students to participate in the IAM competition includes:**

- CV (in free format);
- Copy of ID;
- Application addressed to the Chairman of the Board – Rector;
- Academic transcript (GPA of at least 3.0 out of 4.0);
- Recommendation letter (from the head of the department);
- Enrollment confirmation (issued by the Central Student Service Center / Smart ARSU, University main building, 1st floor);
- Copy of an international certificate confirming foreign language proficiency. For English: IELTS (min. 5.5), TOEFL (46+), Duolingo (80+), or a diploma/transcript confirming instruction in that language at the previous level (school or college). For Chinese: HSK above level 1 or Confucius Institute certificate (minimum 96 academic hours). For Turkish: Tomer B2, Duolingo (80+), or a diploma/transcript as above. Students with valid international language certificates or relevant diplomas/transcripts are exempt from the institutional language exam. If no certificate is provided, the Department of International Cooperation (DIC) organizes an internal exam in English, Chinese, or Turkish. Heriot-Watt International Faculty students must additionally pass an interview in English with DIC staff;
- Copies of awards, certificates, and diplomas relevant to the chosen field, received for participation in national or international events (if available);
- Student questionnaire (Appendix 3 of this Regulation) including purpose of mobility, destination country, study duration, current year of study, language of instruction, field of study, and proposed sources of funding. The applicant must indicate the home university's name and address, IAM faculty coordinator, DIC officer, personal details (full name, birth date, address, contact info), justification for participation, level of language proficiency in the host country, and potential for receiving a scholarship. Up to three partner universities may be indicated, and the chosen language of instruction abroad must align with the selected universities;
- 6 passport-sized photos (3x4 cm);
- Family status certificate confirming student's large family status (if applicable);
- Certificate confirming orphan status or absence of parental care (if applicable);
- Folder with plastic sleeves (1);
- If under 18, notarized parental/guardian consent for study abroad must be provided;

##### **3.1.4. The main criteria for candidate selection include:**

- Both grant and fee-paying students may apply for IAM funding from the University;
- Current academic performance (GPA of at least 3.0) as per clause 3.1.3;
- Foreign language proficiency at B2 level or higher, or confirmation of foreign-language instruction (school or college) per clause 3.1.3;

- No academic or ethical violations;
- Psychological readiness for studying in a different academic environment;
- Active involvement in university scientific and social life.

**3.1.5.** All students, regardless of social or physical status, participate on equal terms. Faculties recommend candidates considering academic and personal achievements. Alternative testing formats are available, including computer-based exams for those with difficulties in written assessments. Additional support (extra time, assistants, adapted materials) is provided to students with special educational needs upon request and submission of a relevant medical certificate by the faculty. In the event of equal scores, priority is given to:

- students with the highest academic performance (GPA);
- orphans or students deprived of parental care;
- students from large, single-parent, or low-income families, and students with disabilities.

**3.1.6.** The standard IAM period is one semester. Re-participation is allowed once (bachelor's or master's level) at the student's own expense, provided it does not contradict clause 3.1.4. Applications must correspond to the student's major or a related field.

The following are ineligible for IAM:

- Bachelor's students in their first or final year;
- Master's students in their first or final semester or one-year master's students;
- Students with mandatory internships during the proposed IAM period (participation is only allowed with dean's approval and official letter to DIC with registrar office consent);
- Heriot-Watt International Faculty students are eligible in their 4th, 5th, and 6th semesters due to the extended first academic year.

**3.1.7.** Before the call of the application process for the academic mobility competition, students of the faculties must familiarize themselves with the list of the University's international partner institutions that offer academic mobility opportunities. Alternatively, they may consult the International Cooperation Department (ICD) to select three foreign partner universities that offer their academic program or a related field of study. The chosen program at the partner university must be taught in a foreign language that the student is proficient in, in accordance with Clause 3.1.3 regarding language proficiency requirements.

If none of the three selected universities offer a suitable academic program or a related field of study, the applicant will be disqualified from participating in the academic mobility competition. Students are allowed to independently identify a foreign university that is not a current partner of the University, provided that it offers a relevant academic program or related specialization, and that instruction is delivered in a language in which the student is proficient. However, participation in academic mobility at a non-partner university will depend on the specific requirements and conditions set by the foreign institution, including any memoranda of understanding or agreements. If studying at a non-partner university is approved, participation will be contingent upon the availability of non-budgetary (self-funded or externally funded) resources to cover the mobility expenses.

For students of the Heriot-Watt International Faculty, participation in international academic mobility is conducted at the Heriot-Watt University campuses in Edinburgh and Malaysia, due to the alignment of academic programs. Students of the Heriot-Watt International Faculty are also permitted to independently identify a foreign higher education institution, which is not a partner of the University, provided that it offers a compatible academic program or a related field of study with an appropriate language of instruction for the purposes of academic mobility. However, participation in academic mobility at such institutions is contingent upon the requirements and conditions set by the host university, including the existence of relevant memoranda or cooperation agreements. Accordingly, academic mobility outside the Malaysia and Edinburgh campuses requires prior approval from Heriot-Watt University (Edinburgh). Should Heriot-Watt University (Edinburgh) withhold its approval, the student will not be permitted to undertake academic mobility at the independently selected foreign institution. In cases where such approval is granted, participation in the academic mobility program is further subject to the availability of non-budgetary (self-funded) financial resources.

**3.1.8.** The selection of participants for the Academic Mobility Program (AMP) is carried out on a competitive basis and consists of three stages:

**1 stage.** This stage is conducted at the faculty level of the University for the purpose of internal pre-selection of candidates.

- Faculty Deans are responsible for overseeing the selection process and approving candidates for participation in AMP at the faculty level;
- Deans appoint faculty AMP coordinators;
- Upon the announcement by the International Relations Office (IRO) regarding the start of the application period for the IAM competition, faculty IAM coordinators accept application documents from students in accordance with the requirements and selection criteria outlined in Sections 3.1.4 and 3.1.5 of this Regulation;
- Faculty IAM coordinators must submit the candidates' application folders to the DIC within the deadline specified in the IAM's announcement. Application folders submitted after the deadline will not be considered for participation in the competition.

**Stage 2.** This stage is conducted at the level of the DIC.

- The DIC receives the application folders from faculty IAM coordinators within the established timeframe;
- The DIC reviews the documents for compliance with the selection criteria for participation in IAM;
- The DIC verifies whether the candidates possess a foreign language proficiency certificate at a level not lower than B2 (as per Section 3.1.3 of this Regulation). In the absence of such a certificate, the DIC organizes an internal language proficiency examination. The examination language is determined based on the language of instruction selected by the candidate in the application form (Appendix 3 of this Regulation). If a candidate is selected but the chosen partner university does not offer a related academic program, or the language of instruction of the selected elective changes, the DIC will offer one alternative partner university in accordance with the candidate's declared language of instruction and documented language proficiency level;
- If the candidate is a student of the Heriot-Watt International Faculty, an individual interview is conducted to assess readiness for international study. Academic performance is the primary factor for such students in the IAM selection process;
- When organizing the institutional language exam, the DIC groups candidates by their chosen languages of instruction (Turkish, English, or Chinese). The internal English language exam consists of two components: written and oral. Language exams in Turkish and Chinese consist of interviews conducted by native speakers;
- Upon completion of the language exams in all three languages, the DIC determines the final list of IAM participants. In the event of identical academic performance (IGPA) and language exam results among candidates, priority is given to orphans and those from large families;
- The DIC convenes a University Selection Committee composed of Deans and University leadership to present the results of the first two stages of the IAM competition. Based on the results of the institutional language exams, the Committee votes to approve the final list of IAM participants and a reserve list. The Committee may convene multiple times to approve different cohorts of IAM participants;
- Based on the outcomes of the Committee meeting, the DIC prepares the official minutes, including the approved list of students nominated for international study under IAM.

**Stage 3.** The final stage of the IAM competition is the selection conducted by foreign partner universities, which issue official letters of invitation addressed to the University's students.

The International Cooperation Department (ICD) requests elective course catalogs from partner universities to determine the majors and related fields corresponding to IAM participants. If no suitable majors are available, the ICD notifies the participant about their absence and initiates a search for another partner university in accordance with the student's application.

The IAM faculty coordinator and students jointly prepare Individual Study Plans (ISP) for the academic period at the foreign partner university, based on the host university's elective course catalog. The agreed ISP must be submitted to the ICD no later than five working days before the student's departure, in two copies.

The ICD sends the document packages of selected IAM participants to foreign partner universities for approval. If a partner university declines to accept a student or if the student refuses to participate in IAM at the proposed partner universities, the student's candidacy is withdrawn from the IAM program.

If the foreign partner university accepts the selected ACM participants (based on the official invitation), the ICD prepares a learning agreement for the student's participation in ACM abroad. This agreement serves as the primary document governing the student's academic process abroad and is completed in Kazakh/Russian or English using the template provided in Annex 4 to these Regulations. Upon the positive decision of the foreign partner university regarding the student's admission to ACM, the agreement is signed by all three parties: the partner university, the student, and the University.

The ICD prepares and approves the budget estimate in accordance with the funds of the national budget and the University's extrabudgetary resources, taking into account the expenditure norms approved by the Ministry of Science and Higher Education.

The University provides funding in accordance with the approved budget estimate and transfers to the student the necessary funds to cover accommodation rental (including deposit), round-trip travel, visa services (including deposit), and mandatory health insurance. These expenses are paid directly by the student using the received funds. All other expenses, including meals, utilities, and personal costs, are covered by the student independently. All reimbursable amounts are paid in the national currency of the Republic of Kazakhstan at the exchange rate set by the National Bank of Kazakhstan on the date of the first transfer of funds, regardless of the number of subsequent transactions.

**3.1.9.** The Department of Accounting and Reporting transfers the allocated AMP funds to students' bank accounts.

**3.1.10.** IAM participants must independently and in a timely manner obtain entry/exit visas by applying to the consular offices of foreign states in the Republic of Kazakhstan. They are also responsible for purchasing flight tickets and arranging/acquiring accommodation abroad. The DIC provides informational and advisory support throughout this process.

**3.1.11.** All documents of IAM participants must be submitted to the DIC no later than 20 calendar days before the University Commission meeting.

**3.1.12.** The DIC prepares a memorandum for the issuance of an official order transferring IAM participants to distance learning mode for the following academic semester. This order includes: a request letter from the DIC Director for the temporary transfer, endorsement letters from faculty deans, and invitation letters addressed to the IAM participants.

**3.1.13.** Upon arrival at the host institution, students must complete all required administrative enrollment procedures in accordance with the partner university's regulations. If there are any changes in the host university's elective catalog after the start of the study period, the Individual Study Plan (ISP) must be revised within 15 working days in coordination with the faculty IAM coordinator at ARU;

**3.1.14.** Upon completion of the mobility period, students must submit the original academic transcript and a financial report (if funded by the national or off-budget sources) with a certified translation into Kazakh or Russian within 3 working days after returning to Kazakhstan. The financial report must include: a copy of the passport with border crossing stamps, travel documents, proof of accommodation and receipts, and other supporting documentation.

**3.1.15.** The final document confirming the IAM participant's study abroad is the original transcript issued according to the format in Appendix 5 of this Regulation.

**3.1.16.** IAM participants with academic debts or curriculum differences in the host university must eliminate them during an additional semester on a fee-paying basis.

**3.1.17.** If a participant wishes to continue studies at the partner university, repeat participation in IAM is only allowed on a fee-paying basis, provided it does not contradict Section 3.1.6 of this Regulation. To extend participation, the student must obtain approval from the host university and the dean of the faculty, as well as from the partner university coordinator. The student must also receive permission from their home faculty, which reserves the right to deny the extension. If permission is granted, the faculty IAM coordinator submits an official letter to the DIC confirming

approval for the student to continue IAM for a second semester on a fee-paying basis, endorsed by the faculty dean, department head, and the Office of the Registrar.

### **3.2. Functions of the Department of International Cooperation (DIC):**

- establishing partnerships with foreign universities;
- concluding agreements with partner universities on academic programs;
- publishing information about partner universities and international academic mobility (IAM) on the University's website and social media platforms in cooperation with the Department of Marketing and Communications;
- Conducting informational and explanatory sessions on the selection rules and participation procedures for IAM, targeting both University students and faculty IAM coordinators;
- Coordinating with partner universities on organizational matters related to academic curricula, course/module syllabi, mobility timelines, procedures for student dispatch, and conditions of study, accommodation, etc.;
- Reviewing document packages submitted by faculty IAM coordinators from candidates for participation in IAM, in accordance with established procedures;
- Signing tripartite agreements with IAM participants involving the partner university, the student, and the University;
- Sending students' application packages to the host partner university for review and admission approval;
- Preparing reports on the implementation of student academic mobility programs.

### **3.3. Functions of University Faculties:**

- Appointment of the faculty IAM coordinator;
- Conducting informational and explanatory outreach among students of the faculty, including posting announcements and informational materials on notice boards of the dean's office and academic departments, outlining the rules and conditions of the IAM competition;
- Conducting the internal selection of students wishing to participate in IAM based on established selection criteria;
- Submitting a list of students who passed the faculty-level internal selection, along with an official letter and an excerpt from the minutes of the Faculty Council meeting;
- Preparing student document packages in accordance with Clause 3.1.3 of this Regulation and submitting them to the DIC;
- Preparing a training agreement specifying the student's personal details (full name, sending university), details of the study abroad (name of the host partner university), and the individual study plan (ISP), which includes the list of selected courses at the host university with course codes, number of credits, internship period (if applicable), and semester of study (as per Annex 6 of this Regulation);
- Developing and approving the student's ISP, taking into account the curriculum of the partner university, academic hours, relevance of the program to the student's overall academic progress, and other factors. The ISP must indicate which subjects are eligible for credit transfer upon return. The total number of credits to be earned abroad must be at least 30. Students may complete up to 20% of these credits through distance learning technologies (DLT). If the student plans to exceed this limit, it is recommended they complete those credits in advance (e.g., during the summer semester if studying abroad in the fall). These credits are provided free of charge for students studying under a state educational grant;
- Preparing an official letter requesting approval for the student's transfer to a second semester of study at the host university under IAM, in coordination with the Registrar's Office;
- Preparing the student's transcript for submission to the host partner university;
- Identifying curriculum differences in coordination with the Registrar's Office;
- Providing advisory support to students;
- Transferring students to the distance learning format and processing the necessary documentation;
- Monitoring the academic progress of IAM participants on distance learning through the Registrar's Office;
- Preparing a report on IAM implementation at the faculty level.

### **3.4. Obligations of Students Applying for and Participating in the International Academic Mobility (IAM) Program**

#### **3.4.1. Students are required to:**

- Acknowledge that partner foreign universities reserve the right to open, close, and modify their academic programs, courses (including related disciplines), electives, and the language of instruction at their own discretion;
- Independently verify the availability of their academic program or a related field of study at partner universities participating in international academic mobility with the University. If such a program is unavailable, the student will be excluded from the IAM selection process;
- Timely submit all required documents for IAM participation and, if selected, for the host partner university to the faculty IAM coordinator. The list of required documents is determined by the conditions of the respective IAM program;
- Comply with the departure and return dates stated in the order for assignment to a partner university abroad;
- In case of a valid reason preventing travel to the host university, submit a written, justified application to the Chair of the Management Board–Rector with supporting documents. If a candidate withdraws from IAM, the vacant position will be filled by the next eligible candidate on the reserve list. The withdrawal application may be submitted in free form;
- Study the courses listed in their Individual Study Plan (ISP). Students are permitted to complete part of the courses via distance learning technologies (DLT). Changes to the ISP are allowed once within three weeks from the beginning of study abroad. Any changes must be coordinated with the faculty IAM coordinator and approved by the department head, Registrar's Office, DIC, and University management;
- Maintain regular contact with the DIC and faculty IAM coordinators regarding study progress at the host university, distance learning arrangements during IAM, academic performance, midterms, etc.;
- Provide information about their class schedule and faculty members at the host partner university;
- Submit course materials and syllabi used during studies at the host university;
- Timely register with the immigration service of the host country;
- Register with the nearest Consulate or Embassy of the Republic of Kazakhstan in the host country;
- Comply with the internal rules and regulations of the host university;
- Promptly inform the University of participation in any scientific, academic, cultural events or internships abroad for approval.

**3.4.2.** Upon completion of the IAM program at the host partner university, the student must submit the following documents to the DIC:

- Originals of all academic documents and copies to the faculty dean's office;
- A written report of at least 4 pages and a presentation of at least 10 slides after discussion with the department/faculty (the student's report must include information on the host university's faculty, exams taken, the student's personal opinion on the learning process, and recommendations for improving the IAM program);



- An advance expense report to the Department of Accounting and Reporting (if financed from the state budget or the University's off-budget funds) within 3 working days upon return, including original financial documents (travel tickets, accommodation rental agreements, receipts, etc.) in accordance with the approved expense estimate for the destination country;
- In the event that a remaining balance or difference in funds is identified due to the expenditure estimate being lower than expected, the student is required to return this difference in the national currency at the exchange rate of the National Bank of the Republic of Kazakhstan established on the date of the first transfer of funds, regardless of the number of subsequent transactions. Failure to fulfill this obligation shall result in the student's expulsion from the University.

**3.4.3.** Failure to comply with the approved ISP, or the misuse of state or University funds, shall result in the student being held financially accountable and required to return the funds received from the state budget or University off-budget sources.

### **3.5. Funding of International Academic Mobility**

International academic mobility is funded from the following sources:

- The state budget of the Republic of Kazakhstan;
- Off-budget funds of the University;
- Personal funds of students.

Funding from the Republican budget is provided within the framework of the financing by the Ministry of Science and Higher Education of the Republic of Kazakhstan (MSHE RK). Financial resources are allocated within the established norms to cover travel expenses for students sent abroad for studies under the framework of academic mobility (AM). The submission of documents and the competitive selection of candidates are conducted in accordance with the *Rules for Sending Students Abroad for Study*, including under the Academic Mobility Programme, approved by an order of the MSHE RK and this Regulation.

Funding from the University's extrabudgetary funds is available for students studying both on a state educational grant and on a tuition-paying basis. The University covers all expenses for participants in the academic mobility programme, including tuition fees, accommodation, transportation costs, visa processing fees, and medical insurance. For students of the Heriot-Watt international campus, the University covers all expenses, including accommodation (utilities, bed linen, accommodation deposit), transportation costs, visa processing fees, and medical insurance.

Applicants participating in the academic mobility programme at their own expense are fully responsible for covering all related costs, including accommodation, transportation, visa processing fees, medical insurance, and other expenses.

**3.6.** If an IAM participant is a fee-paying student, the tuition fees specified in the Paid Educational Services Agreement with the University will be deferred to the next semester during the IAM study period abroad.

**3.7.** After the announcement of IAM competition results, the DIC submits the documents of selected students to the partner foreign universities. Upon receiving an official invitation from the host institution, the DIC coordinates the application submission process with the students.

Based on the official order for student departure under IAM, the Department of Accounting and Reporting prepares an individualized budget plan in accordance with MSHE RK norms and processes an advance transfer of funds to the student's bank card account.

### **3.8. Outgoing Academic Mobility Funded by International Programs (Erasmus+, Orhun Exchange Program, DAAD, Fulbright, UGRAD, etc.)**

Eligibility requirements for participation in the above-mentioned programs are determined by the respective program regulations.

Funding for participation in international programs is provided in accordance with the financial rules and regulations of each specific IAM program.

### **3.9. Outgoing Academic Mobility Funded by the Participant (Self-Funded Mobility)**

- 1) A candidate for participation in an academic mobility program is responsible for covering all expenses, including tuition fees, accommodation, transportation, visa processing, health insurance, and other personal costs.
- 2) The minimum required GPA is 2.80 or higher.
- 3) A certificate confirming knowledge of the language of instruction at the B2 level or higher (depending on the program) must be provided, or a copy of a diploma confirming that the language of instruction was a foreign language (e.g., school or college). In the absence of a language certificate, an institutional foreign language test may be taken at the DIC.
- 4) No violations of academic discipline or ethical standards.
- 5) Psychological readiness to study in a different educational environment.
- 6) Active participation in the scientific and social life of the University.

#### **4. ORGANIZATION OF INCOMING INTERNATIONAL ACADEMIC MOBILITY (IAM) FOR STUDENTS**

##### **4.1. Organization of Incoming International Academic Mobility for Students**

4.1.1. Incoming international academic mobility for students from foreign partner universities is carried out in accordance with the agreements concluded between the University and its partner universities, international organizations, and foundations.

4.1.2. The terms and conditions for student participation in international IAM programs are defined by specific bilateral agreements and contracts between partner universities.

4.1.3. Heads of departments are responsible for developing information packages about educational programs in Kazakh, Russian, and English languages, in accordance with Appendix 7 of these Regulations, to attract international students to the University.

4.1.4. Deans of faculties, together with heads of departments, organize exhibitions of educational programs to present the best programs for attracting international students.

4.1.5. The Department of International Cooperation (DIC) ensures necessary coordination with the respective departments of the foreign partner university.

4.1.6. The DIC sends information on available accommodation options, costs, and living conditions to foreign partner universities, other foreign educational institutions, and directly to the international student.

4.1.7. Representatives of partner universities submit the required documents of international students to the DIC for consideration under the incoming IAM program.

4.1.8. Based on the submitted documents, the DIC, in coordination with the relevant faculty, reviews the application for compliance with the study plan. If approved, the DIC sends an official invitation based on a faculty dean's letter and provides visa support if necessary.

4.1.9. The order for admission of an international student to the respective faculty is issued by the DIC upon receiving an application from the student and the faculty dean.

4.1.10. The DIC provides assistance in registering international students with the local migration authorities.

4.1.11. The responsibility for implementing incoming IAM lies with the faculty dean, who monitors the implementation of the individual study plan and promptly informs the DIC about its progress.

4.1.12. During the international student's study period at the University, the faculty dean's office monitors the academic process.

4.1.13. The faculty dean appoints a mentor responsible for assisting international students with filling out migration forms, completing questionnaires, undergoing medical examinations, etc.

4.1.14. The head of the department approves the study plan and academic schedule for international students.

4.1.15. The mentor, together with the Department of Social Affairs and Youth Policy and the vice-dean for student affairs, ensures the integration of the international student into university life, participation in student events, and informs the faculty IAM coordinator in advance about events, holidays, and activities that may be of interest to international students.

4.1.16. The mentor maintains the student file of each international student, which is later submitted to the DIC.

4.1.17. The University provides accommodation for international students, subject to availability in student dormitories.

4.1.18. During their study period at the University:

- The international student must complete all required assessments and knowledge evaluations to fulfill the academic program;
- The head of the department advises the student on academic matters related to the IAM program;
- The faculty dean and the DIC ensure ongoing coordination with the respective department of the sending institution;
- The international student must comply with the laws of the Republic of Kazakhstan, follow the orders and directives of University administration, and adhere to the University Charter and Internal Regulations.

**4.1.19.** Upon completion of the study period, the faculty, together with the Registrar's Office, issues an academic transcript to the international student.

**4.1.20.** The IAM participant is responsible for purchasing their own airline tickets, arranging medical insurance for the duration of their stay in Kazakhstan, and obtaining a visa with the support of the DIC IAM coordinator.

## **5. ORGANIZATION OF INTERNATIONAL ACADEMIC MOBILITY (IAM) FOR ACADEMIC STAFF**

### **5.1. Organization of International Academic Mobility for Academic Staff**

**5.1.1.** International IAM for the University's academic staff is implemented in accordance with cooperation agreements (contracts) with foreign universities and educational institutions, and official invitations from foreign universities indicating the specialty, topic, field of knowledge, etc. The mobility is carried out in the form of internships or academic missions for teaching and research purposes.

**5.1.2.** A faculty member participating in an IAM program must submit an application to the program coordinator (at least one month before the program begins), based on an official invitation from the partner institution. The application should specify the purpose of the trip, destination, duration, course to be delivered, language of instruction, specialization, and proposed sources of funding, in accordance with Appendix 8 of these Regulations.

**5.1.3.** The application must be accompanied by: a written recommendation from the head of the department, approved by the faculty dean, an agreement on participation in the IAM program, a CV in English, lecture topics in English (with translation into Kazakh or Russian), an individual work plan, and documents required for visa processing.

The IAM participation agreement is the main document and must be completed in Kazakh/Russian and English languages using the format in Appendix 9 of these Regulations.

**5.1.4.** Upon a positive decision from the host institution, a tripartite agreement is signed between the host university, the faculty member, and the University.

**5.1.5.** A faculty member may independently choose a foreign university, determine the list of disciplines for lecturing, and submit an application to the Department of International Cooperation (DIC).

**5.1.6.** Upon completion of the visit to the host institution, the faculty member must submit a report to the DIC, along with a financial report (if the trip was funded from the national budget or the University's extrabudgetary funds) with translation into Kazakh or Russian. The financial report must be accompanied by copies of the passport with entry/exit stamps of the Republic of Kazakhstan or a travel order, travel tickets, accommodation documents, and other documents confirming the expenses incurred with the approval of the University administration.

**5.1.7.** The duration of participation in IAM is regulated according to the agreement in Appendix 9 of these Regulations.

**5.1.8.** Participation of academic staff in IAM in the form of internships at foreign universities or international organizations is based on a cooperation agreement with the respective institution, an

action plan (as an annex to the agreement), and an official invitation outlining the conditions of the internship. These documents constitute the basis for undertaking IAM-based internships.

**5.1.9.** IAM internships for academic staff are conducted individually and involve independent work at the host university or organization, personalized accounting and performance monitoring, as well as group or individual consultations.

**5.1.10.** Academic staff have the right to independently seek opportunities for internships abroad. If a faculty member receives a personal invitation from a foreign institution, they must submit a document package to the IAM coordinator at the DIC. This package must include: an application addressed to the Chair of the Management Board–Rector requesting approval for the internship, the host institution’s invitation, a description of internship conditions, and a motivation letter.

**5.1.11.** The topic and content of the internship must align with the current and strategic development goals of the University’s academic, research, and teaching activities.

**5.1.12.** Faculty members going abroad must:

- promptly provide the faculty IAM coordinator with the documents required by the host university. The list of documents is determined by the IAM program requirements;
- coordinate the teaching plan at the host university with the DIC and complete a travel form for Kazakh citizens going abroad;
- adhere to the departure and return dates indicated in the IAM agreement;
- if a valid reason prevents the trip, submit a substantiated application via the faculty dean to the Chair of the Management Board–Rector, along with supporting documents. Cancellation is formalized by an official order;
- comply with the orders and regulations of the host university’s rector, as well as the Statute, internal rules, and laws of the host country.

**5.1.13.** The faculty dean must familiarize IAM participants with the rules and requirements of these Regulations.

## **5.2. Organization of Incoming International Academic Mobility of Foreign Academic Staff**

**5.2.1.** Incoming IAM involving foreign academic staff delivering lectures (or other educational activities) at the University is conducted on the basis of a cooperation agreement with a partner university (or organization), along with an annex to the agreement (action plan).

**5.2.2.** The faculty dean, in coordination with the Department of International Cooperation (DIC), is responsible for:

- collecting applications for participation in the University’s IAM program from partner institutions; preparing proposals for faculties and departments; and ensuring necessary coordination with relevant units of the partner institution;
- preparing a draft agreement (as an annex to the main cooperation agreement) for organizing the work or internship of the foreign academic at the University;
- sending information to the partner institution or foreign academic about accommodation options, prices, and living conditions;
- upon confirmation of participation in the IAM program on the proposed terms, preparing a letter of consent to host the foreign academic for work/internship and arranging visa support through the relevant authorities;
- preparing documentation for entry and exit of the foreign national;
- providing information on the rules for foreign nationals staying in the Republic of Kazakhstan and on the University’s regulatory documents.

**5.2.3.** The incoming IAM participant is assigned a department head who acts as both mentor and advisor. At the end of the mobility period, the responsible department head organizes the foreign academic's medical check-up, migration procedures, and completion of the foreign national’s registration form for Kazakhstan.

**5.2.4.** For foreign academic staff delivering lectures at the University, the faculties and departments must ensure appropriate conditions: providing classrooms equipped with required multimedia tools and ensuring student attendance.

**5.2.5.** During the period of the foreign academic's activities at the University, the respective faculty deans are responsible for ongoing supervision of the educational process.

**5.2.6.** The responsible department and faculty assist in securing accommodation for the foreign academic, organize their participation in academic and educational seminars, interuniversity programs, and the joint development of instructional and scientific materials and publications.

**5.2.7.** The responsible department must submit a detailed report to the DIC on the activities performed by the foreign academic and the implementation of the IAM program.

**5.2.8.** Faculty offices are responsible for compiling and maintaining a database of foreign academic staff participating in international academic mobility programs.

## **6. FUNDING OF INTERNATIONAL ACADEMIC MOBILITY OF ACADEMIC STAFF**

**6.1.** Funding for international academic mobility (IAM) of academic staff is provided from the following sources:

- the University's extrabudgetary funds;
- the host institution, if stipulated in the agreement with the foreign partner university (or organization);
- grants from international foundations and scholarship programs;
- personal funds of the University's academic staff.

## **7. FINAL PROVISIONS**

**7.1.** The rules outlined in this Regulation are mandatory and may be amended or supplemented as changes are introduced to the legal framework governing higher education in the Republic of Kazakhstan, to the University's internal regulations, or in response to new conditions not previously covered in this document.

## Appendix 1


**Grade Conversion Table from the ECTS System to the Point-Rating Letter-Based Assessment System of Students' Academic Performance**

Grade according to the ECTS system	Grade according to the letter-based system	Numerical equivalent of points	Percentage content	Grade according to the traditional system
A	A	4,0	100	Excellent
B	B+	3,33	85	Good
C	B	3,0	80	
D	C	2,0	65	Satisfactory
E	D	1,0	50	
FX, F	F	0	0	Unsatisfactory

## Appendix 2

**Grade Conversion Table from the Point-Rating Letter-Based System to ECTS Grades**

Grade according to the letter-based system	Numerical equivalent of points	Percentage content	Grade according to the traditional system	Grade according to ECTS
A	4,0	95-100	Excellent	A
A-	3,67	90-94		
B+	3,33	85-89	Good	B
B	3,0	80-84	Good	C
B-	2,67	75-79		
C+	2,33	70-74	Satisfactory	
C	2,0	65-69	Satisfactory	D
C-	1,67	60-64		
D+	1,33	55-59		

	D	1,0	50-54		E
	F	0	0-49	Unsatisfactory	FX F

## Appendix 3

### STUDENT QUESTIONNAIRE

**Photo**

**Academic year 20.../20..**

**Field of study:**

#### **Sending institution details**

Name and full address:  Full name of the Dean of the Faculty, phone, e-mail:  Full name of the University Coordinator, phone, e-mail:
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#### **Personal information of the student**

*(to be completed by the student)*

Last name:  Date of birth: Gender:  Place of birth:  Current address:  Phone.:	Name:     Permanent address (if different):  
---	--

#### **List of universities receiving this application (in order of preference):**

University	Country	Study period From – To		Duration of stay (months)	Number of expected ECTS credits
1.					
2.					
3.					

**Full name of the student:**

**Sending university:**

**Country:**

**Briefly explain your motivation for studying abroad:**

### **Language skills**

Native language:

Language of study at the foreign university (choose one: Turkish, English, or Chinese):

Level of proficiency in the chosen language for study at the foreign university (choose one: Turkish, English, or Chinese):

Supporting document (international certificate, e.g. IELTS, TOEFL, Duolingo, HSK):

### **Work experience related to the field of study (if applicable):**

Work experience

Company/Organization

Date

Country

### **Previous and current education**

Degree/qualification currently pursued

Number of years of higher education before going abroad:

Have you been abroad?                      yes ☐                      no ☐

If yes, where and at which university?

A full transcript with details of previous and current education is attached. Information that is not available at the time of application may be provided later.

### **Receiving University**

We acknowledge the receipt of the application, the proposed study program, and the transcript.



The student mentioned below:

☐ Is admitted to study at our university

☐ Is not admitted to study at our university

Signature of the department coordinator

Signature of the university coordinator

Date:

Дата:

## Appendix 4

### AGREEMENT ON STUDYING

Academic year 20.../20..

Field of study:

Study period: from                      to

Full name of the student:

Sending university:

Country:

#### Details of the study program abroad

Receiving university:

Country:

Course/discipline code (if available)	Course/discipline title	Semester	Credits of the receiving university	ECTS credits

Student's signature:

Date:

**Sending university:**

We confirm that the proposed study program is approved.

Signature of the Dean of the Faculty

Signature of the University Coordinator

Date:

Date:

**Receiving university:**

We confirm that the above-mentioned changes to the study program have been approved.

Signature of the Dean of the Faculty

Signature of the University Coordinator

Date:

Date:

**Changes to the initially proposed study program**

(to be filled in if applicable)

Full name of the student:

**Sending university:**

Country:

Course/discipline code (if available)	Course/discipline title (as indicated in the information package)	Semester	Removed Added Course (unit)	ECTS credits

Подпись студента:

Дата:

**Sending university:**

We confirm that the changes to the initially proposed study program have been approved.

Signature of the Dean of the Faculty

Signature of the University Coordinator

Date:

Date:

**Receiving university:****Sending university:**

We confirm that the changes to the initially proposed study program have been approved.

Signature of the Dean of the Faculty

Signature of the University Coordinator

Date:

Date:



## ECTS - EUROPEAN CREDIT TRANSFER SYSTEM TRANSCRIPT OF STUDIES

Name of the sending university:	
Faculty/Department Institutional ECTS Coordinator	
Phone:	e-mail:
Surname of the student First name of the student Date and place of birth Gender	
Name of the receiving university:	
Faculty/Department Institutional ECTS Coordinator	
Phone:	e-mail:

Course code (1)	Course title	Course duration (2)	National grade (3)	ECTS grade (4)	ECTS credits (5)
	Continuation on a separate page			Total:	

Explanations for (1), (2), (3), (4), and (5) on the next page.

Degree/qualification awarded: \_\_\_\_\_

Signature of the Vice-Rector for Academic Affairs/Dean\*

Date: \_\_\_\_\_

University seal: \_\_\_\_\_

\*The document is invalid without the signatures and official university seal.

<b>1) Course code</b> According to the Information Package/ECTS Catalogue <b>Course duration (2)</b> Y- 1 year 1S- 1 semester      2S- 2 semester 1T- 1 trimester      2T- 2 trimester	<b>(3) Description of the institutional grading system</b> <b>(4) ECTS grading system</b> <b>(5) ECTS credits</b> 1 full academic year - 60 credits 1 semester - at least 30 credits 1 trimester - at least 20 credits
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**Ministry of Science and Higher Education of the Republic of Kazakhstan**  
**K. Zhubanov Aktobe Regional University**  
**STUDENT INDIVIDUAL STUDY PLAN**

<b>Student</b> _____ <b>Faculty</b> _____ <b>Speciality</b> _____ <b>Course</b> _____	<b>"APPROVED"</b> _____ Full name of the Dean of the Faculty _____  «__» _____ 20__
--	---

№	Subject code	Subject name	Number of credits	Subject name	Number of credits
_____ course					
_____ semester					
		<b>K. Zhubanov Aktobe Regional University</b>		<b>Partner university</b>	
Number of credits per semester					

Head of the Department Full name \_\_\_\_\_

**Agreed by:**

Vice-Rector for Academic Affairs Myasnikova L.N.

Director of the Department of International Full name \_\_\_\_\_

Registrar's Office Head Zhussupova G.T.

Specialist of the Department of International Cooperation Yesmaakanova R.E./  
Zhankulova I.A.

**Acknowledged by:**

Student: Full name \_\_\_\_\_

**Responsible**

Faculty Coordinator: Full name \_\_\_\_\_

**TYPICAL STRUCTURE OF THE INFORMATION PACKAGE/COURSE CATALOG**  
according to ECTS (to be completed in English)

<b>INFORMATION about the university</b>	<p>General Information about the University</p> <ol style="list-style-type: none"> <li>1. University name and address</li> <li>2. University leadership</li> <li>3. General description of the university</li> <li>4. Admission procedure (rules) and enrollment in the program</li> </ol>
<b>INFORMATION about the Study Programs</b> (Course Catalogue)	<p><b>General Description of the Study Programs</b></p> <ul style="list-style-type: none"> <li>• Degrees/qualifications awarded</li> <li>• Levels (stages) of study</li> <li>• Admission requirements for the program</li> <li>• Educational and professional objectives of the program/possibility of further study</li> <li>• Program structure with credit allocation</li> <li>• Final exams (if applicable)</li> <li>• Full name of lecturers for each course</li> </ul>
<b>Description of individual courses (units)</b>	<p><b>Course/discipline/unit title</b></p> <ul style="list-style-type: none"> <li>• Course code</li> <li>• Type of discipline</li> <li>• Level of course/discipline</li> <li>• Year of study</li> <li>• Study semester</li> <li>• Number of credits</li> <li>• Full name of lecturer/professor</li> <li>• Course objectives (expected learning goals and competencies to be acquired)</li> <li>• Prerequisites</li> <li>• Course/discipline content</li> <li>• Recommended literature</li> <li>• Teaching methods</li> <li>• Assessment methods/forms</li> <li>• Language of instruction</li> <li>• Conditions (requirements) for the study of the specialty (degree)</li> </ul>

Additional Information for Students	<b>Accommodation</b> <ul style="list-style-type: none"> <li>● <b>Catering</b></li> <li>● <b>Medical services</b></li> <li>● <b>Services/infrastructure for students with special needs, insurance</b></li> <li>● <b>Financial aid for students</b></li> <li>● <b>Student office/student affairs office</b></li> <li>● <b>Learning conditions (facilities for classes)</b></li> <li>● <b>International programs/Internships/Exchange programs</b></li> <li>● <b>Sports facilities</b></li> <li>● <b>Recreation facilities for students</b></li> <li>● <b>Student associations</b></li> </ul>
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## TEACHER'S APPLICATION

Photo

Academic year 20..../20..

Field:

This form should be filled out in black ink for better transmission in case of fax submission.

**Sending institution:**

Name and full address:

Full name of the Dean of the Faculty, phone, e-mail:

Full name of the University Coordinator, phone, e-mail:

**Personal details of the teacher***(to be filled out by the teacher/staff member)*

Last Name:

Name:

Date of birth:

Gender:

Citizenship

Place of birth:

Permanent address (if different):

Current address of residence:

Passport number:

Valid until

Phone.:

**List of universities receiving this application (in order of preference):**

University	Country	Employment Period From to		Duration of stay (months)	Number of expected ECTS credits
1.					
2.					
3.					

Full name of the teacher/staff member

Sending institution:

Country:

Briefly explain the reasons for your trip abroad

**Language skills**

Native language:		Language of instruction at your university (if different):	
Other languages	Currently studying	Have sufficient skills to studyобучаться	Will have sufficient skills if I



			undergo additional training			
	yes	no	yes	no	yes	no
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Work Experience

Work Experience	Company/Organization	Date	Country

Basic education (university, specialization, qualification)

Degree

Years of work experience in higher education before going abroad:

Have you been abroad?                      yes ☐                      no ☐

If yes, where and at which university?

Copies of the diploma and employment record book, certified by the HR department, are attached.  
Information that is not available at the time of application may be provided later.

### Receiving University

We acknowledge receipt of the application for the proposed academic mobility program.

The specified teacher:

- ☐ Accepted for teaching at our university  
☐ Not accepted for teaching at our university

Signature of the department coordinator  
Data:

Signature of the university coordinator  
Data:

## AGREEMENT

Academic year 20\_\_/20\_\_

Field:

Period of stay: from \_\_\_\_\_ to \_\_\_\_\_

**Full name of the teacher/staff member:**

**Sending university:**

**Country:**

Details of the program abroad

**Receiving university:**

**Country:**

<b>Course/discipline code (if applicable)</b> <b>Course/discipline title</b> <b>Course/discipline level</b> <b>Course type</b>	
<b>Semester</b>	
<b>Credits of the receiving university</b>	
<b>ECTS credits</b>	
<b>Course objectives</b>	
<b>Prerequisites</b>	
<b>Brief course/discipline content</b> <b>Recommended literature</b>	
<b>Language of instruction</b>	
<b>Teaching methods</b>	
<b>Methods/forms of assessment</b>	
<b>Requirements for the specialty (degree level)</b>	
<b>Course/discipline code (if applicable)</b> <b>Course/discipline title</b> <b>Course/discipline level</b> <b>Course type</b>	
<b>Semester</b>	
<b>Credits of the receiving university</b>	
<b>ECTS credits</b>	

**The course/discipline syllabus is attached.**

**Teacher's signature:**

**Data:**

**Sending university:**

We confirm that the proposed teaching program has been approved.

Signature of the Dean of the Faculty

Signature of the University Coordinator

Date:

Date:

**Receiving university:**

We confirm that the above-mentioned changes to the program have been approved.

Signature of the Dean of the Faculty

Signature of the University Coordinator

Date:

Date:

**Changes to the originally proposed program (to be filled out if applicable)**

**Full name of the teacher/staff member:**

**Sending university:**

**Country:**

Course/discipline code (if available)	Course/discipline title (as indicated in the information package)	Semester	Removed Added Course (unit)	ECTS credits

Signature of the teacher/staff member:

Date:

**Sending university:**

We confirm that the changes to the originally proposed teaching program have been approved.

Signature of the Dean of the Faculty

Signature of the University

Date:

Date:

**Receiving university:**

We confirm that the changes to the originally proposed teaching program have been approved.

Signature of the Dean of the Faculty

Signature of the University Coordinator

Date:

Date: