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**NON-PROFIT JOINT-STOCK COMPANY
"K. ZHUBANOV AKTOBE REGIONAL UNIVERSITY"**

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**NJSC "K. Zhubanov Aktope Regional
University"**

L. Karabassova



**REGULATION
ON INTERNATIONAL ACADEMIC MOBILITY
OF STUDENTS AND FACULTY MEMBERS**

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PREFACE

DEVELOPED AND SUBMITTED " 01 " 09 2025

Member of the Board - Vice-Rector for Strategic
Development and Digitalization



D. Khussainov

Director of the Department of Strategic
Development and International
Cooperation



A. Ayaganova

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TERMS AND DEFINITIONS

Academic period – a period of theoretical study established independently by the University in one of three forms: semester, trimester, or quarter.

European Credit Transfer and Accumulation System (ECTS) – a method of transferring credits earned by a learner at a foreign partner university into credits that are counted toward their degree upon return to the sending university, as well as the accumulation of credits within educational programs.

Credit – a unified unit of measurement for the volume of scientific and (or) educational work (workload) of a learner and a faculty member.

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

Student's Individual Study Plan (ISP) – a learner's document in accordance with which they undertake to master the elements of study (disciplines/elements of practical training) in a specific period.

Transcript – a document containing a list of completed disciplines and (or) modules, and other types of educational work for the corresponding period of study, indicating credits and grades.

Application Form – a questionnaire containing all information about the learner required by the receiving partner university.

Learning Agreement – guarantees the transfer of credits for courses successfully completed by the learner at the host partner university. The agreement must be signed by the student and the University coordinator (a staff member of the Department of Strategic Development and International Cooperation - hereinafter Department), and an authorized staff member of the host partner university.

In this Regulation, the following abbreviations are used:

IAM – International (inbound/outbound) academic mobility

Department – Department of Strategic Development and International Cooperation

ECTS – European Credit Transfer and Accumulation System

ISP – Individual Study Plan

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

OHPE – Organization of higher and (or) postgraduate education

Faculty – faculty members (Professor-Teaching Staff)

University – NJSC “K. Zhubanov Aktobe Regional University”

1. NORMATIVE REFERENCES

1. REGULATORY REFERENCES

1.1. These Regulations on International Academic Mobility of learners and faculty members (hereinafter – the Faculty) of NJSC “K. Zhubanov Aktobe Regional University” (hereinafter – the Regulations) is based on the following laws:

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

- The Law of the RK "On Science and Technological Policy" dated July 1, 2024, No. 103-VIII;

- The Law of the RK "On Languages" dated July 11, 1997, No. 151-I;

- The Law of the RK "On Migration of the Population" dated July 22, 2011, No. 477-IV;

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

- The Concept of Academic Mobility of Students of Higher Education Institutions (discussed and approved at the meeting of rectors within the framework of the extended Board of the Ministry of Science and Education and Science of the Republic of Kazakhstan on January 19, 2011);

- Rules for organizing international cooperation carried out by educational organizations. Order of the Minister of Education and Science of the RK dated December 27, 2007, No. 661 (Registered with the Ministry of Justice of the Republic of Kazakhstan on January 21, 2008, under No. 5106));

- Rules for sending students to study abroad, including through academic mobility. Order of the Minister of Education and Science of the Republic of Kazakhstan dated March 31, 2025, No. 149;
- Order of the Minister of Education and Science of the Republic of Kazakhstan No. 595 dated October 30, 2018, "On Approval of the Standard Model Rules for the Activities of Higher and (or) Postgraduate Education Institutions (hereinafter referred to as OHPE)."

- Order of the Minister of Education and Science of the Republic of Kazakhstan No. 152 dated April 20, 2011, "On Approval of the Rules for Organizing the Educational Process Using Credit-Based Learning in Higher and (or) Postgraduate Education Institutions."

- Order of the Minister of Education and Science of the Republic of Kazakhstan No. 396 dated August 7, 2023, "On Approval of the Rules for Submitting Proof of Solvency Necessary to Pay for Accommodation and Tuition; by Immigrants Arriving for the Purpose of Obtaining an Education."

- Order of the Minister of Education and Science of the Republic of Kazakhstan dated March 20, 2015, No. 137, "On Approval of Requirements for Educational Organizations Providing Distance Learning and Rules for Organizing the Educational Process for Distance Learning and Online Learning in Higher and/or Postgraduate Education Programs."

These Regulations define the basic concepts, organization procedures, and conditions for implementing international academic mobility at the K. Zhubanov Aktobe Regional University.

1.2. International (inbound /outbound) academic mobility refers to the transfer of students or faculty to a foreign higher education institution for study or research for a specific academic period (semester or academic year), with mandatory credit transfer for completed educational programs and disciplines at the sending university. Completion of all types of internships is not provided for within the framework of the IAM. Internships and other programmes that do not involve the completion of educational programmes or courses with the subsequent transfer of academic credits, and that are conducted outside the periods specified in the University's academic calendar, shall not be considered international academic mobility and shall not be funded by the University.

1.3. The goals of IAM are:

- improving the quality of education, enhancing the effectiveness of research and teaching activities, and establishing mutually beneficial international partnerships;
- enhancing the quality of knowledge and the level of human capital development;
- ensuring the competitiveness of University graduates in the labor market;
- strengthening the University's prestige in the educational services and labor markets;
- comparability and recognition of the University's educational programs with those of foreign educational institutions;
- strengthening the internationalization of higher and postgraduate education.
- integration into the international educational space and the use of global educational resources.

1.4. To ensure the international recognition of domestic educational programs, to provide IAM to University students and school, to improve the quality of education, and to ensure continuity at all levels of education, a unified credit system for learning is being implemented in accordance with the Bologna Process.

1.5. The rules and procedures for implementing the IAM apply to all students in undergraduate and graduate programs and to the University's school.

1.6. The recognition of learning outcomes within inter-university exchange programs is based on the European Credit Transfer System (ECTS). To ensure the IAM of 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 Kazakhstani credits into ECTS credits is not required, as the workload of one Kazakhstani academic credit (30 academic hours) corresponds to one ECTS credit (25-30 academic hours).

1.7. The conversion of grades from the ECTS grading scale into the point-rating letter-based system for assessing students' academic achievements, and vice versa, is carried out in accordance with Order No. 595 of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018, "On Approval of the Standard Rules for the Activities of Organizations of Higher and (or) Postgraduate Education".

1.8. The Department of Strategic Development and International Cooperation (hereinafter Department) is the coordinator of international academic mobility at the University.

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

2. ORGANIZATIONAL SUPPORT OF OUTBOUND INTERNATIONAL ACADEMIC MOBILITY OF STUDENTS

2.1. Organization of outbound IAM of students

2.1.1. Outbound IAM of students is carried out:

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

- based on personal invitations received from foreign educational and scientific organizations.

2.1.2. The selection criteria for students to participate in the IAM competition are determined taking into account the requirements of the University, the host partner university, and the Ministry of Science and Higher Education of the Republic of Kazakhstan. Students are also informed through announcements on the University website, social media, and by email to deans, department heads, and IAM coordinators of faculties.

2.1.3. List of documents required for participation in the IAM competition for students:

- Resume (free format);
- Copy of identity card or passport;
- Application addressed to the Chairman of the Management Board - Rector;
- Current academic transcript;
- Letter of recommendation;
- Health declaration
- Certificate from the place of study (issued by the Center for Educational Support/Smart ARSU);
- Copy of an internationally recognized certificate of foreign language proficiency (if applicable to the selected program);
- Copy of diplomas, certificates, and awards in the chosen field of study, received for participation in national or international events (if any);
- Student application form in accordance with Appendix 1 of these Regulations
- 3x4 photos (6 pcs.);
- Copy of a family document confirming the student's status as a large family member (if applicable);
- Copy of a document confirming the student's absence from parental care (for students classified as orphans and students left without parental care) (if applicable);
- File folder (1 pc.);
- If the applicant is under 18 years of age (is a minor) at the time of submitting documents for participation in the IAM competition, a notarized permission from the student's parents or guardian to travel abroad for study (a signed statement) must be additionally provided.

2.1.4. IAM Financing

IAM is funded by the following sources:

- from the republican budget: *students enrolled under a government-funded grant, as well as fee-paying students who achieve high scores in the competition, may be eligible to compete for funding from the republican budget;*

- from extra-budgetary funds (University funds): *only students enrolled in state grant programs may apply for funding from the University;*

- from students' own funds: *fee-paying students, students enrolled in state grant programs, as well as students enrolled in other grant programs (from companies, foundations, etc.) may apply for funding from their own funds.*

If an IAM participant is studying on a fee-paying basis, the payment stipulated by the Agreement for the Provision of Paid Educational Services at the University for the duration of the IAM at a foreign partner university is carried over to the following semester based on the relevant documents requested by the University's Accounting and Reporting Department.

2.1.5. Main criteria for applicant selection:

- the average current grade point average (GPA) at the time of participation in the competition for students studying on the basis of the republican budget and extra-budgetary funds of the university must be at least 3.0 out of 4.0, and for students on a fee-paying basis - 2.8 out of 4.0;

- proficiency in the foreign language of the country of study:

For English: IELTS (at least 5.5 or higher), TOEFL 46 or higher, Duolingo score of at least 80, or a diploma/transcript confirming study in the given language at a previous level of study (college or high school).

For Chinese: HSK 1 or higher or a Confucius Institute certificate of completion of a Chinese language course (at least 96 academic hours).

For Turkish: Tomer B2, Duolingo score of at least 80, or a diploma/transcript confirming instruction in the language at a previous level of study (college or high school).

Applicants for the IAM are exempt from the institutional language exam if they have valid internationally recognized certificates of foreign language proficiency or diplomas/transcripts confirming instruction as a foreign language (school or college). If a student does not have a document confirming foreign language proficiency, the Department organizes an internal language exam in the three aforementioned foreign languages.

Students at the Heriot-Watt International Campus do not take the institutional language proficiency exam, and if selected, they are invited to an interview conducted in English.

2.1.6. All students, regardless of social and physical status, participate on equal terms. Faculties recommend a list of candidates, taking into account the students' academic and personal achievements.

When selecting applicants for study abroad under the IAM, given equal scores, preference is given to:

- students with the highest GPA;
- orphans and students left without parental care;
- students from large families, students from single-parent families, and students with disabilities.

2.1.7. The basic period for the implementation of the IAM is one semester. A student is entitled to participate in the IAM program funded by the University and/or the republican budget only once, regardless of their level of study. Repeated participation in the IAM (second time) is permitted for all degrees (bachelor's and master's) only at the student's own expense, provided this does not conflict with clause 2.1.5 of these Regulations, as decided by the faculty. Students from the Heriot-Watt International Campus are eligible to participate in the IAM competition in accordance with the mobility regulations/agreement approved jointly with Heriot-Watt University.

Applicants submit applications for participation in the IAM on their own or a related specialization.

The following individuals are not eligible to participate in the IAM program:

- Bachelor's degree students planning to travel abroad during their first and final (graduating) years of study at the University;
- Master's degree students planning to travel abroad during their first and final (graduating) semesters of study at the University, as well as students enrolled in a one-year master's program;
- If undergraduate/master's degree students have a mandatory internship during their intended study abroad program as part of the IAM, applicants are permitted to participate in the IAM with the permission of their school deans, depending on the type of internship, upon submission to the Department of a service letter from the school dean, with the approval of the Office of the Registrar;

2.1.8. Before applying for the IAM competition, students must review the list of the University's international partner universities with which they participate in academic mobility or, in consultation with the Department, select three international partner universities offering their educational program or related major. If the academic program at the partner university is taught in a foreign language, the student must have proficiency in that language.

If no partner university with a suitable educational program or related major is available from the selected three universities, the applicant will be excluded from the IAM competition. Students have the right to independently find a foreign university that is not a partner of the University with a suitable educational program or related major and language of instruction for IAM training. However, training under the IAM will depend on the requirements and conditions of the foreign university, including memorandums and agreements. If study at a non-affiliated university is approved for the IAM, the program is dependent on the availability of extra-budgetary funds of the university to travel to the IAM.

For students at the Heriot-Watt International Campus, international academic mobility is available at the Edinburgh and Malaysian campuses of Heriot-Watt University due to their identical study programs. Students at the Heriot-Watt International Campus also have the right to independently find a non-affiliated university with a suitable program or related major and language of instruction for their IAM studies. Students must submit an application for credit matching and course compatibility to the Heriot-Watt International Campus management. However, study at the IAM will be subject to the requirements and conditions of the foreign university, including approval by Heriot-Watt University. If Heriot-Watt University declines the offer, the student will not be able to study at the independently found foreign university as part of the IAM. If study is approved for off-campus Heriot-Watt University study within the IAM, the study is dependent on the availability of extra-budgetary funds for travel to the IAM. Students must understand and accept the risks associated with the time it takes to coordinate individual study plans (ISP) between Heriot-Watt campuses.

2.1.9. Participants in the IAM are selected through a competitive process, which consists of three stages:

Stage 1. This stage is held at the University school level and the Heriot-Watt International Campus for the internal selection of applicants.

- The deans of the schools and the Heriot-Watt International Campus oversee the selection and approval of applicants for participation in the IAM at the faculty level;
- The deans appoint school/campus IAM coordinators;
- After the Department announces the start of accepting documents for participation in the IAM competition, the IAM coordinators of the faculties accept documents from students of the faculties for participation in the competition in accordance with the requirements and selection criteria specified in paragraphs 2.1.4., 2.1.5., 2.1.6., 2.1.7. of this Regulation;
- School IAM coordinators submit applicants' files to the Department within the established deadline specified in the Department's announcement regarding the start of the IAM competition application process. Student files submitted after the established deadline will not be included in the competition.

Stage 2. This stage takes place at the Department level and consists of 3 parts: 1) selection and language testing 2) interview 3) final decision at the University level.

1) Selection and language testing

- The Department accepts files from the school IAM coordinators within the established deadlines.
- The Department reviews and evaluates documents for compliance with the IAM selection criteria.
- Internal language testing for participation in the IAM at the University is conducted in English, Turkish, and Chinese. Russian language proficiency testing is not available. Language testing is conducted in written or computerized format and is based on international standards (similar to IELTS, TÖMER, or HSK). To ensure academic integrity and transparency in the selection process, the test question bank is updated annually.
- For students at the Heriot-Watt International Campus, language proficiency testing is not required.

2) Interview

After summing up the results of the language exam in the three languages, the Department selects IAM participants who have achieved the required language test scores and invites them to an interview.

- The interview is conducted to determine the participant's readiness and motivation to study abroad. The interview committee is composed of Department staff and may include invited independent experts from the University and/or faculty. The composition of the Commission is determined individually for each competition.

Interviews with students are conducted to assess the following qualities of each candidate:

- motivation and objectives for participating in the program;
- interest in the chosen field of study;
- emotional and psychological readiness to study abroad;
- ability to solve problems in an unfamiliar environment.

Interviews with students are scored using a scale developed and approved by the Interview Committee. The score thresholds for passing the interview are determined by the Committee for each individual competition, based on the total number of students who applied, as well as the number of places and grants available for academic mobility abroad in a given academic year, in accordance with the University Development Plan and/or Strategy.

3) Final Decision at the University Level

- In assessing candidates for participation in the IAM program, the key factors are the student's academic performance (70% of the overall score) and the results of the interview (30% of the overall score). All other documents submitted as part of the application package, including the motivation letter, certificates, and other academic or extracurricular achievements, are reviewed by the Commission during the interview to gain a more comprehensive understanding of the candidate's personality, goals, interests, and motivation. This approach enables the University to ensure a comprehensive and objective assessment of each candidate.

- The Department holds a final meeting of the University committee, consisting of school Deans and University management, to inform the applicant of the results of the two stages of the IAM competition. Based on the competition results, the University committee votes to approve the final list of participants and the reserve list of IAM participants. The committee may meet multiple times to approve different cohorts of IAM participants.

- Following the results of the University committee meeting, the Department prepares minutes of the meeting with the approved list of students sent to study abroad under the IAM.

- If an applicant has passed the IAM competition, but the chosen partner university does not have a related major for study, or the language of instruction for the student's chosen elective has changed, the Department provides the applicant with one additional partner university in accordance with the chosen language of instruction and a document confirming their language proficiency.

Stage 3. The final stage of the IAM competition is the selection process at the level of international partner universities, which send letters of invitation to University students.

- The list of final candidates who have passed all stages of the Heriot-Watt International Campus competition is sent to Heriot-Watt's head office and approved by them. The final decision on student acceptance is made by Heriot-Watt's head office. Current or final grades may be considered in the student selection and final decision-making process, depending on the semester and the visa processing timeline.

- For other faculties of the University, the Department requests elective course catalogs from partner universities to determine the majors and related majors of IAM participants. If suitable majors are unavailable, the Department notifies the IAM participant of the absence and will search for another partner university based on the student's application form.

- The faculty IAM coordinator and students jointly develop individual study plans (ISP) for study at the international partner university based on the elective course catalog of the host partner university. The approved ISP is submitted to the Department by the faculty coordinator in duplicate no later than 5 working days prior to the student's departure.

- The Department sends the selected IAM participants' application packages to the international partner universities for approval. If the partner universities refuse to admit the student or the student refuses to complete the IAM at the proposed partner universities, the student is withdrawn from the IAM.

- If the international partner university accepts the selected IAM participants (based on an official invitation), the Department prepares an agreement for the IAM participant's study abroad. This agreement is the primary document regulating the student's study abroad process and is completed in Kazakh/Russian or English using the form in Appendix 3 of these Regulations. If the international partner university accepts the student for the IAM, the agreement is signed by a trilateral agreement between the partner university, the student, and the University;

- The Department prepares and approves a cost estimate based on funds from the republican budget and/or University funds, taking into account the expenditure standards approved by the MSHE.

- The University provides funding in accordance with the cost estimate approved by the parties and transfers funds to the student to cover rent (including a deposit), roundtrip travel, visa services (including a deposit), and mandatory health insurance. These expenses are covered by the student from

the funds received. All other expenses, including meals, utilities for accommodation, and personal expenses, are covered by the student.

- Students are obligated to return any unused balance, supported by receipts provided, including the deposit. All amounts are subject to reimbursement in the national currency of the Republic of Kazakhstan at the exchange rate of the National Bank of the Republic of Kazakhstan established on the date of the first transfer of funds.

2.1.10. The Accounting and Reporting Department transfers funds to the IAM account of students.

2.1.11. To travel abroad, IAM participants must independently and in advance obtain an entry/exit visa by contacting the consular offices of foreign countries in the Republic of Kazakhstan. IAM participants are also responsible for purchasing their own air tickets and paying for/booking accommodations abroad. The Department provides information and advisory support to students.

2.1.12. In the event that any required documents are missing or additional documents are requested by the Department, students who have successfully completed all stages of the selection process and whose applications are under consideration by the Commission shall submit the required documents to the Department no later than 20 calendar days prior to the meeting of the University Commission.

2.1.13. If a student has academic disciplines that have no equivalent at the host educational institution, these disciplines will not be studied remotely at the University. The student may take the relevant courses if the University has licenses for informal education programs (Coursera).

2.1.14. Students at the host partner university undergo administrative enrollment procedures in accordance with the rules of the foreign educational institution. In case of changes in the catalogue of elective courses of the host partner university from the start of studies, ISP must be changed immediately within 15 working days in conjunction with the IAM coordinator of the university school;

2.1.15. After completing their stay at the host partner university, students submit to the University the original transcript and an advance report (in case of financing from the national budget or extra-budgetary funds) with a translation into the state language within 3 working days after arrival to the Republic of Kazakhstan. The advance report must be accompanied by a copy of the passport with notes on crossing the borders of the Republic of Kazakhstan, travel documents, supporting documents and receipts for the rental of residential premises and other documents confirming expenses.

2.1.16. The final document confirming the student's enrollment in the IAM is the original transcript, which must be completed using the form in Appendix 3 of these Regulations.

2.1.17. IAM participants with academic debts and differences at the foreign partner university must repay them in an additional semester on a paid basis.

2.1.18. If an IAM participant intends to continue their studies at a foreign partner university, re-enrollment within the IAM is on a fee-paying basis, provided this does not conflict with clause 2.1.5. of these Regulations. To continue the IAM, the participant must obtain permission from the partner university to extend his/her studies, agreed upon with the dean of the school and the coordinator of the partner university. The student must also obtain permission from the University school, which has the right to refuse the student's request to extend his/her studies within the IAM. If the school agrees to extend the student's studies within the IAM, the school's IAM coordinator sends a service letter to the Department authorizing the student's transfer to a next semester of study at the partner university on a fee-paying basis, agreed upon with the dean of the school, the head of the school department, and the Office of the Registrar.

2.2. Functions of the Department:

- establishing relationships with partner universities;
- concluding agreements with partner universities on educational programs;
- posting information about foreign partner universities and the IAM programs on the University's website and social media pages in collaboration with the Department of Marketing and Communications;
- conducting informational and explanatory work on the selection rules and procedures for participation in the IAM among University students and school IAM coordinators;
- coordinating with partner universities organizational matters related to curricula, course programs (modules), student travel dates and procedures, study conditions, accommodation, etc.;

- reviewing the duly approved application package from applicants for participation in the IAM, submitted by school IAM coordinators;
- concluding a tripartite agreement with IAM participants between the partner university, the student, and the University;
- sending the student's application package to the host partner university for review and approval for admission;
- preparing a report on the implementation of the IAM for students.

2.3. Functions of the schools/ Heriot-Watt International Campus:

- Appointment of a faculty IAM coordinator;
- informing students about the IAM competition rules and conditions;
 - conducting an internal selection of students wishing to participate in the IAM program according to the selection criteria;
 - providing a list of students who have passed the internal selection at the faculty level, along with a service letter and an extract from the Faculty Council minutes;
 - processing student documents in accordance with paragraphs 2.1.4, 2.1.5, 2.1.6, and 2.1.7 of these Regulations and submitting them to the Department;
 - providing the Department with students' class schedules in the requested format to invite them for an interview;
 - preparation of an agreement for study abroad specifying the student's personal data (full name, sending university), details of the study abroad (name of the host partner university), and the individual curriculum: a list of courses selected for study at the host university, indicating the course code, the number of credits at the host university, the duration of the internship or practical training, and the semester of study (in accordance with Appendix 3 of these Regulations);
 - preparation and approval of the student's individual curriculum, taking into account the partner university's curriculum, the number of hours, the significance of this program in the student's overall preparation, and other factors, indicating the subjects that are subject to transfer at the University. The number of credits acquired by the student abroad must be at least 30 credits. Students are not entitled to acquire credits using distance learning technology. They are recommended to acquire credits in accordance with paragraph 2.1.13 of these Regulations or before/after studying abroad with the consent of the faculty and the Department of Academic Affairs of the University;
 - preparing a letter of authorization to transfer a student who has expressed a desire to extend their studies at a foreign partner university under the IAM program for the second semester of study, as approved by the Registrar's Office;
 - preparing a transcript for the student to submit to the partner university;
 - determining the difference in disciplines, as approved by the Registrar's Office;
 - providing advisory assistance to students;
 - transfer of a student to a distance learning mode is not permitted. A student may complete the relevant courses provided that the University holds the necessary licenses to deliver non-formal education programmes (Coursera). If a Master's student is unable to conduct their Master's research work (MRW) at the host university, the MRW may be carried out remotely at the University while maintaining communication with the academic supervisor, subject to approval by the relevant faculty and the Vice-Rector responsible for the respective area;
 - providing the Department with statistics/a report on the implementation of the IAM program in the requested format.

2.4. Obligations of students participating in the IAM competition and sent for training under the IAM.

2.4.1 Students are obliged to:

- Please note that foreign partner universities have the right to open, close, or change their educational programs, disciplines (including related disciplines), and electives, as well as change the language of instruction, at their own discretion;
- independently verify the availability of their educational program or related major at the foreign partner universities with which the University implements academic mobility. If their educational program or related discipline is not available, they will be excluded from participation in the IAM competition;

- promptly provide the IAM coordinator of the faculty with the documents required for participation in the IAM competition and for the host partner university (if successful). The list of documents is determined by the terms of participation in the relevant IAM program;

- adhere to the departure and return deadlines specified in the order for sending the student to study at the foreign partner university;

- if a valid reason prevents travel to a partner university abroad, submit a reasoned statement addressed to the Chairman of the Board-Rector, along with supporting documents. If an applicant declines to study under the IAM, a replacement will be made based on the reserve list of applicants. The statement of refusal may be written in any form;

- study the courses specified in the individual curriculum. The Department Coordinator is not responsible for any forced changes to the curriculum caused by objective factors at the host university (course cancellation, failure to meet the minimum number of students in a group, scheduling conflicts). If such circumstances arise, the faculty coordinator is obligated to assist the student in making the necessary adjustments to the individual curriculum and having them approved within the specified timeframe. Students are permitted to make changes to the individual curriculum once within three weeks of the start of their studies abroad by drafting the changes with their faculty IAM coordinator and coordinating them with the department head, the Registrar's Office, the Department, and the university administration.

- maintain constant communication with the Department and faculty coordinators regarding matters related to studying at the foreign partner university, academic performance, passing midterm assessments, etc.;

- provide information about their schedule and faculty at the host partner university;

- provide educational materials and syllabi that are used for studying at the host partner university;

- register promptly with the migration service of the partner university's country;

- register with the nearest consulate or embassy of the Republic of Kazakhstan in the partner university's country;

- comply with the internal regulations and charter of the partner university;

- promptly notify the sending university of any participation in scientific, educational, and cultural events and internships abroad.

2.4.2 Upon completion of their studies under the IAM at a partner university, the student must submit the following documents to the Department:

- originals of all academic documents and copies to the school dean's office;

- complete a mandatory online survey on satisfaction with the IAM experience, which will be sent out by the Department after the student's return;

- submit an expense report to the Accounting and Reporting Department (in the case of funding from the republican budget or the University's funds) within three business days of arrival, along with originals of all supporting financial documents (travel tickets, housing leases, receipts, and other documents) approved in accordance with the cost estimate for the country of destination for IAM training;

- the student assumes all risks and is responsible for any negative consequences, including: late submission of an advance report, being left to repeat a year of study (not progressing to the next year), the occurrence of academic debt, loss of a state grant and/or scholarship, as well as non-payment of tuition fees for the subsequent academic period.

In the event of the student's failure to fulfill, or improper fulfillment of, the obligation to return the outstanding balance within the prescribed period, the University shall provide the student with a formal claim and an advance expense report detailing the expenses incurred and the amount of funds to be returned.

If the outstanding debt is not settled within the period specified in the claim, the measures under the legislation of the Republic of Kazakhstan shall be applied to the student.

Refunds of funds allocated for study abroad are also provided if the IAM participant receives unsatisfactory grades upon completion of their studies or does not complete the academic period at the foreign partner university.

2.4.3. Based on the student's departure order for training under the IAM, the Accounting and Reporting Department develops an individual planned expense calculation in accordance with the

standards of the Ministry of Higher Education of the Republic of Kazakhstan and makes an advance payment to the IAM participant's bank card account.

Failure to implement the approved training plan, as well as improper use of republican budget funds and University funds, constitute grounds for holding the student accountable and for the return of the funds used from the republican budget or University funds.

2.5. IAM is funded by international programs (Erasmus+, Orhun Exchange Program, DAAD, Fulbright, UGRAD, etc.)

Eligibility requirements for the above-mentioned programs are established by the rules of these programs.

Funding for participation in international programs shall be provided in accordance with the funding rules of each individual IAM program.

3. ORGANIZING INBOUND INTERNATIONAL ACADEMIC MOBILITY OF STUDENTS

3.1. Organization of inbound international academic mobility of students:

3.1.1. IAM of students from foreign universities is carried out in accordance with the University's agreements with foreign partner universities, as well as agreements with international organizations, and foundations.

3.1.2. The procedure and conditions for student participation in international academic mobility programs are the subject of specific agreements and contracts between partner universities.

3.1.3. Heads of Departments ensure the development of information packages about educational programs in Kazakh, Russian, and English in accordance with Appendix 6 of these Regulations to attract international students to the University.

3.1.4. School deans, together with school department heads, organize an exhibition of educational programs to attract international students.

3.1.5. The department and schools ensure the necessary interaction with the relevant divisions of the foreign partner university.

3.1.6. The Department sends information about possible accommodation options, prices, and living conditions to foreign partner universities and other foreign educational institutions, as well as directly to international students.

3.1.7. Representatives of partner universities submit the required documents of international students to the Department for review during the inbound IAM.

3.1.8. Based on the received documents, the Department, together with the relevant school, reviews the documents to ensure that the study plan complies with the established requirements. If approved, the Department issues an official invitation based on a letter from the school dean and provides visa support if necessary.

3.1.9. The Department issues an order for the admission of an international student to the relevant school upon receipt of an application from the international student and the school dean.

3.1.10. The Department provides support with the registration of international students with the Migration Service.

3.1.11. Responsibility for the implementation of the inbound IAM rests with the school dean, who oversees the implementation of the ISP and promptly informs the Department of its progress.

3.1.12. During the international student's studies at the University, the dean's office of the receiving school implements ongoing oversight of the educational process.

3.1.13. The dean of the school assigns a mentor responsible for international students to complete immigration forms, questionnaires, undergo medical examinations, etc.

3.1.14. The head of the school approves the study plan and the schedule of the educational process for foreign learners.

3.1.15. The mentor, together with the Department of Social Affairs and Youth Policy and the Deputy Dean for Academic Affairs, ensures the international student's involvement in student life at the University, participation in student events, and notifies the school's IAM Coordinator in advance of events, holidays, occasions, and meetings that could be useful and interesting for students from foreign universities.

3.1.16. The mentor maintains the international student's personal file, which is subsequently submitted to the Department.

3.1.17. The University provides housing and living conditions for the international student, subject to the availability of dormitory space.

3.1.18. During their studies at the University:

- the international student undergoes all established types of academic monitoring and knowledge assessment to master the educational program;
- the head of the school department provides consultations on the international student's educational program through the inbound IAM;
- the dean of the school, together with the Department, ensures the necessary interaction with the relevant department of the sending partner university;
- the international student is obliged to comply with the laws of the Republic of Kazakhstan, execute the orders and instructions of the University administration, and the University Charter and Internal Regulations.

3.1.19. Upon completion of their studies at the University, the school, together with the Office of the Registrar, issues a transcript to international students.

3.1.20. The IAM participant independently purchases air tickets, arranges medical insurance for the duration of their stay in the Republic of Kazakhstan, and obtains a visa with the assistance of the IAM coordinator in the Department.

4. ORGANIZATIONAL SUPPORT FOR INTERNATIONAL ACADEMIC MOBILITY OF FACULTY

4.1. Organization of IAM for Faculty:

4.1.1. The University's IAM for faculty is carried out in accordance with cooperation agreements with foreign universities and educational institutions, official invitations from foreign universities specifying the specialty, subject matter, field of expertise, etc., and is carried out in the form of internships and business trips for academic and scientific activities.

4.1.2. A faculty participating in the IAM program, based on an official invitation from a partner university, submits an application to the Program Coordinator in accordance with Appendix 7 of this Regulation (one month before the start of the program), indicating the purpose of the trip, destination, duration, course to be taught and language of instruction, specialty, and expected sources of funding.

4.1.3. The application must be accompanied by a written recommendation from the Head of Department, approved by the school dean, an agreement on participation in IAM, a CV in English, the lecture topics in English (with translation into Kazakh), an individual plan, and documents required for visa processing.

The IAM participation agreement is the primary document and is completed in Kazakh and English in the form specified in Appendix 8 of this Regulation.

4.1.4. Upon positive confirmation from the receiving partner university, a tripartite agreement is signed between the partner university, the faculty, and the University.

4.1.5. A faculty may independently select a foreign university, determine the list of courses to be taught, and submit an application to the Department.

4.1.6. Upon completion of their work at the host partner university, a report and an expense report (in the case of funding from the republican budget or the University's funds) must be submitted to the Department, translated into Kazakh language. The expense report must be accompanied by a copy of the passport with stamps indicating entry into the Republic of Kazakhstan or a travel certificate, travel documents, residential rental documents, and other documents confirming expenses incurred with the knowledge of the University administration.

4.1.7. The duration of participation in IAM is regulated in accordance with the agreement specified in Appendix 8 of this Regulation.

4.1.8. Participation of faculty in IAM in the form of an internship at a foreign university or international organization is carried out on the basis of a cooperation agreement with that university (organization), an appendix to the cooperation agreement (action plan), and an official invitation from the foreign university specifying the internship conditions. The above documents serve as the basis for undergoing the internship under IAM.

4.1.9. The IAM of school in the form of an internship is individualized and involves independent work at the host partner university or organization, individualized tracking and monitoring of completed work, and group or individual consultations.

4.1.10 Faculty have the right to independently seek internship opportunities abroad. If a personal invitation is received from a foreign university, the internship applicant submits a package of documents to the IAM Coordinator in the Department, including an application addressed to the Chairman of the Board-Rector requesting an internship abroad, an invitation from the host institution, a description of the internship terms, and a motivation letter.

4.1.11. The topic and content of the internship must be consistent with the current and future development of the educational, research, and pedagogical activities of the schools and the University as a whole.

4.1.12. Faculty sent to a foreign university are required to:

- promptly provide the schools IAM coordinator with the documents required by the host university. The list of documents is determined by the terms of participation in the relevant IAM program;
- coordinate the curriculum at the host university with the Department. Complete the questionnaire for a citizen of the Republic of Kazakhstan traveling abroad;
- adhere to the departure and return deadlines specified in the agreement regarding the transfer to another university;
- if a valid reason prevents the transfer to another university, submit a reasoned application through the school Dean addressed to the Chairman of the Board-Rector, along with supporting documents. Cancellation of the transfer to another university is formalized by a corresponding order.
- comply with and execute the orders and instructions of the rector of the host university, the Charter, Internal Regulations, and Laws of the host country.

4.1.13. The Dean of the school must familiarize IAM participants with the rules and requirements of this Regulation.

4.2. Organization of inbound international academic mobility of faculty

4.2.1. IAM in the form of receiving foreign faculty for lecturing (and other educational activities) at the University is carried out based on a cooperation agreement with the university (organization) and an annex to the cooperation agreement (action plan).

4.2.2. The Dean of the school, together with the Department:

- collects applications for participation in the University's IAM from partner universities, prepares proposals for school's departments, and ensures the necessary coordination with the relevant units of the partner university;
- prepares a draft agreement (an addendum to the cooperation agreement) for organizing the work/internship of a foreign lecturer at the University;
- provides information to the foreign lecturer regarding possible accommodation options, prices, and living conditions at the University;
- if the other party confirms their intention to participate in the IAM program under the proposed conditions, prepares a letter of consent for the appointment of the foreign lecturer for work/internship and provides visa support through the authorized authorities;
- prepares documentation regarding the entry and exit of the foreign citizen;
- informs the foreign lecturer about the rules of stay for foreign citizens in the Republic of Kazakhstan and the University's regulatory documents.

4.2.3. A head of school department is assigned to an IAM participant arriving at the University, acting simultaneously as a mentor and consultant for the work of the foreign representative. At the end of the period, the responsible head of the school department organizes the foreign citizen's medical examination, migration procedures, and the completion of the foreign citizen registration form in the Republic of Kazakhstan.

4.2.4. For foreign faculty arriving at the University to give lectures, the faculties and departments of the University provide the necessary conditions for lecturing: they allocate an auditorium with the required multimedia equipment and ensure the attendance of learners.

4.2.5. During the period of work of foreign faculty at the University, the deans of their schools implement ongoing monitoring over the educational process.

4.2.6. The responsible department and School assist in providing accommodation for the foreign faculty, organize their participation in scientific and educational seminars and interuniversity programs, and organize the creation of joint educational-methodical materials, scientific manuals, and articles.

4.2.8. The responsible department submits a detailed report on the work performed by the foreign school and on the implementation of IAM to the Department.

4.2.9. The University provides housing and living conditions for foreign teachers, subject to the availability of places in the dormitory.

5. FINANCING OF INTERNATIONAL ACADEMIC MOBILITY OF FACULTIES

5.1. IAM of faculties is financed from the following sources:

- funds of the University;
- host country funds, if stipulated by the agreement with the foreign partner university (organization);
- grants from international foundations and scholarship programs;
- faculties at their own expense.

6. FINAL PROVISIONS

6.1. The rules of these Regulations are mandatory and may be amended or supplemented as changes are introduced to the legal framework governing the operation of the higher education system of the Republic of Kazakhstan and the regulatory framework applied by the University, as well as with the emergence of new additional conditions not covered by these Regulations.

AGREED BY:

Member of the Board - Vice-Rector for Academic Affairs

Myasnikova L.

Member of the Board - Vice-Rector for Finance and Infrastructure

Yesenbayeva G.

Director of the Legal Department

Alimanova L.

Director of the Department of HR and Documentation Support

Tastankulov Y.

Deputy Director of the Department of HR and Documentation Support

Yessenalina L.

Application form for a citizen of the Republic of Kazakhstan going abroad to study

Photo 3*4

1	Last name, first name	
2	Date of birth	
3	Place of birth (village, district, city, region, country)	
4	Citizenship	
5	Nationality	
6	Residential address, telephone number	
7	Physical address, telephone number, email	
8	Name of the educational institution; educational program	
9	Year of study	
10	Average grade point average for the certificate of general secondary education (a copy of the certificate must be registered), year of graduation	
11	Names of other educational institutions you graduated from (a copy of the certificate must be registered), years of study, average grade	
12	Have you studied abroad? Where (country)? Duration of study Name of educational institution, educational program (bachelor's, master's) Documentary support (please attach copies of documents confirming your studies and academic performance abroad, as well as letters of recommendation from foreign universities)	

13	Studying abroad (through an exchange program, in a host country, through educational programs of a foreign state or organization, through sponsorship, at your own expense)	
14	Academic degree, title	
15	What scientific works and inventions do you have (if any, please attach copies of articles, educational and methodological developments, copyright certificates, abstracts, and diplomas)	

16. Information about close relatives (parents, brothers, sisters, spouse, children, guardians and/or legal representatives):

Degree of kinship	Last name, first name, date of birth, month, year	Place of work (educational institution), position, telephone number	Residential address, postal code, telephone number, area code
Father			
Mother			
Brothers			
Sisters			
Spouse			
Children			
Guardians and/or legal representatives			

17. Employment (including higher and secondary education, military service, part-time work, etc.)

Date		Position and name of organization	Address
Date of enrollment / Start date	Date of graduation / End date		

18	Specify the languages you speak (indicate your proficiency level, e.g.: fluent, good, can read and explain, can read and translate with a dictionary)	
----	---	--

19	Have you previously taken TOEFL/IELTS or other foreign language proficiency tests? If yes, what score did you receive? (please attach the certificate)	
20	Personal identification details (passport): Series Number Issued by Date of issue	
21	Name of the country where you intend to study (maximum 3 higher education institutions) Note: see the list of higher education institutions	
22	Specialty (major) you wish to study abroad	

Signature _____ Date _____

STUDENT QUESTIONNAIRE

Photo

Academic year 20.../20..

Field of study:

Sending institution details

Name and full address:

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

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

Personal information of the student

(to be completed by the student)

Last name:

Name:

Date of birth:

Gender:

Place of birth:

Permanent address (if different):

Current address:

Phone.:

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:

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

Date:

Signature of the university coordinator

Date:

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 School

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 School

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

Student signature:	Date:
Sending university: We confirm that the changes to the initially proposed study program have been approved.	
Signature of the Dean of the School Date:	Signature of the University Coordinator 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 School Date:	Signature of the University Coordinator Date:

ECTS - EUROPEAN CREDIT TRANSFER SYSTEM TRANSCRIPT OF STUDIES

Name of the sending university: School/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: School/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.

1) Course code According to the Information Package/ECTS Catalogue Course duration (2) Y- 1 year 1S- 1 semester 2S- 2 semester 1T- 1 trimester 2T- 2 trimester	(3) Description of the institutional grading system (4) ECTS grading system (5) ECTS credits 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

ZHUBANOV
UNIVERSITY

Student _____ School _____ Speciality _____ Course _____	"APPROVED" _____ Full name of the Dean of the School _____ «__» _____ 20__
---	--

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

Head of the Department

Full name _____

Agreed by:

Member of the Management Board,
Vice-Rector for Academic Affairs

Full name

Director of the Department of Strategic

Full name

Office of the Registrar Head

Full name

Development and International
Cooperation

Director of the Department of Research Activities
(for Master's students)

Full name

Director of the Department of Admissions and Career
Development (for Undergraduates)

Full name

Specialists of the Department of Strategic
Development and International
Cooperation

Full name

Acknowledged by:

Student:

Full name _____

Responsible

School Coordinator:

Full name _____

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

INFORMATION about the university	General Information about the University 1. University name and address 2. University leadership 3. General description of the university 4. Admission procedure (rules) and enrollment in the program
INFORMATION about the Study Programs (Course Catalogue)	General Description of the Study Programs • Degrees/qualifications awarded • Levels (stages) of study • Admission requirements for the program • Educational and professional objectives of the program/possibility of further study • Program structure with credit allocation • Final exams (if applicable) • Full name of lecturers for each course
Description of individual courses (units)	Course/discipline/unit title • Course code • Type of discipline • Level of course/discipline • Year of study • Study semester • Number of credits • Full name of lecturer/professor • Course objectives (expected learning goals and competencies to be acquired) • Prerequisites • Course/discipline content • Recommended literature • Teaching methods • Assessment methods/forms • Language of instruction • Conditions (requirements) for the study of the specialty (degree)

Additional Information for  ZHUBANOV UNIVERSITY	Accommodation • Catering • Medical services • Services/infrastructure for students with special needs, insurance • Financial aid for students • Student office/student affairs office • Learning conditions (facilities for classes) • International programs/Internships/Exchange programs • Sports facilities • Recreation facilities for students • Student associations
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ACADEMIC STAFF 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 School, 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

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:

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

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 School

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 School _____ 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 School _____ 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 School _____ Signature of the University Coordinator _____ Date: _____ Date: _____				