

NJSC «K. Zhubanov Aktobe Regional University»

APPROVED BY

Chair of the Management Board – Rector of
K. Zhubanov Aktobe Regional University

_____ L.Ch. Karabassova

«_____» _____ 2025

**REGULATIONS
ON THE IMPLEMENTATION OF MAJOR–MINOR EDUCATIONAL
PROGRAMMES**

For official use only

Aktobe, 2025

1. DEVELOPED

By the Director of the Department of
Academic Quality Improvement _____ A.K. Baysarina

APPROVED AND ENTERED INTO FORCE

by the Chairman of the Management Board-Rector of the K. Zhubanov Aktobe
Regional University, based on the decision of the Academic Council
(Minutes No. 12 dated July 1, 2025)

2. VALID UNTIL: replaced by a new version

3. REPLACES: the version dated August 12, 2020

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1 SCOPE OF APPLICATION

1.1 These Regulations define the key concepts, framework, procedures, and conditions governing the implementation of the Minor Programme.

1.2 These Regulations shall apply to heads of structural units, academic staff, administrative staff, and students of the University.

2 REGULATORY REFERENCES

The following regulatory documents are referenced in these Regulations:

2.1 Law of the Republic of Kazakhstan «On Education»;

2.2 Order No. 152 of the Minister of Education and Science of the Republic of Kazakhstan dated April 20, 2011, «On the Approval of the Rules for Organizing the Educational Process Using the Credit System in Institutions of Higher and/or Postgraduate Education»;

2.3 Order of the Minister of Education and Science of the Republic of Kazakhstan No. 595 dated October 30, 2018, «On the Approval of Model Rules for the Activities of Institutions of Higher and Postgraduate Education»;

2.4 Order of the Minister of Science and Higher Education of the Republic of Kazakhstan No. 2 dated July 20, 2022, «On the Approval of State Mandatory Standards for Higher and Postgraduate Education».

3. TERMS AND DEFINITIONS

The following terms and definitions are used in these Regulations:

3.1 **Academic Freedom** – the set of rights and responsibilities granted to participants in the educational process, enabling them to determine independently the content of education in respect of elective courses, additional learning activities, and the organisation of the educational process, with the aim of fostering the creative development of students and academic staff and promoting the use of innovative teaching technologies and methods.

3.2 **Academic Period (Term)** – a period of theoretical instruction established independently by the higher education institution in one of the following forms: semester, trimester, or quarter.

3.3 **Academic Credit** – a standardised unit of measurement of the volume of a student's and/or an academic staff member's educational and/or research work (workload).

3.4 **University Component (UC)** – the set of courses and the corresponding minimum number of academic credits determined independently by the University as part of an Educational Programme.

3.5 **Major Programme** – an Educational Programme selected by a student for the purpose of developing core competences.

3.6 **Minor Programme** – a set of courses selected by a student for the purpose of developing additional competences.

3.7 **Individual Study Plan (ISP)** – a study plan developed independently by the student for each academic year, with the assistance of a mentor, on the

basis of the Educational Programme and the Catalogue of Elective Courses.

3.8 Credit-Based System of Education – a system of education based on students' choice of and independent planning of the sequence in which courses and/or modules are studied, with the accumulation of academic credits.

3.9 Credit, Credit-hour – a standardised unit of measurement of the volume of a student's and/or an academic staff member's academic workload.

3.10 Competences – the ability to apply in practice the knowledge, abilities, and skills acquired through the learning process in a professional context.

3.11 Elective Component (EC) – the set of courses and the corresponding minimum number of academic credits offered by the University and selected independently by students during any academic period, subject to the applicable prerequisites and postrequisites.

3.12 Module – an autonomous, learning-outcome-based structural component of an Educational Programme with clearly defined knowledge, abilities, skills, and competences to be acquired by students, together with appropriate assessment criteria.

3.13 Modular Educational Programme – an Educational Programme comprising a set of modules designed to enable students to acquire the core competences required for the award of a particular degree and/or qualification.

3.14 Modular Learning – a method of organising the educational process based on the modular structure of the Educational Programme, curriculum, and courses.

3.15 Registrar's Office (Department/Section) – the academic administrative unit responsible for maintaining the complete record of students' academic achievement, administering all forms of assessment, and calculating students' academic ratings.

3.16 Postrequisites – courses, modules, and other learning activities for which the knowledge, abilities, skills, and competences acquired upon successful completion of a given course or module are required.

3.17 Prerequisites – courses, modules, and other learning activities that provide the knowledge, abilities, skills, and competences required for successful completion of the course and/or module to be studied.

3.18 Learning Module – a structural component of an Educational Programme designed to enable students to achieve specific learning outcomes from which the intended competences are derived, either wholly or in part.

3.19 Elective Courses – courses included in the University Component and the Elective Component within the prescribed number of academic credits, established by the University to reflect students' individual educational needs, the socio-economic characteristics and needs of a particular region, and established academic schools.

4. ABBREVIATIONS

The following abbreviations are used in these Regulations:

EP – Educational Programme;
UC – University Component;
EC – Elective Component;
SMSHPE – State Mandatory Standard of Higher and Postgraduate Education;
ECTS – European Credit Transfer and Accumulation System;
ISP – Individual Study Plan;
BC – Basic Courses;
MC – Major Courses.

5. GENERAL PROVISIONS

5.1. The introduction of Educational Programmes comprising a Major and a Minor provides students with the opportunity to acquire additional competences alongside those developed through their primary Educational Programme.

5.2. The Major Programme is an Educational Programme selected by a student for the purpose of developing core competences.

5.3. The Minor Programme is a set of courses and/or modules and other learning activities selected by a student for the purpose of developing additional competences.

5.4. Completion of both the Major and Minor programmes enhances students' employment opportunities and increases the competitiveness of graduates.

5.5. The Minor Programme is intended to develop additional competences in related or specialised Educational Programmes and to satisfy students' individual educational needs.

5.6. A Minor Programme is based on an interdisciplinary approach and is designed to broaden students' competences by providing an additional area of specialisation through a coherent set of interrelated courses beyond the student's primary field of study.

6. PROCEDURE FOR DEVELOPING EDUCATIONAL PROGRAMMES WITH MAJOR AND MINOR PROGRAMMES

6.1. Educational Programmes incorporating a Major and a Minor shall be developed in response to the needs of the regional labour market and the demand for highly qualified professionals.

6.2. Educational Programmes comprising a Major and a Minor shall be developed by the relevant academic departments in cooperation with employers and students.

6.3. A Minor Programme shall consist of a set of interrelated courses that are outside the primary field of study of the corresponding Major Programme.

6.4. The Major Programme shall be structured through alternative modules.

6.5. The selection and completion of courses within the Major Programme shall be based on the principles of prerequisites and postrequisites.

6.6. Courses included in the Minor Programme may belong either to the University Component or to the Elective Component.

6.7. Courses included in the Minor Programme may be incorporated into shared modules or constitute separate modules.

6.8. The Minor Programme shall comprise 20 to 30 academic credits. Courses included in the Minor Programme shall be taken within the University Component (UC) and the Elective Component (EC), and the corresponding credits shall count towards the total number of academic credits (240 credits) required for the award of the degree under the Major Programme.

6.9. Students who successfully complete both the Major and Minor programmes shall be awarded a diploma and an academic transcript indicating their academic achievement under the grade-rating system, together with the number of academic credits and hours completed.

6.10. The diploma supplement (academic transcript), Section 16, shall specify the titles of both the Major Programme and the Minor Programme.

6.11. Educational Programmes incorporating a Major and a Minor shall be approved by resolution of the University's Academic Board and entered into the National Register of Educational Programmes.

7. PROCEDURE FOR DEVELOPING THE MINOR PROGRAMME

7.1. The Minor Programme shall consist of modules comprising courses undertaken in the second and subsequent years of study. These modules shall be structured in accordance with the principles of prerequisites and postrequisites.

7.2. The total number of credits allocated to the Minor Programme shall comprise 20 to 30 academic credits out of the total 240 academic credits of the Major Programme. During their studies at the University (from the second to the fourth year), students shall complete not fewer than 20 and not more than 30 academic credits within the Minor Programme.

7.3. The Minor Programme shall be developed by academic staff of the relevant departments in cooperation with employers and students.

7.4. Course descriptions for the Minor Programme shall be published in the Course Catalogue on the Platonus platform.

7.5. During the course registration period, students shall independently select the modules comprising the Minor Programme from the available Course Catalogue.

7.6. Courses included in the Minor Programme shall be included in the departmental teaching workload calculations and incorporated into the University's general timetable.

8. AMENDMENTS AND ADDITIONS

8.1 These Regulations are approved by the Chair of the Management Board – Rector of the University on the basis of a resolution of the Academic Council and enter into force upon signature.

8.2 Amendments and additions to these Regulations shall be made in accordance with legislative acts, regulatory documents in the field of education, and internal university regulations.

8.3 Whenever these Regulations are amended, all copies of the superseded version held by the University are withdrawn and replaced with the revised version.

APPROVED BY:

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

L.N. Myasnikova