NJSC «K. Zhubanov Aktobe Regional University»

«APPROVED»
Chair of the Management Board–Rector
K. Zhubanov Aktobe Regional University
L.Karabassova
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REGULATIONS ON THE ORGANISATION AND CONDUCT OF THE SUMMER SEMESTER

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APPROVED AND ENTERED INTO FORCE :
by the Chair of the Management Board – Rector of K. Zhubanov Aktobe Regional University pursuant to the resolution of the Academic Council (Minutes №12 dated « 01 » 07 2025)

VALID UNTIL: superseded by a new version.

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1 SCOPE

These Regulations establish the procedure for the organisation and conduct of the Summer Semester for the purposes of clearing academic debts, eliminating academic differences in curricula, improving the Grade Point Average (GPA), and meeting students' additional learning needs.

These Regulations shall be binding upon students, academic staff, and the University's structural units.

2 NORMATIVE REFERENCES

These Regulations have been developed in accordance with the following regulatory documents:

2.1 Law of the Republic of Kazakhstan «On Education» dated 27 July 2007 No. 319-III.

2.2 Rules for the Organisation of the Educational Process under the Credit System of Education in Higher and (or) Postgraduate Education Institutions, approved by Order No. 152 of the Minister of Education and Science of the Republic of Kazakhstan dated 20 April 2011.

2.3 Model Rules for the Activities of Educational Organisations Implementing Higher and (or) Postgraduate Education Programmes, approved by Order No. 595 of the Minister of Education and Science of the Republic of Kazakhstan dated 30 October 2018.

2.4 State Mandatory Standard of Higher and Postgraduate Education, approved by Order No. 2 of the Minister of Science and Higher Education of the Republic of Kazakhstan dated 20 July 2022.

2.5 Code of Academic Integrity for Students, Academic Staff, and Employees of K. Zhubanov Aktobe Regional University.

2.6 Charter of the Non-Profit Joint-Stock Company «K.Zhubanov Aktobe Regional University» (Order No. 320 dated 27 May 2020).

3 GLOSSARY

The following terms and abbreviations are used in these Regulations.

Terms

- Dean's Office/Deanery – the structural unit responsible for organising the educational process, research activities, and student development within the Faculty, as well as coordinating and supervising the work of the academic staff in these areas.
- Registrar's Office – the academic administrative unit responsible for maintaining the complete record of students' academic achievements throughout the entire period of study, as reflected in the Transcript.
- Academic credit – a standardised unit of measurement of the academic and/or research workload of a student and/or a member of academic staff.
- Transcript – an official academic record containing the list of courses and/or modules and other types of academic work successfully completed by a student during a specified period of study, indicating the academic credits earned and the grades awarded.

- Working curriculum – a curriculum developed independently by the University on the basis of the relevant Educational Programme and students' Individual Study Plans (ISPs).
- Individual Study Plan (ISP) – a study plan developed by a student for each Academic Year with the assistance of an Academic Adviser, based on the Educational Programme and the Catalogue of Elective Courses/Modules.
- Academic difference – courses that have not previously been completed by a student and arise as a result of transfer, reinstatement, or return from academic leave.
- Academic debt – an unsatisfactory result obtained in the interim assessment or the absence of a final grade for a course due to the student's failure to attend the examination.
- Academic rating – a quantitative indicator of a student's level of achievement in mastering the Educational Programme, determined on the basis of the results of the interim assessment of courses and/or modules and other types of academic work.
- Semester – one half of an Academic Year in a higher education institution.

Abbreviations

- RK – Republic of Kazakhstan.
- MES – Ministry of Education and Science of the Republic of Kazakhstan.
- MSHE – Ministry of Science and Higher Education of the Republic of Kazakhstan.
- ARU – K. Zhubanov Aktobe Regional University.
- GPA – Grade Point Average.

4 GENERAL PROVISIONS

4.1 Under the credit system of education, the Summer Semester constitutes an integral component of the educational process.

4.2 The Summer Semester shall be organised upon the student's application and shall be available to students who voluntarily choose to take advantage of the academic opportunities offered by the University during the summer period.

4.3 The Summer Semester shall be organised on a fee-paying basis in accordance with the University's Academic Calendar for the following purposes:

- clearing academic debts or eliminating academic differences in curricula (except for students in the final year of study);

- studying courses and earning academic credits at other educational organisations, subject to their subsequent recognition by K. Zhubanov Aktobe Regional University;

- studying courses for the purpose of improving the student's Grade Point Average (GPA).

4.4 The Summer Semester shall be organised on a fee-paying basis in accordance with the University's Academic Calendar to provide students with the opportunity to eliminate academic debts or complete the academic difference (except for students in the final year of study), to study courses and earn academic credits at other educational institutions with mandatory credit transfer to K.

Zhubanov Aktobe Regional University, and to study additional courses for the purpose of improving their Grade Point Average (GPA).

4.5 Students in the final year of study shall not be eligible to register for the Summer Semester.

4.6 The duration of the Summer Semester shall be determined by the Academic Calendar and shall be not less than six (6) weeks.

4.7 During the Summer Semester, a student may enrol in courses carrying a maximum of 20 ECTS credits.

5 REGISTRATION FOR THE SUMMER SEMESTER

5.1 The following categories of students shall be eligible to register for courses offered during the Summer Semester:

- students who were not admitted to the examination session on the basis of their semester academic rating;
- students who received an unsatisfactory grade in the final assessment during the interimediate assessment period;
- students with academic debts from previous Academic Periods;
- students who have not achieved the minimum required Grade Point Average (GPA) for progression;
- students with academic differences arising from reinstatement, transfer, or return from academic leave;
- students wishing to study courses in addition to those prescribed by their Educational Programme;
- students wishing to improve their academic rating;
- students enrolled in a dual-degree programme.

5.2 Registration for the Summer Semester shall be carried out by the Registrar's Office on the basis of the student's application, submitted no later than three (3) days before the commencement of the Summer Semester, together with proof of payment of the Summer Semester tuition fees.

5.3 Tuition fees for courses undertaken during the Summer Semester shall be charged on a per-credit basis in accordance with the University's approved schedule of fees.

5.4 Students who fail to submit an application for participation in the Summer Semester within the prescribed period shall not be permitted to participate in the Summer Semester.

5.5 An application for registration for the Summer Semester shall be submitted by the student to the Chair of the Management Board – Rector, specifying the courses to be taken and the number of academic credits assigned to each course. Proof of payment of the tuition fees shall be attached to the application.

5.6 The Registrar's Office shall prepare an official letter containing the list of students registered for the Summer Semester, indicating the courses and the corresponding academic credits.

5.7 On the basis of the official letter, an order shall be issued authorising the students' admission to the Summer Semester.

6 ORGANISATION OF THE SUMMER SEMESTER

6.1 The Registrar's Office shall create academic groups in the automated academic information system.

6.2 The Registrar's Office, in cooperation with the Dean's Offices, shall determine the list of courses to be offered during the Summer Semester. The class timetable shall be prepared and approved by the Dispatching Services Centre .

6.3 Heads of Academic Departments shall submit an official letter to the Registrar's Office, specifying the members of the academic staff assigned to teach the Summer Semester courses, together with the titles of the courses and the corresponding academic credits.

6.4 The academic staff shall conduct all forms of continuous assessment and interim assessment and shall record students' academic achievements.

6.5 Students' academic achievements during the Summer Semester shall be assessed in accordance with the University's letter grading system based on a point-rating scale.

6.6 Grades awarded during the Summer Semester shall be automatically recorded in the student's Transcript through the automated academic information system.

6.7 The results of examinations in courses completed during the Summer Semester shall be taken into account when calculating the student's Grade Point Average (GPA) for progression to the next year of study in the current Academic Year.

6.8 Upon completion of the Summer Semester, an order for the student's progression to the next year of study shall be generated through the automated academic information system.

6.9 A student who, upon completion of the Academic Year, including the results of the Summer Semester, has not achieved the minimum Grade Point Average (GPA) required for progression shall be entitled to repeat the Academic Year.

6.10 A student retained for a repeated year of study shall prepare a new Individual Study Plan (ISP).

6.11 Repeating an Academic Year shall be permitted only on a fee-paying basis.

6.12 A student may decline to repeat the Academic Year by voluntarily withdrawing from the University.

7 AMENDMENTS AND ADDITIONS

7.1. Amendments and additions to these Regulations shall be made in accordance with the applicable legislation, regulatory documents governing the field of education, and the University's internal regulations.

7.2. Where these Regulations are amended, all copies of the superseded version held by the University shall be withdrawn and replaced with the revised version.

AGREED BY:

Member of the Management Board
for Academic Affairs - Vice-Rector L.Myasnikova