NJSC «K.Zhubanov Aktobe Regional University»

«APPROVED»
by the resolution of the Academic Council of K.Zhubanov Aktobe Regional University
(dated 02.07.2026, Minutes №12)

REGULATIONS ON THE TRANSFER AND REINSTATEMENT OF STUDENTS

For official use only
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PREPARED BY

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APPROVED AND ENTERED INTO FORCE :

Pursuant to the resolution of the Academic Council of K.Zhubanov Aktobe Regional University (Minutes №12 dated 02.07.2026)

VALID UNTIL: superseded by a new version.

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1 SCOPE

1.1 These Regulations govern the procedures for the transfer and reinstatement of students (former students) at the University, including transfers within the University and transfers from one higher education institution to another.

1.2 These Regulations shall be binding on all students and the relevant structural units of the University.

2 NORMATIVE REFERENCES

These Regulations on the Transfer and Reinstatement of Students (hereinafter referred to as the Regulations) have been developed in accordance with the following regulatory documents:

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

2.2 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.

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

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

2.5 Model Admission Rules for Educational Organisations Implementing Higher and Postgraduate Education Programmes, approved by Order No. 600 of the Minister of Education and Science of the Republic of Kazakhstan, dated 31 October 2018.

2.6 Methodological Recommendations on the Correspondence between Related Groups of Higher Education Programmes and Specialities of Technical and Vocational, and Post-Secondary Education, approved by Order No. 134 of the Minister of Education and Science of the Republic of Kazakhstan, dated 1 April 2019.

2.7 Rules for Conducting the Unified National Testing, approved by Order No. 204 of the Minister of Education and Science of the Republic of Kazakhstan, dated 2 May 2017.

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

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

3 GENERAL PROVISIONS

3.1 Applications for transfer and reinstatement shall be considered by the Rector of the University.

3.2 The transfer and reinstatement of students at the University, including transfers within the University and from one higher education institution to another, shall be carried out during the winter and summer vacation periods in accordance with the Academic Calendar. The relevant order shall be issued no later than five (5) days before the commencement of the next Academic Period.

Citizens of the Republic of Kazakhstan and Kandas (ethnic Kazakhs returning to Kazakhstan), shall, however, be eligible for reinstatement from foreign higher education institutions during the Academic Year in the event of a state of emergency, emergencies of a social, natural or technological nature, wartime, or armed or military conflicts in the country where they are studying.

3.3 Where the authorised body in the field of science and higher education adopts a decision to suspend, revoke or withdraw a licence and/or an appendix to the licence, or where the licence and/or the appendix to the licence for educational activities is voluntarily surrendered, students of the relevant higher education institution shall be transferred to other higher education institutions to continue their studies during the current semester from the date of such decision.

Where the accreditation of a higher education institution is suspended, revoked or expires, its students shall be transferred to other higher education institutions to continue their studies within one month from the date of the relevant decision.

3.4 Students may be transferred or reinstated following expulsion, provided that they have successfully completed the first Academic Period of the relevant Educational Programme in accordance with their Individual Study Plan.

3.5 Students who have outstanding academic debts at the time of transfer shall not be eligible to transfer from one higher education institution to another or from one Educational Programme (hereinafter referred to as the EP) to another.

3.6 A student may be reinstated from one Educational Programme to another or transferred from one higher education institution to another, irrespective of the length of time since expulsion.

3.7 Students from other higher education institutions and/or from other Educational Programmes within the same group of Educational Programmes may be transferred or reinstated to the Educational Programmes offered by the Heriot-Watt University Campus based at K. Zhubanov Aktobe Regional University on a fee-paying basis.

3.8 Upon transfer or reinstatement, the student's achieved Learning Outcomes and successfully completed courses shall be recognised through the transfer of academic credits from one Educational Programme to another or from one educational organisation to another.

3.9 For the purpose of recognising prior Learning Outcomes upon the transfer or reinstatement of students, the Rector shall establish, by order, the relevant faculty committees. For students of the Heriot-Watt University Campus based at the University, a joint committee comprising faculty representatives and representatives of Heriot-Watt University shall be established.

3.10 Upon the transfer or reinstatement of students, the academic difference shall be determined by the relevant faculty committee in cooperation with the

Registrar's Office, based on the list of previously completed courses. The academic difference shall not exceed 24 ECTS credits for Bachelor's degree programmes (except for the final year of study, where no academic difference is permitted), 10 ECTS credits for Master's degree programmes, and 30 ECTS credits for students of the Heriot-Watt University Campus based at the University.

3.11 When determining the academic difference, courses included in Educational Programmes within the same field of study shall be recognised for credit, subject to the decision of the committee.

3.12 The committee shall recognise previously completed courses for credit, complete the Credit Recognition Form (Appendix 1), and record its decision in the meeting minutes.

3.13 Upon transfer or reinstatement, the student's year of study shall be determined on the basis of the committee's recommendations, taking into account the prerequisite requirements.

3.14 To eliminate the academic difference, a student may register for courses totalling no more than 10 academic credits during an Academic Period and may additionally register for and complete up to 20 academic credits during the Summer Semester.

3.15 The transfer and reinstatement of students from other higher education institutions shall be carried out in accordance with the University's Admission Policy for Higher and Postgraduate Educational Programmes, applicable to the year of admission.

3.16. Reinstatement or transfer to undergraduate, master's, or doctoral degree programmes, including transfers from foreign higher education institutions, shall be carried out subject to the availability of a Unified National Testing (hereinafter referred to as the «UNT») certificate or a Comprehensive Testing (hereinafter referred to as the «CT») certificate with a score not lower than the threshold score established by the University, except for students of the Heriot-Watt campus based at the University.

Students of leading foreign higher education institutions may be reinstated without taking the UNT or CT, provided that they submit a transcript confirming the learning outcomes achieved, covering at least 30 academic credits earned at foreign higher education institutions.

The list of leading foreign higher education institutions includes:

1. Higher and/or postgraduate education institutions ranked among the top 700 in international academic rankings, namely QS WUR (QS World University Rankings), THE WUR (Times Higher Education World University Rankings), and ARWU (Academic Ranking of World Universities);
2. parent higher and/or postgraduate education institutions of branches of foreign educational institutions whose activities are recognized in the territory of the Republic of Kazakhstan in accordance with the applicable legislation.

3.17 For transfer or reinstatement to the Heriot-Watt University Campus based at the University, applicants shall, in addition to the UNT certificate, submit an IELTS certificate with an overall score of not less than 6.0, confirming English

language proficiency in accordance with the Common European Framework of Reference for Languages (CEFR).

3.18. In cases of reinstatement or transfer from foreign higher education institutions, students shall submit a transcript of the learning outcomes achieved, as well as a Unified National Testing (UNT) certificate or a Comprehensive Testing (CT) certificate with a score not lower than the established threshold score for the relevant group of educational programmes.

3.19. If a student does not have an UNT or CT certificate, the University may reinstate the student exclusively during the winter vacation period for one academic period, subject to subsequent completion of the UNT or CT.

The reinstated student shall take the UNT or CT within the time limits established by the Rules for Conducting the Unified National Testing. If the student achieves the established threshold score for the relevant group of educational programmes, the student may continue their studies at the University. If the student fails to achieve the established threshold score, the student shall be expelled from the University.

3.20. Documents in a foreign language shall be submitted with a notarized translation into Kazakh or Russian, in accordance with the Standard Admission Rules.

3.21. Students enrolled in undergraduate programmes (first higher education with a shortened period of study / second higher education) and master's programmes at foreign educational institutions shall not be eligible for reinstatement or transfer to the final year of study.

3.22 Transfer or reinstatement to the group of Educational Programmes in the field of Education shall be permitted only for applicants who have successfully completed the UNT in History of Kazakhstan, Mathematical Literacy, Reading Literacy (language of instruction), and the two required profile subjects, and have achieved the minimum threshold score established by the University.

3.23 Applicants seeking transfer or reinstatement to the group of Educational Programmes in the field of Education shall also pass a special examination conducted by departmental committees established for the Admissions Committee. The examination shall be conducted in accordance with the University's Admission Rules.

3.24 Transfer or reinstatement to the group of Educational Programmes in the field of Law shall be permitted only for applicants who have successfully completed the UNT and have achieved the minimum threshold score established by the University.

3.25 Transfer or reinstatement from creative Educational Programmes to other Educational Programmes shall be permitted only for applicants who have successfully completed the UNT in the required profile subjects and have achieved the minimum established threshold score.

3.26 Transfer or reinstatement from other Educational Programmes to creative Educational Programmes shall be permitted only upon successful completion of the creative entrance examination and achievement of the required minimum threshold score. The examination shall be conducted by departmental committees

established for the Admissions Committee in accordance with the University's Admission Rules.

For the groups of educational programmes “B005 Physical Education Teacher Training,” “B007 Teacher Training in Arts and Crafts and Technical Drawing,” and “B031 Fashion and Design,” applicants must obtain a combined score of at least 20 points in History of Kazakhstan and Reading Literacy; for “B006 Music Teacher Training” and “B092 Leisure,” a combined score of at least 15 points; and for “B028 Choreography,” a combined score of at least 10 points in these subjects.

3.27 The transfer and reinstatement of students who have completed compulsory military service shall be carried out on a fee-paying basis following a successful interview conducted by departmental commissions appointed for the Admissions Committee.

3.28 The transfer and reinstatement of international students shall be carried out on a fee-paying basis following a successful interview conducted by departmental committees appointed for the Admissions Committee.

3.29 The transfer and reinstatement of students who have completed technical and vocational or post-secondary education shall be carried out in accordance with the «Methodological Recommendations on the Correspondence between Related Groups of Higher Education Programmes and Specialities of Technical and Vocational, and Post-Secondary Education».

3.30 An order admitting an applicant to the student body shall be issued:

- following a favourable decision on the student's transfer or reinstatement;
- upon submission of the application and all required supporting documents;
- upon payment of 30% of the annual tuition fee and 100% of the fee for the academic difference, at the rates applicable to first-year students admitted in the current Academic Year and in force at the time of transfer or reinstatement (in the case of transfer within the University, the tuition fee shall remain unchanged in accordance with the year of the student’s admission.);
- upon execution of the Agreement for the Provision of Educational Services.

4 TRANSFER PROCEDURE

4.1 Students may transfer from one Educational Programme to another, from one language division to another, or from one higher education institution to another.

4.2 The transfer of a student from one educational organisation to another shall be carried out with the consent of the heads of both educational organisations and shall be formalised by the relevant orders.

4.3 The procedure for transferring a student from one higher education institution to another shall be as follows:

- a student wishing to transfer to another higher education institution shall submit an application for transfer addressed to the Rector of the higher education institution in which they are currently enrolled. Upon obtaining written consent to the transfer, duly signed and sealed, the student shall apply to the Rector of the receiving higher education institution;
- the application for transfer to the Rector of the receiving higher education

institution shall be accompanied by a transcript duly signed and sealed, a copy of the Unified National Testing (UNT) certificate (for bachelor's degree programmes), a copy of the Comprehensive Testing (CT) certificate (for master's and doctoral programmes), a copy of the educational grant certificate (where applicable), a copy of the secondary education certificate or diploma, a copy of the licence and the application addressed to the Rector of the higher education institution in which the student is currently enrolled (bearing the signature of the head and the official seal), and Medical Certificate Form No. 075/u, a certificate indicating the 20-digit bank account number (for students studying under an educational grant);

- based on the submitted documents, the Faculty Committee shall determine the academic difference in courses, establish the student's year of study in accordance with the completed prerequisites, and recognise previously earned credits in accordance with the Educational Programme, in consultation with the Registrar's Office;

- following the endorsement of the Dean of the Faculty, the Head of the Registrar's Office, the Director of the Department of Academic Affairs, and the Vice-Rector for Academic Affairs, the Rector shall issue an order approving the student's transfer.

4.4 Within five (5) working days of the issuance of the transfer order, a written request shall be sent to the higher education institution where the student was previously enrolled, requesting the transfer of the student's personal file. A copy of the order admitting the student by transfer shall be attached to the request.

4.5 Upon receipt of the request, the higher education institution where the student was previously enrolled shall forward the student's personal file to the receiving higher education institution within thirty (30) calendar days from the date the request was sent. If the personal file is not received within the prescribed period, the student shall be subject to expulsion.

4.6 Responsibility for ensuring the timely dispatch of the personal files of students transferring or being reinstated to other higher education institutions shall rest with the head of the responsible structural unit.

4.7 The student's personal file shall contain:

- the original secondary education certificate or diploma;
- the transcript or academic certificate;
- the Unified National Testing (UNT) or Comprehensive Testing (CT) certificate;
- the educational grant certificate (where applicable);
- copies of the orders on admission, progression from one year of study to the next, and expulsion;
- the application for admission;
- Medical Certificate Form No. 075/u;
- an inventory of the documents being transferred.

4.8 Students studying under an educational grant may transfer to an Educational Programme within the same group of Educational Programmes while retaining their educational grant.

4.9 At their request, students studying under an educational grant may transfer to another higher education institution while retaining their educational grant.

Students admitted under targeted educational grants allocated to the Heriot-Watt University Campus based at K. Zhubanov Aktobe Regional University may transfer to another higher education institution or to another Educational Programme only on a fee-paying basis.

4.10 Students admitted under educational grants allocated to specific higher education institutions, as well as those admitted to teacher education programmes under the allocated quota, may transfer to another higher education institution only on a fee-paying basis.

4.11 The University shall send a request for the personal file of a student transferred from another higher education institution within two (2) weeks from the commencement of the Academic Period. Failure to do so shall result in the student's expulsion on the grounds of loss of contact with the University.

5 REINSTATEMENT PROCEDURE

5.1 Reinstatement to the student body shall be permitted only on a fee-paying basis. The student's year of study shall be determined taking into account the completed prerequisites and the academic difference in courses.

5.2 The reinstatement procedure shall be as follows: a former student shall submit an application for reinstatement addressed to the Rector of the University. The application shall be accompanied by the following documents:

- a transcript or academic certificate;
- the original educational qualification document (where the document has been issued by a foreign higher education institution, it shall be subject to the recognition procedure in the Republic of Kazakhstan (nostrification) in accordance with the Rules for the Recognition of Educational Documents);
- copies of the Unified National Testing (UNT) or Comprehensive Testing (CT) certificates;
- the entrance examination record (for applicants from foreign higher education institutions);
- extracts from the orders on admission, progression from one year of study to the next, and expulsion;
- a copy of the former higher education institution's licence;
- Medical Certificate Form No. 075/u.

5.3 Based on the submitted documents, the Faculty Committee shall determine the academic difference in courses, establish the student's year of study in accordance with the completed prerequisites, and recognise previously earned credits in accordance with the Educational Programme, in consultation with the Registrar's Office.

5.4 Following the endorsement of the Dean of the Faculty, the Head of the Registrar's Office, the Director of the Department of Academic Affairs, and the Vice-Rector for Academic Affairs, the Rector shall issue an order approving the student's reinstatement.

5.5 Following the issuance of the reinstatement order, a request for the student's personal file shall be sent to the higher education institution in which the student was previously enrolled.

5.6 Upon receipt of the request, the higher education institution where the student was previously enrolled shall forward the student's personal file to the receiving higher education institution within thirty (30) calendar days from the date the request was sent. If the personal file is not received within the prescribed period, the student shall be subject to expulsion.

5.7 A student who was expelled for non-payment or withdrew voluntarily before the issuance of the order approving progression to the next year of study, but who completed the academic year without academic debts, may be reinstated and progress to the next year of study before the commencement of the Academic Period.

5.8 A student who was admitted to the Final Assessment but was subsequently expelled (including voluntary withdrawal, failure to attend, receiving an unsatisfactory grade, non-payment, or for other reasons) may be reinstated during the vacation period in accordance with the Academic Calendar on a fee-paying basis, provided that the educational programme in which they studied is still available.

6 AMENDMENTS AND REVISIONS

6.1. Amendments and revisions to these Regulations shall be made in accordance with the legislation of the Republic of Kazakhstan, regulatory documents governing higher education, and the University's internal regulations.

6.2. 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.N. Myasnikova

Appendix 1

Credit Recognition Record

_____

Students Full Name

Transfered/Reinstated

_____

Name of the Educational Institution

Credit Recognition Record for Transfer/Reinstatement to the ___ Year of the Educational Programme _____ for the 20___–20___ Academic Year

№	**Course Title (K. Zhubanov Aktobe Regional University)**	**Credits**	**Course Title (Previous Higher Education Institution)**	**Credits**	**Grade**	**Remarks**
1						
2						
3						
4						
5						
6						
7						
8						

Chair of the Committee: _____

Committee Members: _____

_____

_____

_____

Representative of the Registrar's Office: _____

«_____»_____ 20___ г.