**NJSC «K.Zhubanov Aktobe Regional University»**

**«APPROVED»**
Chair of the Management Board – Rector
K.Zhubanov Aktobe Regional University
L.Karabassova
« 28 » 06 2024

# REGULATIONS ON REGISTRATION FOR EDUCATIONAL MODULES

**For official use only**
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**PREPARED BY:**

Director of the Department of Academic Affairs S.Bisheken

Head of the Registrar's Office G.Zhusupova

**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 №14 dated « 28 » 06 2024)

**VALID UNTIL**: superseded by a new version.

**REPLACES**: Version 5.0

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## 1 SCOPE

1.1 These Regulations establish the procedure for the registration of students for educational modules (courses).

1.2 The purpose of these Regulations is to establish the procedure for student registration for educational modules (courses) and to ensure students' freedom to choose courses included in the Catalogue of Elective Modules (Courses) (hereinafter referred to as the CEC).

## 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 TERMS AND DEFINITIONS

3.1 Academic freedom – the set of rights and powers granted to participants in the educational process to independently determine the content of education with respect to courses within the Elective Component and additional types of learning, as well as to organise educational activities for the purpose of creating conditions for the creative development of students and academic staff and for the application of innovative teaching technologies and methods.

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

3.3 Academic credit – a standardised unit of measurement of the volume of academic and/or research workload of a student and/or a member of academic staff.

3.4 Academic Adviser – a member of the academic staff who acts as the academic mentor for students enrolled in the relevant Educational Programme, providing guidance in selecting an educational pathway (through the development of an Individual Study Plan (ISP)) and supporting the successful completion of the

Educational Programme throughout the period of study.

3.5 Elective courses – courses included in the University Component and the Elective Component within the established number of academic credits, introduced by educational organisations to support students' individual educational needs, taking into account the socio-economic development and specific needs of a particular region, as well as established academic schools.

3.6 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 or Modules.

3.7 Academic Calendar – the schedule of academic and assessment activities and professional practice during the Academic Year, including vacation periods and public holidays.

3.8 Module – an autonomous structural element of an Educational Programme that is complete in terms of learning outcomes, with clearly defined knowledge, skills, competences, and learning outcomes to be achieved by students, together with appropriate assessment criteria.

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

3.10 Postrequisite – a course and/or module, or another type of academic work, the successful completion of which requires the knowledge, skills, and competences acquired through the completion of a particular course and/or module.

3.11 Prerequisite – a course and/or module, or another type of academic work, containing the knowledge, skills, and competences required for successful completion of a particular course and/or module.

3.12 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.

## 4 GENERAL PROVISIONS

4.1 The University shall provide conditions enabling students to independently plan their Educational Programme and select an individual educational pathway in accordance with the requirements of the credit system of education. The student's educational pathway shall be reflected in the Individual Study Plan (ISP). For this purpose, student registration for educational modules shall be organised by the Registrar's Office. Academic Advisers shall be engaged to provide organisational and methodological support and academic guidance. Registration for educational modules shall be carried out under the supervision of an Academic Adviser.

4.2 Registration for educational modules shall be conducted for each Academic Year. The registration period shall be specified in the Academic Calendar.

4.3 Registration for educational modules shall be carried out on the basis of the modular curriculum of the relevant Educational Programme and the Course

Catalogue.

4.4 The outcome of registration shall be an electronic Individual Study Plan (ISP) generated in the Platonus Academic Information System (AIS "Platonus"), which shall include the educational modules of the University Component and the Elective Component (elective courses).

4.5 Students shall register for educational modules after discussing their individual educational pathway with their Academic Adviser.

4.6 The registration periods for all years of study shall be specified in the Academic Calendar.

4.7 Registration for the repeated study of courses shall take place within the general registration period. Repeated study of courses shall be subject to prior payment of tuition fees, as it is offered exclusively on a fee-paying basis for all Educational Programmes.

4.8 Registration for the Summer Semester shall take place after the completion of the summer intermediate assessment period.

4.9 A student who has failed to fulfil the requirements of the Individual Study Plan (ISP), has not earned the required number of academic credits, and has been retained for a repeated year of study shall prepare a new Individual Study Plan (ISP), which shall be approved by the Dean of the Faculty.

## 5 REGISTRATION AND PREPARATION OF THE INDIVIDUAL STUDY PLAN

5.1 In accordance with the Academic Calendar, the Registrar's Office shall organise student registration for educational modules within the prescribed registration periods for the Academic Periods of the Academic Year.

5.2 The student shall bear personal responsibility for the preparation of their Individual Study Plan (ISP) and for completing the Educational Programme in full in accordance with the requirements of the curriculum.

5.3 Registration for educational modules shall be carried out online through the Platonus Academic Information System (AIS «Platonus») for the prescribed number of academic credits required during the Academic Year for the completion of the Educational Programme at the relevant level of study.

5.4 Prior to the commencement of the registration period, Academic Advisers shall organise preliminary methodological guidance and academic counselling to assist students in selecting their courses. Students shall be provided with information about the available courses, including their brief descriptions, learning outcomes, prerequisites, and postrequisites. Introductory meetings with course instructors and presentations of the courses shall also be organised.

5.5 For newly admitted students, an orientation programme shall be conducted during Orientation Week, the dates of which shall be specified in the Academic Calendar. During this period, students shall be introduced to the credit system of education and the procedure for registration for educational modules.

5.6 During Orientation Week, meetings shall be held with representatives of the University administration, Deans of Faculties, Heads of Academic Departments, and Academic Advisers. Each student shall be assigned a unique

identification number (ID/login), which shall be used to register for educational modules through the Platonus Academic Information System (AIS "Platonus").

5.7 The maximum number of academic credits included in a student's Individual Study Plan (ISP) shall correspond to the number of credits established by the modular curriculum for the relevant Academic Year.

5.8 Academic Advisers shall be responsible for providing timely information to students with academic debts regarding the opportunities for clearing such debts during subsequent Academic Periods.

5.9 Amendments to a student's Individual Study Plan (ISP) requiring re-registration may be made within ten (10) calendar days from the commencement of the Academic Year.

5.10 For each course, the minimum number of students required for its inclusion in the curriculum of the relevant Educational Programme shall be established. The maximum class size shall not exceed thirty (30) students.

5.11 Where fewer than the required minimum number of students register for an elective module by the specified deadline, the module shall not be included in the curriculum of the Educational Programme. The Registrar's Office and the Academic Adviser shall inform the affected students so that the necessary amendments may be made to their Individual Study Plans (ISPs).

5.12 Where the number of students registered for an educational module exceeds the established maximum, the Registrar's Office, in coordination with the Dean's Office, shall create a second academic group in the Platonus Academic Information System (AIS "Platonus").

5.13 A student's Individual Study Plan (ISP) shall be approved by the Faculty Council. An extract from the minutes of the Faculty Council approving students' electronic Individual Study Plans (ISPs) shall be submitted to the Registrar's Office.

## 6 AMENDMENTS AND ADDITIONS

6.1. 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

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.Myasnikova