

M.Auezov South Kazakhstan state university  
Южно-Казахстанский университет  
им.М.Ауэзова



Student's guide

— 2021 —

*Student's guide AUEZOV university*

***Guide for AUEZOV university students***

***Considered and established  
on University  
Educational-methodical  
Council  
Protohol # 4 from "B" 06 2021y***

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***Dear students!***  
***I congratulate you on the beginning of the new academic year and***  
***Day of knowledge!***

I welcome students who are taking the first step in their student life today. For the period of study, our university will become your home and a place where you will grow up and grow professionally.

I sincerely congratulate you on this important day in your life!

I wish you success, persistently comprehend the wisdom of science, feel the joy of knowledge and tirelessly strive for new discoveries. Never stop of achieved!

The new academic year will begin offline according to the decision of the Ministry of Education and Science of the Republic of Kazakhstan.

Today, AUEZOV University, providing training of elite personnel in the field of public administration and international relations, economics and sociology, education and science, culture and art, engineering and technology, is one of the leading universities both in our country and abroad. The University trains competitive young people with higher education, necessary for the further prosperity of Kazakhstan.

Graduates of the South Kazakhstan University named after M. Auezov received diplomas of their own sample.

Everyone knows that this year our university took the 482nd position in the QS (Quacquarelli Symonds) ranking among the best universities in the world and the 3rd place among 14 universities of Kazakhstan that took part in the ranking.

The academic independence of universities allows us to train future specialists not according to a generally accepted template, but with developed educational programs that meet the modern competencies of graduates.

The diploma of the M. Auezov university serves as a golden business card in the labor market, giving an opportunity to assess the quality of training of a future specialist.

The faculty of our beloved university is primarily responsible for the quality of training of our graduates. In order to "not fall into the dirt face" in front of potential employers, we should be guided only by advanced knowledge and technologies, teaching our future youth.

Choosing our university, you choose a qualified education, and as a result of training - obtaining a diploma of your own sample of the Auezov university!



**Chairman of the Management Board-Rector, Academician of the NASRK, Doctor of  
HS, Professor  
Dariya Perneshovna Kozhamzharova**

**GLOSSARY**  
**(terms and abbreviations)**

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Studying at the university is conducted using credit technology of training, for this you must know the following concepts:

1) *Academic calendar (AcademicCalendar)* - a calendar of educational and control events, professional practices during the academic year, indicating the days of rest (holidays and holidays);

2) *Academic period (Term)* - the period of theoretical training, established independently by the educational organization in one of three forms: semester, trimester, quarter;

3) *Academic mobility*- is the transfer of students or research teachers to study or conduct research for a certain academic period: a semester or an academic year to another higher educational institution (within the country or abroad) with the mandatory transfer of mastered educational programs in the form of loans at their university or to continue their studies at another university;

4) *Academic freedom* - a set of powers of the subjects of the educational process provided to them for independent determination of the content of education in the disciplines of the component of choice, additional types of training and organization of educational activities in order to create conditions for the creative development of students, teachers and the use of innovative technologies and teaching methods;

5) *Academic rating of the student (Rating)* - a quantitative indicator of the level of mastery of the student's curriculum of disciplines, compiled according to the results of the intermediate certification;

6) *Academic degree (Degree)* - a degree awarded by educational organizations to students who have mastered the relevant educational training programs, based on the results of the final certification;

7) *Academic hour* – the time of contact work of the student with the teacher according to the schedule for all types of training sessions (classroom work) or according to a separately approved schedule;

8) *Active handouts (APM) (Hand-outs)* - visual illustrative materials distributed during training sessions to motivate students to successfully master the topic creatively (lecture theses, links, slides, examples, glossary, tasks for independent work);

9) *Final certification of students (Qualification Examination)* - a procedure carried out to determine the degree of mastering the volume of academic disciplines provided for by the state mandatory standard of education;

10) *Intermediate certification of students* - a procedure carried out during the examination session in order to assess the quality of mastering the content of part or the entire volume of the academic discipline by students after completing its study;

11) *Independent work of a student (hereinafter referred to as SRO)* - work on a certain list of topics allocated for independent study, provided with educational and methodological literature and recommendations, controlled in the form of tests, control papers, colloquiums, abstracts, essays and reports; depending on the category of students, it is divided into independent work of a student (hereinafter referred to as SRS), independent work of a master's student (hereinafter referred to as SRM) and independent work of a doctoral student

(hereinafter referred to as SRD); the entire volume of SRO is confirmed by tasks that require daily independent work from the student;

12) *Educational achievements of students* - knowledge, skills, skills and competencies of students acquired by them in the learning process and reflecting the achieved level of personal development;

13) *Control of educational achievements of students* – checking the level of knowledge of students by various forms of control (current, boundary and final) and certification, determined independently by the higher educational institution;

14) *Current monitoring of students 'progress* – a systematic examination of students' knowledge in accordance with the curriculum, conducted by a teacher in classroom and extracurricular classes during the academic period;

15) *Double-degree education* – the possibility of parallel training in two curricula (educational programs) in order to obtain two equivalent diplomas (DoubleMajor) or one main and second additional diplomas (Major-Minor);

16) *The European system of transfer and accumulation of credits (ECTS)* is a method of assigning credit units (credits) to components of educational programs (disciplines, courses, modules), with the help of which the comparison and transfer of academic disciplines mastered by students (with credits and grades) is carried out when changing the educational trajectory, educational institution and country of study;

17) *Individual curriculum* – a curriculum formed for each academic year by students independently with the help of an adviser on the basis of a standard curriculum and a catalog of elective disciplines;

18) *Credit (Credit-hour)* - a unified unit of measurement of the volume of educational work of a student/teacher;

19) *Credit technology of training* – training based on the choice and independent planning of the sequence of studying disciplines by students using credit as a unified unit of measurement of the volume of educational work of the student and the teacher;

20) *Final control* – control of educational achievements of students in order to assess the quality of their development of the curriculum of the discipline, conducted during the interim certification in the form of an exam, if the discipline is studied for several academic periods, then the final control can be carried out on the part of the discipline studied in this academic period;

21) *Boundary control* – control of educational achievements of students at the end of a section (module) of one academic discipline;

22) *Registration for an academic discipline (Enrollment)* - the procedure for pre-registration of students for academic disciplines;

23) *Point-rating letter system for evaluating educational achievements* – a system for evaluating the level of educational achievements in points corresponding to the letter system with a digital equivalent adopted in international practice, and allowing to establish the rating of students;

24) *The Registrar's office (department, sector)* is an academic service that registers the entire history of the student's academic achievements and ensures the organization of all types of knowledge control and the calculation of his academic rating;

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25) *Independent work of a student under the guidance of a teacher (hereinafter - SROP)* – extracurricular work of a student under the guidance of a teacher, conducted according to an approved schedule; depending on the category of students, it is divided into: independent work of a student under the guidance of a teacher (hereinafter-SRSP), independent work of a master's student under the guidance of a teacher (hereinafter - SRMP) and independent work of a doctoral student under the guidance of a teacher (hereinafter - SRDP);

26) *The average academic performance score (GradePointAverage - GPA)* - the weighted average assessment of the level of educational achievements of a student for one academic year according to the chosen program (the ratio of the sum of the products of credits to the digital equivalent of the points of the assessment of intermediate certification in disciplines to the total number of credits for the current period of study)

the student's GPA for a certain period of study is determined by the formula 1:

$$Fd1 \times K1 + Fd2 \times K2 + \dots + Fdp \times Kp$$

$$GPA = \frac{\quad}{K1 + K2 + \dots + Kp},$$

where:

Fg1, Fg2, ... Ppi - final grades for disciplines in digital equivalent;

K1, K2, ..., Kp - the volumes of the studied disciplines in credits;

n - the number of subjects studied for the entire completed training period;

27) *Working curriculum* - a document developed by educational organizations independently on the basis of a standard curriculum of a specialty and individual curricula of students;

28) *Description of the discipline (CourseDescription)* - a brief description of the discipline (consists of 5-8 sentences), including the goals, objectives and content of the discipline;

29) *Prerequisites* - disciplines containing the knowledge, skills and abilities necessary for the development of the studied discipline;

30) *Postrequisites ( Postrequisite)* - disciplines, the study of which requires knowledge, skills and abilities acquired upon completion of the study of this discipline;

31) *Discipline program (Syllabus)* - a curriculum that includes a description of the discipline being studied, the goals and objectives of the discipline, its brief content, topics and duration of their study, tasks of independent work, consultation time, schedule of knowledge tests of students, teacher requirements, criteria for evaluating students' knowledge and a list of references;

32) *Transcript (Transcript)* - a document containing a list of mastered disciplines for the corresponding period of study, indicating credits and grades in alphabetic and numeric terms;

33) *Tutor* - a teacher who acts as an academic consultant to a student on the development of a specific discipline;

34) *Standard curriculum* - a document regulating the list and scope of academic disciplines of the professional educational curriculum, the procedure for their study and forms of control.

35) *Adviser* - a teacher who performs the functions of an academic mentor of a student in the relevant specialty, who assists in choosing a learning path (forming an individual curriculum) and mastering an educational program during the training period;

36) *Elective disciplines* – academic disciplines included in the elective component within the established credits and introduced by educational organizations, reflecting the individual training of the student, taking into account the specifics of socio-economic development and the needs of a particular region, the established scientific schools of a higher educational institution.

37) Generation of the number of the document on education is the creation of a number using a special service according to a given algorithm based on the information about a student entered in the NEBD.





**We are always in touch, for all questions:**

**Call centre** 8 7252 40 08 99  
**WhatsApp** 8-747-275-75-00  
**Instagram:** auezov\_university

**Call centre ЦОС:** 8 707 534 17 89  
**WhatsApp ЦОС:** 8 707 534 17 89  
**Instagram ЦОС:** cos\_ukgu

### **Important to know!!!!**

The academic year for students will begin in the period from the adaptation week from 31.08 to 05 September 2021. Review weeks from September 06 to September 26, 2021.

It is recommended to organize the arrival of students to the hostel according to the approved schedule, i.e. in order of priority by time in the context of courses.

Students who have a "green" or "blue" status when scanning a special QR code, as well as teachers and employees who have a "green" status when scanning a special QR code in software products and information platforms intended for use in the field of sanitary and epidemiological welfare of the population are allowed in the educational organization, in accordance with the procedure determined by the resolutions of the Chief State Sanitary Doctor of the Republic of Kazakhstan.

Universities need to develop a plan (algorithm) of actions for transferring students from offline to online training in case of deterioration of the epidemiological situation and the corresponding decision of the Ministry of Health of the Republic of Kazakhstan.

Distance learning of students is allowed for students who are at risk (pregnant, nursing, etc.) on the basis of the conclusion of the attending physician, and foreign students who are waiting for a visa abroad.

The university uses several electronic platforms integrated with each other: IS University (university), Prometheus, Microsoft Teams, Platonus. Mobile versions have Microsoft Teams, Prometheus (iOS, Android), AS (web application). These platforms have a

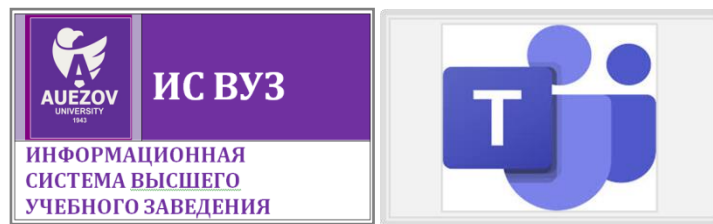
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technical lockdown function. The Microsoft Teams platform has access to the video stream service, and the ZOOM and WEBEX platforms are also used.

The platforms have the function of cloud perpetual storage of video recordings, as well as written works, such as theses, master's theses.

All students have personal accounts on our platforms portal.ukgu.kz. and Microsoft 365 Education, combined into a single educational system and in the cloud services of the Microsoft Office 365 package. Remote educational portal portal.ukgu.kz. is a mass media in the field of education of the university.

The mission of the portal is to improve the professional skills of teachers and students, the availability of meeting their requests and expectations through the use of various forms and technologies of online publications.



To automate the educational activities of the university, an automated system of the university's own development is successfully operated by the university. This system is designed to fill the information gap associated with the lack of systematic information about the educational process.

The university consists of virtual workstations for the administration of the educational process, a centralized database and computer classes of the educational institution, united into a single space through a corporate network.

ISVUZ ensures the reliability and protection of information through a system for monitoring accesses to the database.

The university provides information in real time with a restriction on the levels of user access

The university contributes to improving the quality of education by automating labor-intensive operations, systematizing the document flow of the educational process.

Thanks to an effective search system, you can view information related to you personally, for example, lists of classes, exam schedules for semesters, and for the university as a whole (data on faculties/HSE, teachers, etc.). It also provides an opportunity to get acquainted with the latest news of the university, including about ongoing scientific conferences.

Wireless Internet access is available in every academic building of the YSU. Free access to the Internet (wi-fi) is provided in all the atriums of the academic buildings, as well as in the YSU library.



Portal.ukgu.kz – this is a platform created by the university for storing a database of students. Here you can find educational materials on the university's programs. The system provides convenient support of the educational process.

The accounts and the schedule of classes for students and teaching staff of the university are divided

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intoportal.ukgu.kz. Portal.ukgu.kz – this is a platform through which students can get all the materials for the university's training courses.

Microsoft 365 Education is an internationally recognized modern distance learning platform that allows students to view video recordings of all lectures of a teacher at any time, read all educational materials on a laptop, phone or tablet, perform homework, tests directly in the system, communicate with the teacher inside the system. Solutions can be attached as photos of their solutions via the phone, or you can type your solutions directly in the system.

Microsoft 365 Education provides every university student with:

- a personal Outlook mailbox of the university's corporate mail with an email address in the format (the first letter of the first name, last name), by which the teacher, the department, the administration, other students and in general any Internet users can always contact you.

Mailbox size 50 GB;

- Microsoft OneDrive with 1 terabyte of personal cloud storage;

- Microsoft Teams is the main part of the distance learning system, within which it is conducted;

- Calendar, planner, desktop version of OneNote, in which students can complete their projects and tasks, including illustrations, tables, and even chemical and mathematical formulas;

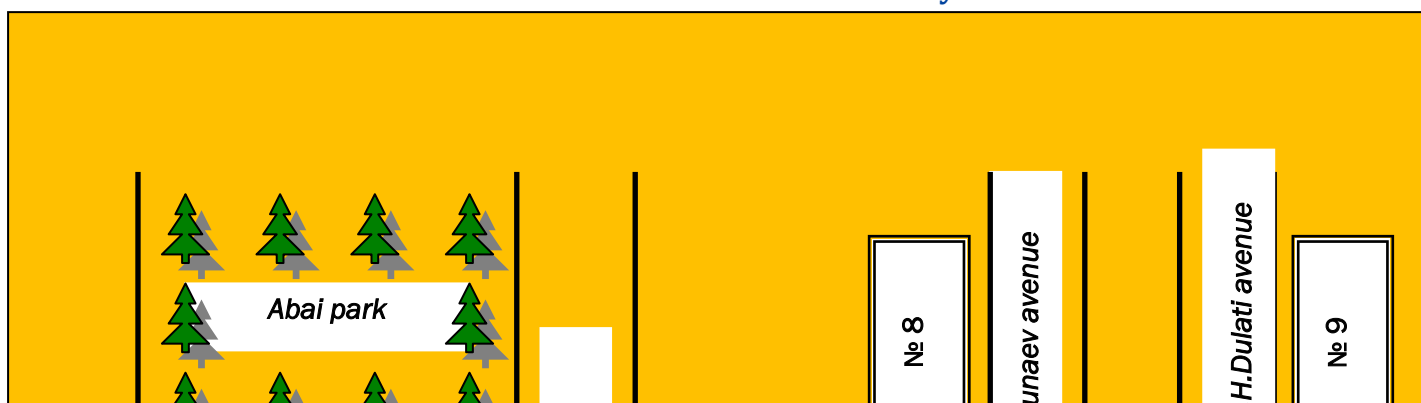
- Online applications of the Microsoft Office package-Word, Excel, PowerPoint, Outlook and others.

Login to this system is made through the website office.com using the student's corporate email address (ID) @ukgukz.onmicrosoft.com as a login and password of the corporate mail, which will be sent to your personal email through your Personal account portal.ukgu.kz.

The combination of Microsoft 365 Education+ Moodle is now working in leading universities around the world.

Access to the university during the autumn semester will be limited by strict compliance with sanitary and hygienic standards and strict requirements for students to visit the library, computer rooms and other resource centers.

## **MAP of AUEZOV university**



## **1 INFORMATION ABOUT THE UNIVERSITY**

AUEZOV University is the largest and multidisciplinary university of the Republic of Kazakhstan. It is scientific and educational, intellectual, cultural center of our region.

The University represents by itself two oldest schools of higher technical and humanitarian education in the south of Kazakhstan, having more than 70-year history. In 1943, the Technological Institute of Building Materials was established in the city of Shymkent, which has undergone a number of renaming and reorganization over the years. According to merging with the University of Humanities, it was reorganized into the M. Auezov South Kazakhstan State University in 1998. Currently, the university trains specialists of higher and postgraduate education in the specialties of education, law, social sciences, business, natural, humanitarian, agro-industrial, technical and technological specialties, specialties of art, culture and sports.

The mission of the university is to form the intellectual elite of the country on the basis of generating new knowledge and transforming the university into an entrepreneurial university.

The university has 5 higher schools and 7 faculties: "Chemical Engineering and biotechnology", "Textile and Food Engineering", "Information Technologies and Energy", "Management and Business", "Natural Sciences and Pedagogy" higher schools; faculties: "Agrarian", "Mechanics and oil and gas business", "Culture and Sports", "History and Pedagogy", "Architecture, Construction and Transport", "Philological", "Law" and "Institute of Innovative Technologies of Education". Along with this, the university has a Department for Working with Foreign Students, a Center for Pre-University Training and a Faculty of Public Professions (FOP).

Since 2004, the University has switched to international standards of education, there is a credit technology, a three-level bachelor's-master's - doctoral training system of the Russian Academy of Sciences. In 2007, the university passed the international certification for compliance with ISO 9001:2000 in educational activities for training personnel with higher professional education.

The University employs well - known scientists and specialists, honored figures of education, culture and sports: 116 Doctors of Science, 30 PhD doctors, 548 Candidates of Science, 13 academicians and 13 corresponding members of various academies, including: 1 academician of the National Academy of Sciences of the Republic of Kazakhstan and 2

corresponding members of the National Academy of Sciences of the Republic of Kazakhstan, 5 academicians of the National Academy of Sciences of the Republic of Kazakhstan, 2 academicians of the National Academy of Sciences of the Republic of Kazakhstan and 7 corresponding members of the National Academy of Sciences of the Republic of Kazakhstan, 1 academician of the MAI and 4 corresponding members of the MAI, 1 academician of the National Academy of Sciences of the Republic of Kazakhstan, 1 corresponding member of the International Academy of Acmeological Sciences, 1 academician of the Kazakh Academy of Education, 1 academician of the Academy of Pedagogical Sciences.

The material and technical base of the university consists of 19 modern academic buildings (including 3 sports complexes), 6 student dormitories. In total, the university has 98 lecture halls, 169 classrooms (for practical and seminar classes), 152 educational and scientific laboratories, 1 training ground, 1 techno-park, 97 computer classes, 10 multimedia classrooms, 2 language laboratories and 4 scientific and methodological classrooms. The educational process uses 2500 new-generation computers that are connected to the Internet.

More than 27 thousand students study at the university according to 293 educational programs. Of these, more than 30% are under a state educational grant. Recently, there has been a steady trend towards an increase in the number of engineering students. In terms of the number of educational grants won, we have been taking a leading position among the universities of the republic for a number of years. AUEZOV University became the first Kazakh university to confirm the high quality of training of technical specialists by passing the international accreditation of educational programs in the German agency ASIIN.

Assistance in the employment of graduates is provided by the department of Career and employment of graduates of the Career and Employment Support Center, which analyzes the employment and retention of graduates. Since 2014, the database has been supplemented with information from the GTSVP. The department is engaged in the search for vacancies for the employment of graduates, the formation of communication with employers. Constantly through e-mail, as well as during the practice of students, employers are surveyed for the competence of our graduates, educational programs are adjusted. At the same time, vacancies for the employment of graduates are identified.

In order to help young people strengthen interaction with employers to increase the number of vacancies they apply for, the fair "Young Specialist" is held annually, which is engaged in assisting in the employment of university graduates on the basis of close cooperation with enterprises and organizations, marketing research of the labor market and the market of educational services.

## **2 THE LOCATION OF THE ACADEMIC BUILDINGS OF AUEZOV university**

In order for you to be able to freely navigate in the academic buildings of the NCSU, we have compiled a diagram of their location for you:

Main Academic Building ..... 5 Tauke Khan Avenue  
Academic building 1..... 10 G. Ilyayev Street  
Academic building 2..... 5 Tauke Khan Avenue  
Academic building 3..... 6 Tauke Khan Avenue

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Academic building 4.....	7 Tauke Khan Avenue
Academic building 5.....	8 Tauke Khan Avenue
Academic building 7.....	A. Baitursynov street, b/n
Academic building 8.....	T. Tazhibayev Street, 2
Academic building 9.....	198 H. Dulati Street
Academic building 10.....	A. Baitursynov street, b/n
Academic building 11, 12.....	30 Tauke Khan Avenue
Academic building 13.....	T. Ryskulbekov Street, 1
Academic building 14.....	T. Ryskulbekov Street, 3
Academic building 15.....	T. Ryskulbekov Street, 3
Academic building 16.....	5 Tauke Khan Avenue
Educational and training center "Technologist" .....	Tulkubaskiyr/n, Mashat gorge

### **3 RIGHTS AND OBLIGATIONS OF A STUDENT AT THE UNIVERSITY**

Students have the right to:

- obtaining high-quality education in accordance with the state mandatory standards of education;
- training within the framework of state mandatory standards of education according to individual curricula;
- study of elective disciplines (i.e. elective disciplines) in other universities;
- obtaining additional educational services, knowledge according to their abilities and needs, choosing alternative courses in accordance with the curriculum;
- restoration and transfer from one higher educational institution to another, from one specialty to another in accordance with the procedure established by the Ministry of Education and Science of the Republic of Kazakhstan;
- free use of the information resources of the university library, educational and methodological complexes on the studied disciplines;
- free expression of one's own opinions and beliefs; deferral from conscription for military service in accordance with the current legislation of the Republic of Kazakhstan.

Students of AUEZOV University are required to:

- create an individual educational trajectory;
- master academic disciplines in accordance with the individual curriculum; master theoretical knowledge and practical skills of the chosen direction;
- attend classes daily;
- don't be late for classes;
- do not miss classes, and in case of absence due to illness, provide a medical certificate;
- to work out missed classes at a certain time determined by the teacher; to perform all types of independent work of students (SRS) in academic disciplines;

- pass all types of current, boundary and final control of knowledge; take care of the educational and methodological literature and material values of the university; - comply with the internal regulations of the M. Auezov SKU (it is forbidden to walk in outerwear, smoking, loud conversations);

- be friendly to fellow students, teachers;
- attend classes in business clothes;
- be punctual and mandatory;
- turn off mobile phones during classes.

Students are obliged to take care of their health, strive for spiritual and physical improvement. For violation of their duties, disciplinary measures may be applied to students.

#### **4 ORGANIZATION OF THE EDUCATIONAL PROCESS ACCORDING TO THE CREDIT TECHNOLOGY OF TRAINING**

The organization of the educational process within one academic year is carried out on the basis of the academic calendar, which is approved by the Chairman of the Management Board-Rector on the basis of the decision of the Academic Council.

The academic year consists of academic periods, periods of intermediate certification, vacations and practices. In the final year, the final certification period is included in the academic year.

The academic period at AUEZOV University has a duration of 15 weeks for a semester. The interim certification period has a duration of at least 1 week.

Holidays are granted to students after each academic period, with the duration of the vacation time in the academic year being at least 7 weeks.

#### **5 FORMATION OF AN INDIVIDUAL EDUCATIONAL TRAJECTORY OF A STUDENT**

The credit technology of training is based on the independent planning of the educational program for students, the choice of an individual learning trajectory( ITO), the motivation to increase the level of self-education. The choice of the educational trajectory by the student is carried out with the help of an academic mentor - adviser.

The student must register for a certain number of credits provided for by the standard curriculum of the specialty. Based on the standard curriculum and the catalog of elective disciplines (CED), the student chooses mandatory and elective disciplines, taking into account the required number of credits, which are reflected in the individual curriculum (IC). The choice of disciplines should be carried out with mandatory consideration of the logical sequence of their study.

The selection of disciplines and teachers for the study of disciplines takes place through official registration, which is coordinated by the Registrar's office.

Students of the 2nd and senior courses begin the registration procedure for academic disciplines from March. For 1st-year students, registration for academic disciplines is organized after their enrollment until August 30.

The choice of disciplines is determined under the guidance of an adviser. Using the presentation method, the adviser offers the student alternatives to each discipline from the

catalog of elective disciplines( QED), introduces the prerequisites and post-prerequisites of the discipline, advises in determining the study of disciplines.

The recording will be made in electronic form. When recording, the student enters the recording program under his username and password.

The Registrar's office and the deans of faculties / higher schools monitor the state of affairs on the registration of students for courses, taking organizational measures to ensure registration, if necessary.

The student has the right to choose a candidate for a teacher in mandatory disciplines.

The Registrar's office, in coordination with the educational and methodological department and the deans of faculties/higher schools, sets the minimum number of students to include the discipline in the curriculum of the specialty, and for each teacher-the maximum number of students in the academic group.

If the number of registered students for the proposed discipline of their choice turned out to be less than an acceptable number, then the discipline is not included in the working curriculum. Students who have enrolled in this discipline must submit applications for changes in individual curricula to the Registrar's office.

In the event that the number of students enrolled in one teacher exceeds the established limit, an additional academic stream (group) is formed with the appointment of a teacher of the appropriate qualification.

When drawing up their IP, students:

- 1) get acquainted with the rules of the organization of the educational process on the credit technology of training;
- 2) comply with the established deadlines for registration for academic disciplines and making changes to the IP;
- 3) they are registered for at least a set number of credits in the academic year for the development of an educational program of the appropriate level.

Students on a paid basis, depending on their ability to pay, the form of training, and individual abilities, form their IP with fewer credits than are established for the development of an educational program of the appropriate level, while the duration of training increases.

A student cannot be registered for a discipline if in the previous semester he did not master the prerequisites necessary for its study. The choice of basic disciplines is carried out taking into account the professional orientation of the student, but the IUP, at the request of the student, can also include disciplines declared in the block of basic disciplines in other specialties.

The student is responsible for the preparation of the IUP and the completeness of the development of the course of study in accordance with the requirements of the standard curriculum of the specialty.

The departments provide students with academic programs of disciplines (Syllabus) with the indication of credits for each discipline.

## **6 REGISTER'S OFFICE**



The Register's office is a service that registers the entire history of the student's academic achievements and ensures the organization of all types of knowledge control and the calculation of his academic rating.

The Register's office for the organization of the educational process performs the following functions:

- \* registration of students for the study of disciplines (Enrollment);
- \* organization of a system for monitoring the educational achievements of students;
- \* calculation of the student's academic rating;
- \* issues a transcript at the request of the student for any period of his training;
- \* registration, registration and issuance of strictly accountable documents (diplomas and academic certificates).

## **7 MONITORING AND EVALUATION OF STUDENTS ' KNOWLEDGE**

(current, intermediate and final)

The assessment of students ' knowledge is carried out according to a point-rating system, which involves conducting ongoing monitoring of academic performance, intermediate and final certification.

Educational achievements (knowledge, skills, skills and competencies) of students are evaluated in points on a 100-point scale corresponding to the letter system adopted in international practice (positive marks, "excellent" - A, A-, "good" - B+, B, B-, "satisfactory" - C+, C, C-, D+, D, "unsatisfactory" - F) with the corresponding digital equivalent on a 4-point scale. According to the point-rating system, 60% of points are allocated for current control and 40% for intermediate certification. The system of estimation knowledge in the Republic of Kazakhstan based on mark and rating alphabetic system of an assessment of the educational achievements of students, corresponding to the digital equivalent of the four-mark system:

Table 1-A letter system for evaluating the educational achievements of students, corresponding to the digital equivalent of a four-point system

Percentage expression of the estimation	Alphabetic expression of the estimation	Digital equivalent of the assessment	Assessment to the traditional system
95-100	A	4,0	Excellent
90-94	A-	3,67	
85-89	B+	3,33	Good
80-84	B	3,0	
75-79	B-	2,67	
70-74	C+	2,33	
65-69	C	2,0	Satisfactory
60-64	C-	1,67	
55-59	D+	1,33	
50-54	D	1,0	
25-49	FX	0,5	Unsatisfactory

0-24	F	0	
	I		Not completed

AUEZOV University has established thresholds for the current certification of 60 points and intermediate certification of 40 points (on a 100-point scale).

Students who have scored less than 25 points according to the results of the current and boundary control are not allowed to pass the intermediate certification.

The maximum amount of points scored on the exam is 40 points. Students who have scored less than 25 points according to the results of the intermediate certification receive an unsatisfactory "F" grade, regardless of the points scored during the current and boundary control. The liquidation of academic debts is carried out on a paid basis during the Summer semester.

Intermediate certification is carried out in the form of an exam. Exams are conducted in written, oral, creative or test forms.

The results of the current control and intermediate certification are entered in the examination sheet.

The results of the exams are announced to the students on the day of the intermediate control.

Student's (student's) academic performance the exam is evaluated according to the point-rating letter system of knowledge assessment.

A positive assessment (from A, to A - "excellent", B+, B, B -, C+ "good" to C, C -, D, D -, "satisfactory") is recorded in the examination sheet for the academic discipline and the student's record book. The grade F "unsatisfactory" is put down only in the examination sheet.

In cases that make it impossible to assess the student's achievement of learning results through distance learning technologies (for example, practical skills mastered in laboratory and other conditions directly at the university and (or) on a practical basis), the discipline is transferred to the next academic year, and the student is rated "not completed" ("I"). If the student does not pass the intermediate certification within the specified period, the student is rated "unsatisfactory" ("F").

If the student did not show up for the exam, a mark "did not show up" is made in the examination sheet next to his last name. If there is a valid reason, the dean's office decides to pass this exam on an individual basis.

Students who received "unsatisfactory" grades at the session, who were not admitted to the session due to the low current rating, are granted the right to liquidate academic debt during the next semester or during the Summer Semester on a paid basis. At the same time, the student re-studies the relevant disciplines on a paid basis, passes all forms of current and final control.

It is not allowed to retake a positive assessment on the final control in order to increase it during the same period of intermediate certification.

A student who does not agree with the result of the final control has the right to file an appeal no later than the next day after the exam.

## **8 SCHOLARSHIP SUPPORT**

Students (students, undergraduates) under a state order (grant) in accordance with the Rules for the appointment, payment and size of state scholarships to students in educational institutions (approved by the Decree of the Government of the Republic of Kazakhstan dated 03.09.2021 No. 612 are assigned a state scholarship paid monthly in the established amount (the amount of the scholarship may change in accordance with the Law of the Republic of Kazakhstan "On the Budget" for the corresponding year) (doc.5, p.2, p. 5). All students enrolled in the 1st year under the state educational grant are awarded a state scholarship in the 1st semester. The scholarship for the next academic semesters is assigned to students by state order and is paid based on the results of the examination session for the previous semester. The scholarship is awarded to successful students by state order who have grades from "C+", including "A+" (or according to the traditional assessment system - "good", "excellent"), including all forms of knowledge control, and is paid monthly from the first day of the month following the examination session.

According to the Rules for awarding an educational grant to pay for higher education, approved by a government decree

RK No. 58 dated January 23, 2008 (as amended and supplemented by Government Resolution No. 539 dated 06.08.2021), a student studying on a contractual basis can participate in a competition to fill vacant educational grants.

The procedure for awarding vacant educational grants that were released in the process of obtaining higher education. The process of awarding vacant educational grants released in the process of obtaining higher education is regulated in accordance with the Resolution of the Ministry of Education and Science of the Republic of Kazakhstan No. 58 of January 23, 2008 (as amended by the Resolution of the Government of the Republic of Kazakhstan No.539 dated 06.08.2021).

Vacant educational grants released in the process of obtaining higher education, in the context of training specialties, are awarded on a competitive basis to students of AUEZOV university on a paid basis in this specialty. The competition is held based on the results of an interim certification with the issuance of a certificate of awarding an educational grant.

In the case of the same indicators of the average academic performance during the competition for vacant educational grants, students who have grades only A, A- ("excellent"), then grades from A, A- ("excellent") to B+, B, B- ("good") for the entire period of study have a preferential right.

The award of vacant educational grants released in the process of obtaining higher education is carried out during the summer and winter holidays, for the available vacant places on a competitive basis, in the following order:

1) a student of AUEZOV university on a paid basis submits an application to the Chairman of the Management Board-Rector of the university for further training under an educational grant;

2) the university, having considered this application on a competitive basis, together with the decision of the Academic Council, sends it to the authorized body in the field of education for decision-making before August 5 and January 15 of the current year. The student's application, together with the decision of the Academic Council, is accompanied by an extract from the student's record book or transcript, a copy of his identity document, and a

certificate of the holder of an educational grant (original), who was expelled from the university;

2-1) in the absence of applicants for a specific specialty, the vacant educational grants released in the process of obtaining higher education are transferred on a competitive basis within the training area based on the results of the summer and winter examination sessions;

3) the authorized body in the field of education considers the received documents in the context of specialties, forms and terms of study, taking into account the year of admission and, if the issue is resolved positively, issues an order on awarding an educational grant;

4) on the basis of the order of the authorized body in the field of education, a certificate of the award of an educational grant is issued;

5) on the basis of the issued certificate of awarding an educational grant, the office of the registrar of AUEZOV university issues an order for further training under the educational grant.

The process of filling vacant educational grants is transparent and available on the university's website <http://ukgu.kz/> and on the "Professor" portal <http://www.portal.ukgu.kz/>.

You can find out about the international scholarship "Bolashak" on the website: [www.edu-cip.kz](http://www.edu-cip.kz)

As part of the Social Support Program for students, the university has a medical center and sports sections. Students from large families, orphaned students, as well as orphans under guardianship receive monetary compensation for food and transportation costs.

## **9 CONDITIONS FOR OBTAINING A DIPLOMA WITH HONORS**

A graduate of the university who has passed all the exams for the entire period of study with grades "A", "A-", "B+", "B", "B -" and has scored an average score of at least 3.5, as well as defended his final work and / or passed complex exams with a grade of "A" or "A-", in the absence of retakes, is awarded a diploma with honors (without taking into account the assessment of military training).

In addition to the diploma, a transcript is written out. The transcript to the diploma is filled in on the basis of the certificate of the dean's office of the faculty / Higher School of Economics on the implementation of the individual curriculum by the student, on the basis of the grades he received in all disciplines in the amount provided for by the standard curriculum, submitted course projects( works), types of practices and the results of the final certification.

The expansion of academic and managerial independence of higher education institutions made it possible to train future specialists not according to a generally accepted template, but with developed educational programs and the acquisition of expected competencies.

The diploma of M.Auezov SKU serves as a golden business card in the labor market and makes it possible to assess the quality of specialist training.

The diploma is protected from forgery, contains a QR code on the form of the diploma supplement with a link to the page of the NEBD website "Checking the list of diplomas of organizations of higher and postgraduate education of the Republic of Kazakhstan", and also has a unique identification number generated by the Ministry of Education. The placement of the name of the accreditation agency for institutional accreditation and certification in the

diploma gives the diploma even more importance, and the diploma holder is interested among employers.

## **10 STUDENT'S ACADEMIC MOBILITY**

Academic mobility of students, teachers and staff is one of the main principles of the Bologna Declaration and a priority strategic direction of AUEZOV University.

Academic mobility is designed to improve the quality of higher education, increase the efficiency of scientific research, establish external and internal integration ties, and use global educational resources.

Within the framework of academic mobility, students have the opportunity to complete training/professional practice in foreign or Kazakh partner universities of the university. Financing of students' education is carried out at the expense of funds, international funds, budgetary and extra-budgetary funds of the university, as well as at the expense of students' own funds.

The direction of students for training in partner universities is carried out on a competitive basis on the proposal of the head of the department and the dean of the faculty/higher school. Students of 2-3 courses with a high GPA (at least 3.6) can participate in academic mobility programs. The selection of students is carried out by a competitive commission based on the results of the foreign language exam and the GPA level. When sending a student to study at a partner university, the student independently selects the studied disciplines, which are coordinated with the coordinator for academic mobility of the faculty/higher school.

After successful completion of the program at the partner university, the student is credited with the mastered disciplines and credits. In the event of an academic difference in the disciplines of the mandatory component, their delivery is carried out free of charge.

Currently, AUEZOV University has agreements on academic exchanges with 24 universities of Kazakhstan (including Al-Farabi Kazakh National University, ENU named after Gumilyov, KazNTU im. Satpayev, KazNAU, ATU) and 72 foreign universities, including Germany, Austria, Belgium, the Netherlands, Spain, the Czech Republic, Poland and other countries.

Additional information about the organization and implementation of academic mobility programs is available on the website of the Center for the Bologna Process and Academic Mobility [http:// / mobility.ukgu.kz](http://mobility.ukgu.kz)

## **11 SUMMER SEMESTER OF AUEZOV university**

The summer semester at the university is organized to meet the needs for accelerated and additional training, eliminate academic debt or differences in curricula (with the exception of the final course) transferred from other universities, restored and returned from academic leave, study academic disciplines in coordination with other universities and the development of loans by students with their mandatory transfer in their university. The duration of the summer semester is set to 10 weeks.

The organization of the summer semester is carried out in accordance with the academic calendar and is assigned to the Registrar's office.

The summer semester is intended for the following types of educational activities:

- providing all types of training sessions in accordance with the working curriculum of the specialty and working programs of disciplines;
- provision of advisory services to students;
- organization of any courses taught in the specialties of the institute in order to expand the professional horizons of the student.

The maximum number of credits possible for studying in one summer semester for full-time, part-time, evening students is 12-15 credits; for students using distance learning (DOT) - 14-16 credits.

### **11.1 Admission to the summer semester**

The following students are allowed to pass the summer semester:

- those who are not allowed to take exams based on the results of rating control;
  - those who received an unsatisfactory assessment at the interim control;
  - those who have academic debts in the disciplines of previous academic periods;
  - having an academic difference during recovery, transfer from another university and return from academic leave;
  - participants of academic mobility programs;
- students studying under international programs, double degree programs (free of charge);

students transferred from other universities, transferred from an EP to an EP within AUEZOV university, who have academic debts due to differences in the disciplines of the working curriculum.

Students in the Summer semester study on a paid basis.

Admission to the Summer Semester is carried out by the dean's office.

The right to a Summer semester to take additional courses, taking into account the following requirements, is granted only to successful students, provided that:

- the student must be transferred to the next course without academic debts;
- the group must be profitable, i.e. it must consist of at least 5 people;

The number of additional training courses should be determined by the level of the student's annual GPA. GPA level "B and above" gives the right to listen to up to 4 additional courses (no more than 8 credits); GPA level "B -" gives the right to listen to up to 3 courses (no more than 6 credits); GPA level " C " -gives the right to listen to up to 2 courses (no more than 4 credits).

### **11.2 Registration and noting for the summer semester**

Registration and noting for participation in the summer semester is carried out by the deans of the faculties/HS based on the student's application and payment of the full number of credits in the disciplines according to online formate. At the same time, payment is made according to the calculation of the cost of one loan in accordance with the tariffs approved at the meeting."

Deans of faculties/ HS is obliged to inform students about the terms and conditions of the summer semester 2 months before its start. Deans of faculties/HS organizes the registration of students for the disciplines of the summer semester on the basis of a student's application and a receipt for payment for participation in the summer semester. Registration for the summer semester is organized during the academic week following the end date of the second intra-semester control of the spring academic period, students who did not apply for participation during the specified period are not allowed to participate in the summer semester.

The student's application for registration of participation in the summer semester is submitted to the Dean of the faculty/ HS, indicating the name of the disciplines (indicating the number of credits for each discipline) and the language. A copy of the receipt for payment of the number of loans applied for in the summer semester is attached to the application. In case of non-compliance with the application form, the absence of a copy of the specified financial document, registration for the summer semester on the online formate is not carried out.

A positive final grade obtained on the exam in the summer semester serves as the basis for supplementing the mastered credits with the established number of credits in the relevant discipline and is entered in the student's transcript, if an unsatisfactory grade is received on the exam, the final grade is not counted, the discipline is considered not passed.

## **12 PROFESSIONAL PRACTICE OF STUDENTS**

At the end of the theoretical course of study, the student must undergo a professional internship to obtain practical skills and develop professional competencies.

All types of practical training of students are organized and conducted in accordance with the Standard Rules on the Activities of organizations of higher and Postgraduate Education, approved by the order of the Ministry of Education and Science of the Republic of Kazakhstan dated October 30, 2018 No. 595, standard curricula, academic calendar and the order on fixing students on the bases of practice.

In the course of training, students, depending on the educational program, undergo the following types of professional practice: educational, introductory, field training, psychological and pedagogical, pedagogical, industrial and pre-graduate.

The bases of educational and familiarization practices are training workshops, laboratories, experimental farms of the university, as well as educational organizations of Shymkent. The bases of the pedagogical practice of the university are educational organizations of the Turkestan region and the city of Shymkent, which provide general secondary education, primary vocational, secondary vocational education. The bases of industrial (pre-graduate) practice of students are enterprises and organizations that correspond to the profile of the specialty being studied.

At the end of all types of practice, students draw up a report on the passage of the internship according to the established form and hand it over to the head of the practice.

In case of non-completion of professional practice, the student pays for the number of credits for repeated internship according to the standard curriculum.

## **13 THE AMOUNT AND PROCEDURE OF PAYMENT FOR EDUCATIONAL SERVICES**

The amount and payment of educational services by students of AUEZOV University is regulated by paragraphs 3 and 4 of the Standard Contract for the Provision of Educational

Services (drawn up on the basis of the Order of the Minister of Education and Science of the Republic of Kazakhstan dated 28.04.2016 No. 93 "On approval of the forms of a standard contract for the provision of educational services and a standard contract for professional practice") and is carried out as follows:

The cost and terms of payment for training are set in tenge and are approved annually by the head of the educational organization.

The cost of training may be changed by the order of the head of the educational organization in accordance with the Law of the Republic of Kazakhstan "On Education" and in cases of issuing regulations that significantly change the conditions and costs of educational services, increasing labor costs and the inflation index, but not more than once a year and taking into account subparagraph 3) of paragraph 5 of this agreement.

If the student pays the expenses for the entire period of study at the same time at the time of signing the contract, the amount of the contract is unchanged until the end of the training period.

In case of gradual payment of tuition fees, the amount of payment may be changed at least once a year by agreement of the parties in the event of an increase in labor costs and the inflation index, an additional agreement to this agreement is drawn up. The increase in the cost of training cannot exceed the growth of labor costs and the inflation index in relation to the total amount of training costs.

A student who has successfully passed the entrance exams pays 50% of the tuition fee until August 28 of this year - for full-time and distance learning students, after which an order is issued on his enrollment in the number of students. The student pays the remaining 50% of the payment until December 25 of the current year. For the following years of training, the student is obliged to pay 50% by August 25 and 50% by December 25 of the current year.

In case of termination of this Agreement on the initiative of the student (at his own request), the educational organization is obliged to return the overpaid money for future periods of study, taking into account the deduction of expenses for the current period of study at the time of issuing the order.

Payment is made by depositing the corresponding amount to the university's current account.

If the Contract is terminated on the initiative of either party, the accrual for payment for services is terminated from the date of issuing the order on deduction.

In the event of the student's withdrawal from academic leave or restoration, tuition fees are paid in accordance with the procedure and amounts in force at the time of issuing the order to withdraw from academic leave or restoration.

In case of unauthorized termination of training, that is, in the case of unilateral refusal to fulfill this agreement by the student, this Agreement is considered terminated from the date of issuing the order on expulsion. Until this period, contractual obligations to pay for training remain.

In case of non-payment for training, the student is expelled from the university by the order of the Chairman of the Management Board-Rector. Repayment of the student's debt gives him the right to recovery within four weeks from the date of expulsion.



If a student is expelled due to non-payment of tuition fees, an academic certificate and other documents are not issued until the debt is repaid. If there is a debt on payment by the time of graduation, the graduation document is not issued.

In case of academic failure, the student remains for a second year of study with payment or has the right to deduction at his own request.

In case of non-payment for training, the student is not allowed to attend the corresponding session and remains for a second course. The resulting debt for training, in case of absenteeism for a second course, is collected in accordance with the procedure established by the legislation of the Republic of Kazakhstan.

## **14 THE RULES FOR TRANSFERRING, EXPELLING AND RESTORING STUDENTS**

Students are transferred from one course to another, from one educational organization to another, from one form of education to another, from one language department to another, from one specialty to another, from a paid basis to training under a state educational order.

Applications of full-time and evening students for transfer and restoration are considered by the Chairman of the Management Board-Rector of the university during the summer and winter holidays within five working days before the start of the next academic period of the host educational organization.

Applications of students of distance learning for translation and restoration are considered by the head of the educational organization within one month, but not later than five days before the start of the next examination session of the host educational organization.

The transfer of a first-year student is allowed at the end of the first semester in a related specialty.

When transferring or restoring students, the academic difference in the disciplines of the working curricula studied by them during previous academic periods is determined.

The academic difference in the disciplines of the working curricula is determined on the basis of the list of studied disciplines, their programs and the volumes in academic hours or credits reflected in the transcript, or a certificate issued to persons who have not completed their education (hereinafter - the Certificate).

To eliminate the academic difference in the disciplines of the working curriculum, the student is enrolled in these disciplines, attends all types of training sessions during the academic period, passes all types of current control, receives admission to the final control.

If the disciplines of academic difference are not included in the schedule of academic classes of the current academic period, the student is enrolled in them in the summer semester.

The academic difference in the disciplines of the working curriculum, which is not eliminated in the summer semester, is further taken into account as academic debt.

Transfer and restoration is carried out on the same course, if the total amount of credits of the difference between the disciplines of the mandatory component and the elective component in the curricula is no more than 30 ECTS for the bachelor's degree.

When transferring or restoring to the same specialty and the course of the discipline of the component of choice, they are subject to transfer in accordance with the volume of credits.

### **14.1 The procedure for transferring and restoring students to AUEZOV university**

#### **14.1.1 Transfer of students from the course to the course**

The transfer of students from one course to another is carried out according to the results of the academic year (intermediate attestations), taking into account the results of the summer semester and the average academic performance score (GPA - Grade Point Average).

A prerequisite for transferring students from one course to another is that they achieve an average academic performance score (GPA - Grade Point Average) not lower than the transfer score established at the university.

The transfer of a student from one course to another is made out by the order of the Chairman of the Management Board-Rector of the university.

A student studying under an educational grant or a state educational order (hereinafter referred to as a state order) who has reached the established transfer score and transferred to the next course, if there is an academic debt, liquidates it on a paid basis, while retaining an educational grant or a place under a state order.

The decision of the Academic Council of the University (Minutes No. 12 of 01.07.2011 and No. 11 of 26.02.2019) established the following GPA thresholds for transferring students from a course to a course for bachelor's, master's and doctoral PhD programs ( Table 1,2).

**Table 1. Transfer of students from the course to the course**

Degree of education	to 2 course	to 3 course	to 4 course	to 5 course
Bachelor degree	1,4	1,9	2,3*	2,3*

\* note: the value of the threshold GPA was revised and adopted by the decision of the Academic Council of 26.02.2019 (Protocol No. 11).

**Table 2. GPA thresholds for transferring students from one course to another in the evening and distance learning departments\***

Degree of education	to 2 course	to 3 course	to 4 course	to 5 course	to 6 course
Bachelor degree (evening and distance learning)	1,0	1,33	1,67	2,0	2,0

One of the components of the educational process, which is organized on a paid basis on the initiative of the student, is the summer semester. The purpose of the summer semester is to eliminate academic debts, meet the needs of accelerated, additional training, eliminate the difference in the curriculum, retake a positive assessment on the final control in order to improve it (except for state exams).

The organization of the summer semester is carried out in accordance with the academic calendar and is assigned to the Registrar's office.

In order to reduce the number of underachieving students for the elimination of academic debt, the Decision of the Academic Council of 30.06.2015 established a limit for the elimination of academic debt in the summer semester to 12 credits.

For students who have "poor performance", the time for debt liquidation is assigned within 10 weeks in the summer semester.

Students who have scored the minimum level of the transfer score are transferred to the next course on the basis of the submission of the dean of the faculty/higher school by the order of the Chairman of the Management Board-Rector of the university.

According to the results of the examination sessions (intermediate attestations), taking into account the results of the summer semester, the dean of the faculty/Higher School prepares a draft order on the transfer of students from one course to another.

A student under an educational grant who is left for a second course of study is deprived of this grant and further studies on a paid basis.

#### **14.1.2 Transfer of students from one specialty to another, from one form of study to another and from another university**

The transfer of a student from one specialty to another, from one form of training to another is carried out only for training on a paid basis.

When transferring or restoring students, the course of their further training is determined taking into account the prerequisites.

Students who are called up for military service in the Armed Forces of the Republic of Kazakhstan during the training period are restored to the appropriate training course.

At the same time, the relevant deans of the faculty/Higher School determine the list of prerequisites required for passing in the current academic year.

The transfer of mastered credits is carried out on the basis of a comparison of educational programs, the content of the list of mastered disciplines, their volumes, acquired knowledge, skills, skills and competencies, as well as learning outcomes.

The difference in the forms of final control is not taken into account when transferring the mastered credits for academic disciplines.

According to the Academic Policy of AUEZOV University, the credit is equal to the letter system for evaluating the student's academic achievements, corresponding to the digital equivalent of a four-point system in the range from the minimum D (1.0; 50-54%) to the maximum A (4.0; 95-100%),.

The transfer of a student under an educational grant from one university to another is carried out in the following order:

- a student studying under an educational grant can transfer to another university with the preservation of the educational grant.

- students who have entered the target places under an educational grant approved for individual universities, as well as pedagogical specialties within the allocated quota, can be transferred to another university only on a paid basis.

- transfer of a student under an educational grant from one university to another for a course below, as well as to another specialty is carried out only on a paid basis.

The procedure for transferring a student under an educational grant and on a paid basis from one university to another is carried out in the following order:

- 1) a student who wants to transfer to another university, submits an application in any form for transfer to the Chairman of the Management Board-Rector of the university where he is studying, and, having received a written consent for the transfer, sealed, addresses the head of the university of interest to him;

2) copies of the transcript signed by the Vice-Chairman responsible to academic and academic-methodical work and the Registrar's Office, and sealed, are attached to the application for transfer to the head of the receiving university.

3) the dean of the faculty/higher school, together with the OR, on the basis of the submitted documents, determines the difference of disciplines in the curricula and, in accordance with the mastered prerequisites, sets the course of study, recalculates the mastered credits in accordance with the educational program and approves the individual curriculum of the student;

4) in accordance with the visas of the dean of the faculty/higher school, the office of the Registrar, the vice-Chairman Vice-Chairman responsible to academic and academic-methodical work, the head of the university issues an order for the transfer of the student.

The head of the university to which the student is transferred, within three working days from the date of issuing the order, sends a written request to the university where the student previously studied to forward his personal file. A copy of the order on enrollment of the student by transfer is attached to the request.

The head of the university where the student previously studied, after receiving such a request, issues an order for expulsion with the wording " expelled in connection with the transfer to (name of the university)" and within three working days from the date of issuing the order for expulsion, sends the student's personal file to the address of the receiving university.

At the university where the student studied, a copy of the transcript, a student ID card and an inventory of the documents sent remain.

When transferring a student on the basis of an educational grant from one university to another, the head of the receiving university submits to the authorized body in the field of education and the administrator of the relevant budget program a copy of the order on enrollment of the student, together with a copy of the certificate of the educational grant issued in his name, to adjust the amount of funding for universities.

A student under an educational grant who has the conclusion of the medical advisory commission on the prohibition of studying in this specialty as a result of a disease acquired during the training period is transferred from one specialty to another to an existing vacant place by an educational order.

### **14.1.3 Rules for the restoration of students at AUEZOV University**

Students of higher educational institutions are restored after expulsion if they have fully completed the first academic period of the program being mastered according to the individual curriculum.

A student on a paid basis, who was expelled for non-payment of the tuition fee, in case of repayment of this debt, is restored within four weeks from the date of expulsion.

At the same time, the student can be restored to any form of education, to any specialty and to any university, regardless of the terms of deduction during recovery.

Restoration to the number of students is carried out only on a paid basis.

The procedure for restoring the student is carried out in the following order:

1) the student submits an application for reinstatement to the Chairman of the Management Board-Rector of the university, in which he / she expresses a desire to continue his / her studies. A certificate (original) is attached to the application for restoration;

2) the dean of the faculty/HS, together with the Registrar's office, determines the difference in the disciplines of the working curriculum and the course of study on the basis of the submitted Certificate;

3) in accordance with the visas of the dean of the faculty/higher school, the director of the Registrar's office, the Vice-Chairman responsible to academic and academic-methodological work, the Chairman of the Management Board-Rector of the university issues an order for the restoration of the student.

The application for reinstatement is submitted no later than five working days before the start of the next academic period.

If the student is restored to another educational organization, the head of the university where the student previously studied, on the basis of a written request from the receiving party, sends the student's personal file, leaving a copy of the Certificate, a study card, a credit card, a student ID card and an inventory of the documents sent.

#### **14.1.4 Provision of academic leave**

The rules for granting academic leave to students of the University (hereinafter - the Rules) are developed in accordance with the Law of the Republic of Kazakhstan dated July 27, 2007 "On Education".

Academic leave is the period for which students studying in educational organizations (students, cadets, undergraduates, adjuncts, cadets, trainees, doctoral students, interns, residents) temporarily interrupt their studies for medical reasons.

To apply for an academic leave, the student submits an application addressed to the Chairman of the Management Board-Rector of the university and submits supporting documents.

Academic leave is granted to students on the basis of:

- 1) the conclusion of the medical advisory commission (hereinafter referred to as the MAC) at an outpatient polyclinic organization for a period of 6 to 12 months due to illness;
- 2) decisions of the Centralized Medical Advisory Commission (hereinafter-CMAC) of an anti-tuberculosis organization in case of tuberculosis disease lasting no more than 36 months;
- 3) summons for conscription for military service;
- 4) the birth, adoption or adoption of a child before he reaches the age of three years.

The Chairman of the Management Board-Rector of the university within three working days, on the basis of the submitted documents, issues an order on granting academic leave to the student, indicating its start and end dates.

The Chairman of the Management Board-Rector of the university sends a copy of the order on granting academic leave to a student under an educational grant funded from the republican budget to the Ministry of Education and Science of the Republic of Kazakhstan or the relevant branch ministry within three working days, and to a person funded from the local budget - to local executive bodies in the field of education, to adjust the appropriate amount and timing of funding for this program.

After leaving the academic leave, the student submits an application to the Chairman of the Management Board-Rector of the university and submits a certificate of the MAC (CMAC) about the state of health from the health organization that observed the patient, with a

conclusion about the possibility of continuing training in this specialty - when the student is on academic leave due to illness.

On the basis of the submitted documents, the Chairman of the Management Board-Rector of the university within three working days issues an order on the student's withdrawal from academic leave, indicating the specialty, course and group.

When leaving the academic leave of a student under a state educational grant, a copy of this order within three working days is sent by an educational organization funded from the republican budget to the Ministry of Education and Science of the Republic of Kazakhstan or the relevant branch ministry, and funded from the local budget - is sent to local executive bodies in the field of education, to adjust the appropriate amount and timing of funding for this program.

The Chairman of the Management Board-Rector of the university, on the basis of the submitted documents, determines the difference of disciplines in the working curricula, the course of study and approves the individual curriculum of the student in agreement with the office Registrar.

When returning from academic leave, the student continues his / her studies from the course (and the academic period) from which he / she took this leave.

If the date of leaving the academic leave or going on academic leave does not coincide with the beginning or end of the academic period, then the student performs all the academic tasks according to an individual schedule and scores the points necessary for the admission rating, or is enrolled in the summer semester in the disciplines for which the difference was formed.

To eliminate the difference, the student, in parallel with the current training sessions, attends all types of training sessions during the academic period, passes all types of current and boundary control provided for in the working curriculum for these disciplines, receives admission and passes the final control during the intermediate certification of students according to the academic calendar.

## **15 TERMS OF USE OF THE LIBRARY**

The library organizes the issuance of documents available in the library to readers for temporary use.

The delivery of literature to the house is made on subscriptions. Reading rooms provide literature for use without the right to take out.

Encyclopedias, reference publications, dissertations, current periodicals, rare and valuable books, publications are issued only for work in reading rooms.

Registration of readers in the library is made upon presentation of a document certifying the identity and affiliation of the reader to a higher educational institution, as well as two photos of the size of 3x4 cm.

On the basis of the above-mentioned documents, the reader is issued a single reader's ticket and a reader's form is filled in.

When writing to the library, the reader must familiarize himself with its rules and confirm the obligation to fulfill them with his signature in the reader's form.

The library card is the only document that gives the right to use all the structural divisions of the library.

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The validity period of the reader's ticket is an academic year. Every year, the reader is obliged to re-register for a subscription in the main building on the 1st floor and make an appropriate mark in the reader's ticket. When re-registering, the reader is obliged to hand over all the literature listed for him. Otherwise: readers are not served, literature is not issued.

Upon leaving the university, readers return to the library, the publications listed for them and the library card.

When receiving books and other materials, readers carefully review the publications and, if any defects are found, inform the librarian about this, otherwise the reader who used the publication last is responsible for the damage of books.

### ***Digital library***

A digital library is an ordered collection of heterogeneous electronic documents (including books, magazines), equipped with navigation and search tools. It can be a website where various texts (usually literary, but also scientific and any other, up to computer programs) and media files are gradually accumulated.

- \* A rich fund of e-documents;
- \* Database of own generation: "Proceedings of the teaching staff of the M. Auezov SKU", "Electronic Archive", "AlmaMater";
  - A single search engine of the OIC;
- \* Virtual Help Desk;
- \* Hotline;
- \* Free access to Coursera, EDX, and OpenU resources.kz-Open University of Kazakhstan", Kazakhstan databases "RMEB", "Epigraph", " Kitap.kz" , etc. •
- \* Integrated into the educational process;
- \* 24/7 availability on the library's website <http://lib.ukgu.kz/>, the educational portal of YSU <http://portal.ukgu.kz>, a distance learning portal <http://www.sdo.ukgu.kz>;
- \* Online access from any device;
- \* Active chat with users
  - (more than 30 thousand users);
- \* Mobile application.

There are 27 service points at the servicing of readers, including 17 reading rooms and 6 subscriptions.

<b>Tickets</b>	<b>Location</b>
Ticket of educational literature for technical specialties	main building, 1st floor, 5 Tauke Khan Ave.
Subscription of educational literature for humanitarian specialties	building No. 8, T. Tazhibayev str., 2
Fiction ticket	building No. 8, T. Tazhibayev str., 2

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Ticket of agricultural literature	building No. 7, H. Dulati street
Ticket of natural and pedagogical literature, physical culture, sports and tourism	building No. 6, A. Baitursynov str.
Ticket of musical literature	building No. 8, T. Tazhibayev str., 2

A user of the the can get at home:

\* educational literature up to 10 copies for a period of 1 semester;

\* scientific literature is issued for a period of 3 days to 1 month;

Bibliographic service:

\* execution of oral reference and information requests based on the subscription fund, the electronic catalog of the library;

\* determination of the UDC index

Information service:

\* organization of thematic exhibitions of literature;

\* search for information on full-text databases and an electronic library

\* organization of exhibitions of new receipts of documents to the subscription fund.

Opening hours of season tickets: 9.00-18.00. The day off is Saturday, Sunday.

Sanitary day is the last Thursday of each month

### **16 Location of the reading rooms of AUEZOV UNIVERSITY**

Name of the reading room	Location	Time of working
Main Reading Room (universal)	main building, 2nd floor	from 9.00 till 19.00 dinner from 13.00 till 14.00
Reading room of economic and legal literature	main building, 2nd floor, room. 224	from 9.00 till 18.00 dinner from 13.00 till 14.00
World Languages Reading Room	main building, 2nd floor, room. 213	from 9.00 till 18.00 dinner from 13.00 till 14.00
Reading room of periodicals and technical literature	Building No. 1, Ilyaeva str., 8, room 211	from 9.00 till 18.00 dinner from 13.00 till 14.00
Reading room of the light and food industry	building D, 1st floor, room 105	from 9.00 till 18.00 dinner from 13.00 till 14.00
Reading room of agricultural literature	building No. 7, H. Dulati street	from 9.00 till 18.00 dinner from 13.00 till 14.00
Scientific hall (dissertations, conference collections, etc.)	main building, 2nd floor, room 228	from 9.00 till 18.00 dinner from 13.00 till 14.00



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Reading rooms of industry publications	building No. 3, Tauke Khan Ave., 6, room.2	from 9.00 till 19.00 dinner from 13.00 till 14.00
Scientific and Bibliographic Department	main building, 2nd floor, room. 221	from 9.00 till 18.00 dinner from 13.00 till 14.00
Electronic Resource Center (ERC) No. 1	main building, 2nd floor, room. 222	from 9.00 till 19.00 dinner from 13.00 till 14.00
ЭРО № 2 /ЭРЦ № 2 / ERC No. 2	building No. 8, T. Tazhibayev str., 2	from 9.00 till 18.00 dinner from 13.00 till 14.00
ERC No. 3	building No. 3, Tauke Khan Ave., 6, room 222	from 9.00 till 18.00 dinner from 13.00 till 14.00
ERC No. 4	building No. 7, H. Dulati street	from 9.00 till 18.00 dinner from 13.00 till 14.00
Reading room of the hostel No. 1	Zhandosov str., 3	from 9.00 till 18.00 dinner from 13.00 till 14.00
№ 2 жатақхананың оқу залы/ Reading room of the hostel No. 2	Dulati str., 198	from 9.00 till 18.00 dinner from 13.00 till 14.00
Reading room of the hostel No. 3	Ryskulbekov str., 14	from 9.00 till 18.00 dinner from 13.00 till 14.00
Reading room of the dormitory No. 4	Zheltoksan str., 14	from 9.00 till 18.00 dinner from 13.00 till 14.00
Reading room of the hostel No. 6	Ryskulbekov str., 6	from 9.00 till 18.00 dinner from 13.00 till 14.00

### **17 ACCOMMODATION IN A HOSTEL**

Location of AUEZOV university dormitories

Hostel №1.....	Bauman street, 3
Hostel № 2 .....	H.Dulati street, 198
Hostel № 3.....	Ryskulbekov street, 4
Hostel № 4 .....	Zheltoksan street, 14
Hostel № 6 .....	Ryskulbekov street, 6
Hostel № 7 .....	G.Iliyev street, 12

Rules of residence in the hostel:

1. The distribution of places in the dormitories of AUEZOV University and the procedure for settling in student dormitories is determined by the University Administration.

2. The student who moves into the hostel must personally submit to the university administration:

- an application of the established sample with a visa of the Dean of the faculty/Higher School of Economics;

- passport or other document certifying identity and citizenship;

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- a certificate from the dean's office of the faculty / HSE that he is a student of this faculty/HSE;

- a copy of the medical certificate in the prescribed form;

- a certificate of the composition of the family.

3. The primary right to live in student dormitories is used by students studying at the university on a full-time basis.

4. Accommodation in a dormitory is carried out by the decision of the university administration to settle in a student dormitory. The living room is assigned to the resident for the entire period of study at the university.

5. When settling into the hostel, students must be familiar (signed) with these Rules and be instructed on fire safety rules and safety precautions when operating household appliances, household radio equipment and gas equipment, get acquainted with the established procedure for using personal electrical appliances. The briefing is conducted by the head of the hostel.

6. The property of the hostel is issued under a personal receipt to each resident. Material responsibility for the integrity and safety of the property is assigned to the persons who received this property. The university administration is not responsible for the safety of the personal property of the resident, if it was not placed in the storage room of the hostel.

7. Residents are issued passes of the established pattern for the right to enter the hostel. It is strictly prohibited to transfer the pass to other persons.

8. For the transfer of the pass, the residents of the dormitory bear disciplinary responsibility provided for by the Rules of Residence in the University dormitory (hereinafter referred to as the PPO);

9. Residents are financially responsible for the loss of a pass.

10. At the entrance to the hostel:

- persons living in a hostel must present a pass;

- persons who are not studying at the university must present an identity document. The documents are left with the SBIP duty officer and returned to the owner when leaving the hostel. In the log of visits, the SBIP on duty records information about the invited guests.

11. The entrance of residents to the hostel is allowed strictly from 06-00 to 23-00 hours. The hostel closes at 23-00 hours. The entrance and exit of residents to the hostel from 23-00 to 06-00 hours is allowed only for valid reasons (departure and arrival from a business trip, vacation, etc.) or with the written permission of the head of the hostel.

12. The entrance of unauthorized persons to the hostel is allowed only from 08-00 to 17-00 hours. The visiting time may be limited by the university administration in case of a mass illness, an aggravation of the criminal situation and for other reasons.

13. The responsibility for the timely departure of the invited persons and their compliance with the PPO is borne by the person living in the hostel to which the specified persons came.

14. Guests (including parents and relatives) can be left overnight only in exceptional cases with the written permission of the head of the hostel.

15. The removal of oversized items from the hostel is allowed only if there is a material pass issued by the head of the hostel. When making oversized items, they are registered by the head of the hostel in a special magazine.

### Payment for accommodation in a hostel

The payment for accommodation in a hostel, utilities is established in accordance with the current legislation of the Republic of Kazakhstan.

The fee for using the hostel is charged from students monthly until the 10th day of the month following the expired month, for the entire period of their stay and the vacation period.

**18 ACADEMIC CALENDAR 2021-2022 training year**

**AUTUMN SEMESTER**

Education, control and other measures	Period of carrying out
Adaptation week	31 August – 03 September 2022 year
Knowledge day	1 September – 2021 year
Autumn semester	6 September - 20 December – 2021 year
Boundary control	18 October – 22 October – 2021 year 13 December – 17 December – 2021 year
Public holidays	1 December, 16-17 December – 2021 year 1,2 January, 7 January – 2022 year
Final attestation (winter session)	20 December – 2021 year – 7 January – 2022 year
Holidays	10 January – 29 January – 2022 year
Practices	*

Total weeks: theoretical training – 15 weeks, session-3 weeks

**SPRING SEMESTER**

Spring semester	31 January – 13 May– 2022 year
Boundary control	14 March – 18 March – 2022 year 11 May – 13 May – 2022 year
Public holidays	8 March, 21, 22, 23 March, 1, 7, 9 May, 30 August – 2022 year
Final attestation (spring session)	16 May – 3 June – 2022 year
Holidays	13 May – 31 August – 2022 year
Practices	*

Total weeks: theoretical training – 15 weeks, session-3 weeks, holidays-12 weeks

**SUMMER SEMESTER**

Summer semester	6 May – 12 August – 2022 year
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\* The types and terms of professional practice are determined by the Standard Curriculum and the training plan of educational programs.





