APPROVED BY
M. Auezov South Kazakhstan University

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«_15_» _____10_____ 2024

ACADEMIC POLICY
Of the non-profit Joint-stock
Company "M.Auezov South Kazakhstan University"
QMS SKU AP 01-2024

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Introduction

The Non-profit Joint Stock Company "M. Auezov South Kazakhstan University" (hereinafter – the University) is the largest multidisciplinary higher educational institution with a developed educational and research infrastructure, well-established scientific schools and human resources capable of addressing complex challenges in the field of high technologies. The University trains specialists for enterprises and organizations throughout Kazakhstan.

The mission of the University is to generate new competencies and to prepare leaders who promote research-based thinking and culture.

The academic policy is defined by the University's strategic goals and mission, which emphasizes the University's leading role in the international scientific and educational space in developing competitive specialists for the innovative development of Kazakhstan.

The academic policy represents a system of measures, rules, and procedures for planning and managing educational activities and effectively organizing the learning process, aimed at improving the quality of education and implementing student-centered learning.

The objective of the University's academic policy is to build a modern scientific and educational environment that ensures the training of highly qualified personnel through the close integration of science, education, and innovation.

The tasks of the academic policy include:

- ensuring highly qualified personnel to meet the needs of the industrial and innovative development of the country;
- training highly qualified scientific and scientific-pedagogical personnel;
- ensuring the integration of education, science, and industry;
- ensuring integration into the European Higher Education Area;
- student-centered learning, teaching, and assessment;
- implementing innovative learning technologies;
- establishing an internal system for quality assurance in education;
- ensuring external quality assurance in education.

The academic policy of the University reflects the following values:

- multidisciplinary, interdisciplinary, and transdisciplinary approaches;
- critical and problem-oriented thinking, lifelong learning;
- communication, leadership, teamwork, and compromise-building skills;
- entrepreneurship, innovation, and readiness to take risks;
- creativity;
- ethics and value-based education.

These values are considered in academic activities when developing the content of educational programs, planning the academic structure, selecting faculty members, and forming the student contingent.

1 Scope of Application

The Academic Policy of M.Auezov South Kazakhstan University defines the procedures for organizing the educational process at the University within the programs of higher and postgraduate education.

This Academic Policy establishes the procedures for organizing the learning process at the University under the credit-based education system and within higher and postgraduate education programs. The document includes: the rules for admission to programs of higher and postgraduate education; organization of educational activities at the University; selection of the educational trajectory and student registration procedures; conduct of ongoing academic performance control, midterm and final assessment of students' knowledge; organization and completion of all types of student internships; academic mobility of faculty and students; procedures for awarding state scholarships to students; rules for student transfer, reinstatement, academic leave, and expulsion; as well as the organization and procedure for issuing University-designed educational documents.

2 Normative References

2.1 The Academic Policy of the University is developed in accordance with the following fundamental normative legal documents:

ST RK ISO 9001-2016 Quality Management Systems. Requirements ST RK ISO 9000-2017 Quality Management Systems. Fundamentals and Vocabulary

Law of the Republic of Kazakhstan dated July 27, 2007 No. 319-III "On Education" (as amended and supplemented on 30.12.2022 No. 177-VII)

Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated July 20, 2022 No. 2 "On Approval of State Compulsory Standards of Higher and Postgraduate Education" (as amended by Order No. 21 dated 19.01.2023)

National Qualifications Framework, approved by the Protocol of the Republican Tripartite Commission on Social Partnership and Regulation of Social and Labor Relations dated March 16, 2016

Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018 No. 595 "On Approval of the Model Rules for the Activities of Organizations of Higher and/or Postgraduate Education" (as amended by Orders No. 23 dated 20.01.2023 and No. 379 dated 02.08.2023)

Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018 No. 600 "On Approval of the Model Rules for Admission to Organizations Implementing Programs of Higher and Postgraduate Education" (as amended on 26.01.2023 No. 29; 27.10.2023 No. 547; 03.05.2024 No. 212; 26.07.2024 No. 372)

Order of the Minister of Education and Science of the Republic of Kazakhstan dated March 20, 2015 No. 137 "On Approval of Requirements for Organizations Providing Distance Learning and Rules for Organizing the Educational Process via Distance and Online Technologies for Higher and/or Postgraduate Programs" (as amended on 06.10.2022 No. 97; 07.08.2023 No. 397)

Order of the Minister of Education and Science of the Republic of Kazakhstan dated April 20, 2011 No. 152 "On Approval of Rules for Organizing the Educational Process Based on the Credit Technology of Education" (as amended on 23.09.2022 No. 79; 04.04.2023 No. 145; 25.07.2023 No. 334)

Order of the Acting Minister of Science and Higher Education of the Republic of Kazakhstan dated August 25, 2023 No. 443 "On Approval of the Rules for Awarding Educational Grants for Higher and Postgraduate Education with the Awarding of the Degree of 'Bachelor' or 'Master'"

Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated January 5, 2024 No. 4 "On Approval of Qualification Requirements for Educational Organizations Providing Higher and/or Postgraduate Education and the List of Documents Confirming Compliance"

Decree of the President of the Republic of Kazakhstan dated March 5, 1993 No. 1134 "On Establishment of the Presidential Scholarship of the Republic of Kazakhstan" (as amended on 02.08.2010 No. 1032)

Resolution of the Government of the Republic of Kazakhstan dated February 7, 2008 No. 116 "On Approval of Rules for Assignment, Payment, and Amounts of State Scholarships" (as amended on 28.06.2024 No. 518)

Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated February 10, 2023 No. 47 "On Approval of Types of Documents on Higher and/or Postgraduate Education, Forms of State-Standard Documents, Rules for Their Registration and Issuance, and Basic Requirements for University-Designed Documents"

Order of the Minister of Education and Science of the Republic of Kazakhstan dated November 29, 2007 No. 583 "On Approval of the Rules for Organizing and Implementing Educational-Methodological and Scientific-Methodological Work" (as amended by Order No. 263 dated 08.06.2023)

Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018 No. 606 "On Approval of the Average Ratio of Students to Teaching Staff for Calculating the Total Number of Academic Staff in Organizations of Higher and/or Postgraduate Education, except for the Academy of Justice, military, special educational institutions, and educational organizations in the field of culture" (as amended by Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated 24.10.2023 No. 543);

Order of the Minister of Education and Science of the Republic of Kazakhstan dated March 31, 2011 No. 126 "On Approval of the Model Regulation on Dissertation Councils" (as amended on 29.08.2024 No. 425);

Order of the Minister of Education and Science of the Republic of Kazakhstan dated March 31, 2011 No. 127 "On Approval of the Rules for Awarding Degrees" (as amended on 28.09.2018 No. 512; 30.04.2020 No. 170; 09.03.2021 No. 98; 09.01.2023 No. 7; 18.07.2024 No. 352).

The Academic Policy includes the following main components: organization of the educational process; student registration for academic disciplines; organization of all types of student internships; transfer policy (of all types), including GPA requirements, reinstatement, and expulsion of students; grading policy; organization of examination periods (interim assessment); additional (summer) semester; organization of final certification; procedures for awarding state

scholarships to students; program selection policy (including double-degree programs); internationalization policy; and academic mobility policy, etc.

The University provides all students with equal opportunities to receive high-quality and accessible education. The University does not tolerate discrimination against students with special educational needs and persons with disabilities based on race, nationality, ethnicity, religion, gender, as well as on the basis of social status, marital status, physical abilities, age, or any other subjective criteria.

The Academic Policy is intended for students, faculty, heads of structural subdivisions of the University engaged in the organization of the educational process, and other stakeholders.

The provisions of the Academic Policy may be revised in the event of changes in regulatory acts governing educational activities in the Republic of Kazakhstan, amendments to the University Charter and strategy, or revision of educational program requirements.

The new (or revised) Academic Policy shall apply to all students regardless of the year of their admission to the University.

3 Terms and Definitions

In this Academic Policy, the terms and definitions are applied in accordance with ST RK ISO 9000, ST RK ISO 9001, and in addition the following key terms are used:

Academic Calendar: A calendar specifying the schedule of academic and assessment activities, professional internships during the academic year, including holidays and vacation periods.

Academic Mobility: The movement of students or faculty-researchers to another higher education institution (domestically or abroad) for one academic period — a semester or academic year — to study or conduct research, with mandatory credit transfer of completed academic programs in their home university or another university where studies continue.

Academic Leave: A period during which learners (students, cadets, master's students, adjuncts, trainees, listeners, PhD candidates, interns, residents) temporarily suspend their studies due to medical reasons.

Academic Period (Term): A period of theoretical instruction established by the educational organization in one of three forms: semester, trimester, quarter.

Academic Difference: The difference between disciplines in curriculum plans, determined by the host institution based on the list of completed courses, their programs, and volume in hours or credits indicated in the transcript or certificate issued to individuals who have not completed their studies.

Academic Rating of a Learner (Rating): A quantitative indicator of the level of learning achievements in academic disciplines, based on results of interim assessment.

Academic Freedom: A set of powers granted to subjects of the educational process to independently determine the content of education in elective disciplines, additional training, and organization of educational activities to foster creative development of learners and teaching staff, and the application of innovative technologies and teaching methods.

Academic Hour: The scheduled contact time of the learner with the instructor in all types of classes (in-class work) or according to an approved timetable.

Academic Integrity: A set of values and principles reflecting honesty in learning when completing written assignments (tests, term papers, essays, theses, dissertations), answering exams, conducting research, expressing one's views, interacting with faculty and other learners, and in assessment processes.

Active Handouts (Hand-outs): Visual instructional materials distributed during classes to motivate learners for effective mastery of the topic (lecture theses, references, slides, examples, glossaries, assignments for independent work).

Certification Commission: An expert committee responsible for conducting the final certification of university graduates.

Internship Base: Organizations whose statutory activities correspond to the training profile and educational program requirements, possessing qualified staff and material-technical facilities for supervising internships.

Bachelor: A level of higher education awarding the degree of "Bachelor" upon completion of at least 240 academic credits.

Point-Rating Letter System of Academic Assessment: A system evaluating learning achievements in points corresponding to the international letter grading system with numeric equivalents, allowing determination of the student rating.

Barrier-Free Architectural Environment: An environment ensuring accessibility to persons with disabilities regardless of the origin, nature, and severity of psychophysical impairments — including access to the territory, entrances, and interior spaces of the educational institution.

Specialist Degree (Specialitet): A higher education level awarding a specialist qualification upon completion of at least 300 academic credits.

Generation of Education Document Number: Creating a number using a special system based on student data entered into the National Database of Education (NOBD).

Double-Degree Education: The opportunity to study according to programs and curricula of two institutions to receive two equivalent diplomas or one main and one additional diploma.

Bachelor's Thesis: A final qualifying work summarizing independent research on a relevant problem of a specific specialty.

Bachelor's Project: A student's graduation project representing an independent solution to applied tasks corresponding to the program profile, implemented using project approaches and/or in the form of business plans, models, creative or other types of projects.

Diploma: An official document certifying completion of higher education and qualification awarded; or a document confirming conferment of an academic degree, academic title, public recognition, award, or prize.

Doctor of Philosophy (PhD): An academic degree awarded to individuals who have completed doctoral educational programs.

Doctoral Dissertation: An independent research work of a doctoral student presenting new scientific results or scientific-based technical, economic, or technological solutions.

Diploma Supplement: A European-standard supplement to the diploma reflecting the content of completed programs in ECTS format and the qualification awarded.

European Credit Transfer and Accumulation System (ECTS): A system assigning credits to academic components, enabling comparison and transfer of completed learning outcomes (credits and grades) when changing academic trajectory, institution, or country.

Executive MBA (EMBA): An MBA program oriented toward preparing senior managers considering the specifics of the target audience.

Course Enrollment: The procedure of pre-registration for academic disciplines.

Individual Study Plan: A yearly study plan developed by the learner with support of an academic advisor, based on the standard curriculum and elective catalog.

Distance Learning Information Technology: Technology for creation, delivery, and storage of learning materials on electronic media, and telecommunication technologies supporting the learning process.

Qualification Examination: A procedure assessing theoretical knowledge, professional competencies, readiness for professional activity, and compliance with the educational program.

Final Examination: Assessment of learning achievements during the interim evaluation period in the form of an exam; if a course spans multiple periods, final examination may cover only the completed part.

Catalog of Elective Modules (Courses): An annotated list of all elective modules/courses with brief descriptions, objectives, content, and expected learning outcomes (knowledge, skills, abilities, and competencies).

Competencies: Ability to apply acquired knowledge, skills, and abilities in professional practice.

Elective Component: A list of disciplines and minimum credits offered by universities and selected by students with consideration of prerequisites and post-requisites.

Assessment of Learning Achievements: Checking student knowledge through various types of control (current, midterm, and final) and assessments determined by the university.

Credit (Credit-hour): A unified unit of academic workload for learners and instructors.

Credit-Based Learning: Education based on elective choice and independent planning of academic trajectory using credit units.

Master's Thesis: Final research work of a research-and-pedagogical master's student, presenting theoretical and/or practical findings.

Master's Project: A final applied research project of a professional master's student.

Master: A degree awarded to individuals completing master's programs.

Master of Business Administration (MBA): A degree awarded to individuals completing MBA or EMBA programs.

Module: An autonomous unit of an educational program with clearly formulated learning outcomes and assessment criteria.

Educational Program: A program consisting of modules aimed at forming key competencies required to obtain a degree and/or qualification.

Modular Training: An instructional approach based on modular design of the program and curriculum.

Modular Program Structure: A model of organizing education based on competencies as outcomes.

Learner with Special Educational Needs: An individual with physical and/or psychological developmental limitations confirmed by a psychological-medical-pedagogical commission requiring special conditions.

Course Description: A brief description (5–8 sentences) including the discipline's purpose, tasks, and content.

Registrar's Office: An academic service responsible for recording academic history, organizing interim and final assessments, and calculating academic ratings.

Post-requisites: Courses requiring competencies gained in the preceding discipline.

Pre-requisites: Courses providing knowledge required to master a subsequent discipline.

Syllabus: A course program including descriptions, goals, schedule, independent assignments, assessment rules, and reading list.

MBA Program: A program for preparing managerial professionals with advanced business knowledge.

Interim Assessment: A procedure during examination periods to evaluate mastery of the course.

Professional Competence: Readiness and ability to perform tasks independently and evaluate outcomes in a professional sphere.

Professional Internship: A mandatory component for consolidating theoretical knowledge and acquiring practical skills and competencies.

Learning Outcomes: Assessed knowledge, skills, abilities, and formed values and attitudes.

Work Curriculum: A document developed by institutions based on State Standards and individual student plans.

Midterm Control: Assessment after completion of major sections (modules) of a discipline.

Independent Work: Student self-study, confirmed by tests, assignments, essays, reports, etc., divided into undergraduate, master's, and PhD categories.

Independent Work with Instructor: Out-of-class supervised study according to schedule (SRSP, SRMP, SRDP).

Grade Point Average (GPA): Weighted average grade calculated as the ratio of total grade points to total credits for the academic period.

Cumulative Assessment: Defined as the average score from current and/or midterm assignments Formula: $X = R * 100 / 60$, where R is rating-score.

Knowledge Assessment: Evaluation of learning achievements over the academic period.

Current Academic Performance Control: Regular monitoring of knowledge during the academic period.

Transcript: A document listing completed courses with credits and grades in letter and numerical form.

Tutor: An instructor acting as academic consultant for a specific course.

Learning Achievements: Knowledge, skills, and competencies reflecting student development level.

Module: A structured element focused on specific learning outcomes.

Advisor: A faculty member assisting students in shaping their study trajectory and individual plan.

Examination Session: The period of interim assessment in universities.

Elective Courses: Courses forming the elective component considering individual preparation and regional needs.

Electronic Instructor's Journal: An online system for recording and viewing current and final ratings, checkpoints, assignments, and attendance.

4 Symbols and Abbreviations

The following abbreviations and acronyms are used in this Academic Policy:

AI – Academic Issues;
AC – Attestation Commission;
HS – Higher School;
BD – Basic Disciplines;
SEC – State Examination Commission;
DL – distance learning;
DP – diploma project;
DT – diploma thesis;
UNT – unified national testing;
FA – final assessment;
ISP – individual study plan;
HEIIS/SMART – higher education institution information system;
CED - catalog of elective disciplines;

CP - course project;
CW - course work;
PWD - people with disabilities;
NJSC - non-profit joint-stock company;
NEDB - National Education Database;
RWS - research work of students;
HPEI - higher and/or postgraduate education institutions;
GED - general education disciplines;
DP - Degree program;
SD - specialized disciplines;
QMR - quality management representative;
QMS - quality management system;
IWS/MS/DS - independent work of a student/master's student/doctoral student;
IWS - independent work of a student;
IWST - independent work of a student under the guidance of a teacher;
IWS/Ms/DsT - independent work of a student/master's student/doctoral student under the guidance of a teacher;
SC – standard curriculum;
TMCD – teaching and methodological complexes of disciplines;
CCTTDD – Center for Computer Technologies and Telecommunications of the Department of Digitalization;
SKU – South Kazakhstan University.

5 Responsibilities and Authorities

5.1 The Academic Policy is approved by the Chairman of the Board, Rector of M.Auezov South Kazakhstan University.

5.2 The PRC is responsible for the implementation of the academic policy.

5.3 The PRC is responsible for ensuring that this AP complies with the requirements of the ST RK ISO 9001:2016 standard.

5.4 The heads of departments involved in the implementation of specific stages of the policy are responsible for organizing and coordinating activities to implement specific stages of the policy, managing documentation, and ensuring the quality of the final results in their departments.

5.5 The heads of departments are responsible for the safety and unauthorized copying of academic policy as a QMS document located in the department and for the leakage of official information.

5.6 Responsibility for managing this AP in accordance with QMS YKU PR 4.01-2023 "Management of Documented Information" lies with the head of the CSPiMK.

5.7 Changes to the AP are made by the AP developers with a mandatory note in the "Change Registration Sheet" (Appendix A).

5.8 The table shows the responsibility of YKU senior management representatives for non-compliance in the implementation of life cycle processes at the university.

№	Name of Processes	Responsible Person(s)

№	Name of Processes	Responsible Person(s)
6.3.1	General Rules for Current Academic Performance Monitoring	Vice-Rector for Academic Affairs
6.3.2	Procedure and Deadlines for Completion of Academic Records and Grade Submission	Vice-Rector for Academic Affairs
6.3.3	Admission to Examination Session	Vice-Rector for Academic Affairs
6.3.4	Preparation for Examination Session	Vice-Rector for Academic Affairs
6.3.5	Organization and Conduct of Mid-Term Attestation	Vice-Rector for Academic Affairs
6.3.6	Assessment of Students' Academic Achievements	Vice-Rector for Academic Affairs
6.3.7	Organization and Conduct of the State Exam in "History of Kazakhstan"	Vice-Rector for Academic Affairs
6.3.8	Final Attestation of Students	Vice-Rector for Academic Affairs
6.3.9	Final Attestation of Master's and Doctoral Students	Vice-Rector for Academic Affairs
6.4	Transfer, Expulsion and Reinstatement of Students	Vice-Rector for Academic Affairs
6.4.1	Student Transfer Procedure	Vice-Rector for Academic Affairs
6.4.2	Organization and Conduct of Summer Semester	Vice-Rector for Academic Affairs
6.4.3	Reinstatement Procedure for Students Expelled for Tuition Non-Payment	Vice-Rector for Academic Affairs
6.4.4	Student Expulsion from the University	Vice-Rector for Academic Affairs
6.4.5	Awarding of Vacant Educational Grants	First Vice-Rector, Vice-Rector for Academic Affairs
6.4.5.1	Awarding Vacant State Grants for Bachelor's or Master's Studies Released During academic Studies	First Vice-Rector, Vice-Rector for Academic Affairs
6.4.5.2	Awarding Vacant Grants for Bachelor's or Master's Programs Funded by Local Budget	First Vice-Rector, Vice-Rector for Academic Affairs
6.4.6	Granting Academic Leave	First Vice-Rector, Vice-Rector for Academic Affairs
6.5	Educational documents of own design	First Vice-Rector, Vice-Rector for Academic Affairs
6.6	Procedure for paying scholarships	First Vice-Rector, Chief Accountant
6.7	Academic integrity	First Vice-Rector
6.8	Tuition fees	First Vice-Rector
6.9	Internal quality assurance system and monitoring	First Vice-Rector
6.10	Teacher profile	Vice-Rector for Academic Affairs

6 Admission rules for study at M. Auezov South Kazakhstan University

6.1 General provisions

6.1.1 Admission to bachelor's degree programs

6.1.1.1 The resources for the applicant selection process are:

- applicants;
- the admissions committee;
- the material and technical potential of SKU.

6.1.1.2 In order to form a contingent of applicants wishing to enter the university, it is recommended to promote educational services to consumers. A more detailed description of the means of promoting educational services is presented in "Procedure. Management of the applicant selection process" QMS SKU PR 7.13-2024, Table 1 - Means of promoting the educational services of the university.

6.1.1.3 Before the start of the admissions campaign, an admissions committee is created by order of the chair of the Board - the rector or the person acting on his behalf - to organize and conduct the admission of applicants. The admissions committee consists of the rector, vice-rectors, heads of structural units, and representatives of the university's teaching staff. The admissions committee shall consist of an odd number of members. The rector shall be the chair of the admissions committee. The rector or the person acting on his behalf shall appoint the executive secretary of the admissions committee. The university admissions committee may have one or two deputy executive secretaries.

6.1.1.4 For the purpose of accepting documents and enrolling applicants for higher education programs, the Chairman of the Board (Rector) or the person acting on his behalf shall issue an order forming the technical secretariat of the admissions committee for the current year from among the teaching staff, engineering and technical workers, and teaching and support staff of the university.

6.1.1.5 The executive secretary of the admissions committee shall manage all activities of the technical secretariat and shall be responsible for the implementation of the established admissions plan, compliance with the requirements of legislative acts and regulatory documents on the formation of the student contingent, shall determine the duties of the members of the admissions committee, and shall approve the work plan of the admissions committee.

6.1.2 Planning

6.1.2.1 M.Auezov South Kazakhstan University accepts applicants with general secondary, technical and vocational, post-secondary, and higher education into its bachelor's degree programs.

Admission is carried out through the placement of a state educational order and an educational grant for higher education at the expense of the republican budget or local budget, as well as payment for training at the expense of the student's own funds and other sources.

6.1.2.2 Admission of persons with technical and vocational or post-secondary education with the qualification of "mid-level specialist" or "applied bachelor" in related areas of higher education training, providing for reduced terms of study (3 years), applying for paid training, is carried out by the SKU Admissions Committee.

6.1.2.3 Admission of persons with higher education to a group of educational programs providing for reduced terms of study (2 years) on a fee-paying basis is carried out by the SKU Admissions Committee.

6.1.3 Rules for admission and conducting creative examinations

6.1.3.1 Admission to higher education programs requiring special and/or creative training, including in the field of education "Pedagogical Sciences," is based on the results of special and/or creative examinations.

6.1.3.2 For the organization and conduct of special and/or creative examinations, an examination commission shall be established for the period of the examination by decision of the rector or the person acting on his behalf.

The commission includes representatives of the university from among the teaching staff, public organizations, and the media. The commission for creative examinations in the fields of "Art" and "Training of teachers with subject specialization in general education" also includes persons with relevant education in the field and recommended by the local authorized body in the field of culture and sports.

Members of the appeals commission are not included in the examination commission.

The commission consists of an odd number of members, and the chair of the commission is elected by a majority vote of the commission members. The commission's decision is considered valid if at least two-thirds of its members are present at the meeting. The commission's decision is made by a majority vote of those present at the examination.

6.1.3.3 Special and/or creative examinations are conducted in groups of educational programs. More detailed descriptions of the list of educational program groups for which special and/or creative exams are conducted are presented in the Procedure "Management of the applicant selection process" QMS SKU PR 7.13-2024, Table 2 - List of educational program groups for which special and/or creative exams are conducted.

Persons applying for higher education programs that require special and/or creative training, including in the field of education "Pedagogical Sciences," must submit the following documents to the admissions committee in order to take special and/or creative exams:

1) a document certifying general secondary or technical and vocational post-secondary education (original);

2) two 3x4 cm photographs;

3) a copy of an identity document;

4) an electronic UNT certificate (if available);

5) a copy of a document confirming the presence of one of the sports categories and/or sports titles (if available).

6.1.3.4 Applications from applicants for the creative exam are accepted from June 20 to July 7 of the calendar year.

The creative exam is held from July 8 to July 13 of the calendar year.

6.1.3.5 Applicants for higher education programs requiring creative training who have documents certifying general secondary, technical, and vocational or post-secondary education must take two creative exams.

Applicants for higher education programs requiring creative training in related fields of higher education training, which provide for reduced training periods, shall take one creative exam.

The format of special and/or creative examinations is determined in accordance with the field of study. More detailed descriptions of the types of special and/or creative exams are provided in the Procedure "Management of the applicant selection process" QMS SKU PR 7.13-2024, Table 3 - Types of special and/or creative exams.

6.1.3.6 The acceptance of documents from applicants and the conduct of special examinations for admission to the field of education "Pedagogical Sciences" shall take place from June 20 to August 20 of the calendar year.

6.1.3.7 For persons with secondary or technical and vocational, post-secondary education applying for a group of higher education programs requiring creative training, scores in the history of Kazakhstan and reading literacy (language of instruction) are taken into account.

For persons applying to higher education programs requiring creative training in related areas of higher education training, which provide for reduced training periods, points in a special discipline are taken into account.

6.1.3.8 Programs for special and/or creative examinations are developed by the relevant departments of SKU and approved by the rector or the person acting on his behalf.

6.1.3.9 The schedule of special and/or creative examinations (form of examination, date, time, and place of examination, consultations) shall be communicated to applicants before the start of document acceptance.

6.1.3.10 Applicants shall be admitted to the auditorium (room) where special and/or creative examinations are held upon presentation of an identity document.

Special and/or creative examinations are conducted in classrooms (rooms) equipped with video and/or audio recording equipment.

6.1.3.11 Creative examinations for applicants who have documents certifying general secondary or technical and vocational post-secondary education are assessed on a 45-point scale.

6.1.3.12 Creative exams for applicants in related fields of higher education training, which provide for reduced training periods, are assessed on a 20-point scale.

6.3.13 The results of the creative exam are recorded in a grade sheet, and the results of the special exam are recorded in an admission sheet and a commission protocol in any form. The commission protocol is signed by the chair and all members of the commission present.

6.1.3.14 The results of special and/or creative examinations shall be announced on the day of the examination.

6.1.3.15 For the duration of the examinations, in order to comply with the requirements for special and/or creative examinations, resolve disputes, and protect the rights of persons taking the relevant examinations, an appeals committee shall be established by order of the rector or the person acting on his behalf, consisting of an odd number of members, including its chairperson.

6.1.3.16 An appeal shall be submitted in person to the chair of the appeals committee by the person who took the special or creative exam, shall be accepted until 13:00 on the day following the announcement of the results of the special or creative exam, and shall be considered by the appeals committee within one day.

6.1.4 Enrollment Procedure

6.1.4.1 Enrollment of applicants as students at SKU is carried out by the admissions committee from August 10 to August 25 of the calendar year by order of the rector or the person acting on his behalf.

To enroll in the university, service recipients submit a package of documents via the e-government web portalwww.egov.kz, as provided for by the State Service Standard "Acceptance of Documents and Enrollment in Higher Education Institutions for Higher Education Programs."

6.1.4.2 Holders of higher education grants funded by the republican budget or local budget, as well as those paying for their education from their own funds or other sources, shall select an educational program from the relevant group of educational programs.

Citizens of the Republic of Kazakhstan who enroll on the basis of a state grant shall conclude an agreement to work for at least 3 (three) years in accordance with the procedure established by the resolution of the Government of the Republic of Kazakhstan.

Citizens of the Republic of Kazakhstan who enroll on a paid basis shall conclude an agreement for the provision of educational services.

6.1.4.3 Admission to SKU is conducted separately for higher education programs and language departments.

6.1.4.4 Admission to higher education programs that require creative exams is based on the scores of these exams, except for applicants in related fields of higher education that provide for reduced terms of study.

6.1.4.5 Admission to the field of education "Pedagogical Sciences" is based on the results of a special exam.

6.1.4.6 For admission to SKU, persons with secondary, technical, and vocational or post-secondary education who have passed the UNT on the basis of a higher education grant funded by the republican budget or local budget and for paid education must score at least 50 points, and in the field of "Pedagogical Sciences" - at least 75 points, including at least 5 points in the history of Kazakhstan, mathematical literacy, reading literacy - language of instruction, and at least 5 points in each specialized subject.

6.1.4.7 Persons with secondary, technical, and vocational or post-secondary education who are applying for higher education programs requiring creative training, with the exception of those

applying for related fields of higher education training that provide for reduced terms of study, who have passed the Unified National Test on the basis of a higher education grant funded by the republican budget or local budget and for paid training, it is necessary to score at least 50 points, and in the field of education "Pedagogical Sciences" - at least 75 points, including at least 5 points in the history of Kazakhstan, reading literacy - language of instruction, and at least 5 points in each creative exam.

6.1.4.8 Persons with technical and vocational post-secondary education who are applying for related fields of higher education training that provide for reduced terms of study and who have passed the UNT on the basis of a higher education grant funded by the republican budget or local budget must score at least 25 points, including at least 5 points in a general professional discipline and at least 5 points in a special discipline.

6.1.4.9 Persons with technical and vocational post-secondary education who are applying for related fields of higher education training that provide for reduced training periods and require creative training, who have passed the Unified National Test on the basis of a higher education grant funded by the republican budget or local budget, must score at least 25 points, including at least 5 points on the creative exam and at least 5 points on a special discipline.

6.1.4.10 When submitting documents to the admissions committee, applicants with disabilities (with visual, hearing, or musculoskeletal impairments) who present a disability certificate in the prescribed form shall be provided with:

1) a special place for consultation;

2) a technical secretary to assist with mobility, reading, and completing basic documents, and/or a specialist proficient in sign language for applicants with hearing impairments, if necessary;

3) Unimpeded access to classrooms, restrooms, and other university facilities.

6.1.4.11. As part of the university's own requirements, the minimum passing score for applicants on a fee-paying basis may be increased for specific university specialties, which will contribute to improving the quality of the final result—the knowledge, abilities, and skills of students.

Applicants applying for fee-paying programs must score at least the total number of points. A more detailed description is provided in the Procedure "Management of the applicant selection process" QMS SKU PR 7.13-2024, Table 4 - Threshold scores for admission to paid education by educational program groups.

6.1.4.12 Persons who have certificates of international standardized tests SAT (SAT), ACT (ACT), IB (IB) participate in the competition for the award of an educational grant and (or) are enrolled in universities on a paid basis, in accordance with the score conversion scale. SAT scores are converted to UNT scores provided that SAT reasoning and SAT subject certificates are available. SAT subject results are converted to UNT scores provided that the subjects match. The conversion scale is set according to the total score. A more detailed description is provided in the Procedure "Management of the applicant selection process" QMS SKU PR 7.13-2024, tables 5, 6, and 7.

6.1.4.13 Persons with secondary, technical, and vocational or post-secondary education, with the exception of those applying for related fields of higher education training that provide for reduced training periods, who have not achieved the established threshold score, shall be enrolled on a fee-paying basis.

These persons may retake the UNT four times during the year within the established time limits, in accordance with the Rules for Conducting the Unified National Testing, approved by Order of the Minister of Education and Science of the Republic of Kazakhstan No. 204 of May 2, 2017.

Persons who have achieved the minimum score on one of the UNTs shall submit an application to the rector or the person acting on his behalf for enrollment in YKU on a fee-paying basis.

The application shall be accompanied by the UNT result (electronic certificate) and a copy of the transcript signed by an authorized person and stamped.

6.1.4.14 Applicants for admission to the university shall fill out a standard application form and submit the following documents:

1) a document certifying general secondary, technical and vocational, post-secondary, or higher education (original);

2) a copy of an identity document;

3) six 3x4 cm photographs;

4) medical certificate form 075-U in electronic format; in cases of restrictive measures being implemented by the relevant state authorities, the introduction of a state of emergency, or the occurrence of social, natural, or man-made emergencies, certificate 075-U shall be provided as soon as the restrictive measures are lifted or the state of emergency is terminated.

5) an electronic certificate with unique data, officially confirming the results of the unified national testing, published on the website of the National Testing Center;

6) an electronic certificate of the award of an educational grant (if available).

7) copies of documents confirming preferential rights and benefits (if available).

6.1.4.15 After receiving the above documents, the technical secretary of the admissions committee issues the applicant with a receipt for the documents.

6.1.4.16 A personal file is created for each enrolled student, and an inventory is filled out. According to the inventory, the following documents are additionally attached to the personal file: an agreement to work for at least three (3) years (for students studying on a grant basis) and an agreement for the provision of educational services (for students studying on a fee-paying basis).

6.1.4.17 After the personal files of enrolled applicants have been created, they are transferred to the DSV Student Office for further storage and tracking of their progress in the educational process.

6.1.5 General provisions for admission to master's and doctoral programs

6.1.5.1 Admission of applicants to master's and doctoral programs at M. Auezov South Kazakhstan University is carried out through the placement of a state educational order for training personnel in scientific, pedagogical, and specialized fields, as well as through the payment of tuition fees from the students' own funds and other sources.

6.1.5.2 Admission to SKU is carried out on a competitive basis based on the results of comprehensive testing for master's programs and entrance exams for doctoral programs.

6.1.6 Admission procedure for master's programs

6.1.6.1 Persons who have completed higher education programs are admitted to master's programs.

6.1.6.2 Applications from candidates applying for master's programs are accepted through the information system of the National Testing Center. The deadline for submitting applications for admission to master's programs is from June 18 to July 15.

Comprehensive testing by educational program groups is conducted from July 20 to August 10, creative exams are conducted from July 16 to 25, and enrollment is until August 28 of the calendar year.

6.1.6.3 Applicants to master's programs take comprehensive testing, including a foreign language test (choice of English, German, French), a test on the profile of educational program groups, and a test to determine readiness for study in Kazakh or Russian.

Applicants entering master's programs taught in English take a comprehensive test, which includes a test on the profile of educational programs in English and a test to determine their readiness to study in Kazakh, Russian, or English.

Comprehensive testing is carried out in accordance with the Rules for Comprehensive Testing, approved by Order of the Minister of Education and Science of the Republic of Kazakhstan No. 190 of May 8, 2019.

6.1.6.4 Applicants to master's programs in educational program groups requiring creative training must take:

1) comprehensive testing, including a foreign language test (English, German, or French, at their choice) and a test to determine their readiness for study in Kazakh or Russian, at their choice.

2) two creative exams in the field of the educational program groups.

6.1.6.5 Persons who hold one of the international certificates confirming foreign language proficiency in accordance with the Common European Framework of Reference for Languages (standards) are exempt from the foreign language test of the comprehensive testing for master's programs in the following languages:

- English: IELTS (International English Language Tests System), minimum score – 6.0;

- IELTS INDICATOR, minimum score – 6.0;

- Test of English as a Foreign Language Institutional Testing Program (TOEFL ITP), minimum score – 543 points;

- Test of English as a Foreign Language Institutional Testing Program (TOEFL IBT), minimum score – 60;

- TOEFL PBT (Test of English as a Foreign Language Paper-based Testing), minimum score – 498;

- German: Deutsche Sprachprüfung für den Hochschulzugang (DSH, Niveau C1/level C1), TestDaF-Prüfung (Niveau C1/level C1);

- French: Test de Français International™ (TFI) – no lower than level B1 in reading and listening sections, Diplôme d'Études en Langue française – Diploma in French Language Studies (DELF (DELF), level B2), Diplome Approfondide Langue franзaise – Diploma Approfondide Langue franзaise (DALF (DALF), level C1), Test deconnaissance du franзais – Test de connaissance du franзais (TCF (TCF) – no less than 50 points).

6.1.6.6 Persons applying for master's degree programs in the fields of education "Pedagogical Sciences," "Natural Sciences, Mathematics, and Statistics," "Information and Communication Technologies," "Engineering, Manufacturing, and Construction," as well as the fields of training "Humanities," "Social Sciences," and "Business and Management" are exempt from the entrance exam for master's programs taught in Kazakh or Russian if they have an international certificate of passing the Graduate Record Examinations (GRE) standardized test with scores. A more detailed description is provided in the Procedure "Management of the applicant selection process" SMK YKU PR 7.13-2024, Table 8 - Scale for converting GRE international standardized test scores to KT scores for admission to master's programs taught in Kazakh or Russian.

6.1.6.7 Persons applying for master's degree programs in the fields of education "Pedagogical Sciences," "Natural Sciences, Mathematics, and Statistics," "Information and Communication Technologies," "Engineering, Manufacturing, and Construction," as well as the fields of training "Humanities," "Social Sciences," and "Business and Management" are exempt from the entrance exam for master's programs taught in English if they have an international certificate of passing the Graduate Record Examinations (GRE) standardized test with scores. A more detailed description is provided in the Procedure "Management of the applicant selection process" QMS SKU PR 7.13-2024, Table 9 - Scale for converting GRE international standardized test scores to KT scores for admission to master's programs taught in English.

6.1.6.8 Persons applying for master's programs in the field of "Business and Management" are exempt from the KT for master's programs taught in Kazakh, Russian, or English if they have an international certificate of passing the Graduate Management Admission Test (GMAT) with scores. A more detailed description is provided in the Procedure "Management of the applicant selection process" SMK YKU PR 7.13-2024, Table 10 - Scale for converting GMAT international standardized test scores to KT scores for master's programs taught in Kazakh or Russian.

6.1.7 Admission and Conducting Creative Exams for Master's Programs

6.1.7.1 A more detailed description of the list of educational program groups for which creative exams are conducted is presented in the Procedure "Management of the applicant selection process" of the SKU QMS PR 7.13-2024, Table 11 - List of educational program groups for which creative exams are held.

6.1.7.2 For the period of creative exams for master's programs at SKU, examination commissions are created for groups of educational programs that require creative training. It is permissible to create one examination commission for related areas of training.

The composition of examination committees is formed from among the teaching staff who hold a doctorate or candidate of science degree or a PhD in the relevant field and is approved by order of the rector or the person acting on his behalf, indicating the chairpersons of the committees.

6.1.7.3 The programs for creative examinations are approved by the chair of the admissions committee.

The schedule of creative examinations (form of examination, date, time, and place, consultations) is approved by the chair of the admissions committee and communicated to applicants before the start of document acceptance.

Creative exams are held in classrooms equipped with video and/or audio recording equipment.

6.1.7.4 The results of the creative exam are recorded in a grade sheet and a commission protocol in any form, which are submitted to the executive secretary of the admissions committee for the announcement of results. The commission protocol is signed by the chair and all members of the commission present.

6.1.8 Enrollment to Master's Programs

6.1.8.1 Applicants for master's programs shall submit to the admissions committee via the e-government web portal www.egov.kz a package of documents specified in the State Service Standard "Acceptance of Documents and Enrollment in Higher Education Institutions for Postgraduate Education Programs," including the following documents:

1) an application addressed to the Chairman of the Board-Rector in the prescribed form;

2) a copy of the document on higher education (the original, when submitting documents to the admissions committee);

3) a copy of the identity document;

4) six photographs measuring 3x4 centimeters;

5) medical certificate in electronic format in the form 075-U; in cases of restrictive measures by the relevant state authorities, the introduction of a state of emergency, the occurrence of social, natural, and man-made emergencies, certificate 075-U shall be provided as the restrictive measures are lifted and the state of emergency is terminated.

6) a copy of the certificate of passing the test on the programs specified in clause 6.2.2.5 of these PR (if available);

7) an electronic certificate with unique data, officially confirming the results of comprehensive testing, published on the website of the National Testing Center;

8) an extract from the register (for applicants to postgraduate education programs requiring creative training);

9) an electronic certificate of award of an educational grant (if available).

Along with copies of the documents specified in this paragraph, their originals shall be provided for verification in the presence of the applicant. After verification, the originals of the documents shall be returned.

If the list of documents specified in this paragraph is incomplete, the admissions committee shall not accept documents from applicants.

6.1.8.2 Admission to master's programs on a fee-paying basis is based on the results of comprehensive testing in accordance with the 150-point grading scale for comprehensive testing for master's programs taught in Kazakh or Russian, as shown in Table 12: at least 50 points, including at least 25 points in a foreign language, in the educational program group profile: with one correct answer – at least 7 points, with one or more correct answers – at least 7 points, in the test to determine readiness for study – at least 7 points.

Enrollment of persons in master's programs on a paid basis for groups of educational programs requiring creative training is carried out based on the results of comprehensive testing and creative exams for the profile of the group of educational programs according to Table 12: at least 50 points, including at least 25 points in a foreign language, at least 7 points on the readiness-to-learn test, and at least 7 points on each creative exam.

The maximum number of points for each creative exam should be 35. A more detailed description is provided in the Procedure "Management of the applicant selection process" SMK YKU PR 7.13-2024, Table 12 - 150-point grading scale for comprehensive testing for master's programs with Kazakh or Russian as the language of instruction.

Admission to master's programs on a paid basis with English as the language of instruction is based on the results of comprehensive testing in accordance with the 100-point grading scale for comprehensive testing for master's programs with English as the language of instruction, as shown in Table 13: at least 25 points, including at least 7 points on the test to determine readiness for study, according to the profile of the group of educational programs: with one correct answer – at least 7 points, with one or more correct answers – at least 7 points. A more detailed description is provided in the Procedure "Management of the applicant selection process" SMK YKU PR 7.13-2024, Table 13 – 100-point assessment scale for comprehensive testing for admission to master's programs taught in English.

6.1.8.3 Persons who have scored the highest marks in comprehensive testing and creative exams are enrolled in state-funded education on a competitive basis:

1) for scientific, pedagogical, and specialized master's programs taught in Kazakh or Russian, including educational programs requiring creative training – at least 75 points;

2) for master's programs taught in English – at least 50 points;

6.1.9 Admission to Doctoral Programs

6.1.9.1 Persons with a master's degree and at least nine (9) months of work experience are admitted to doctoral programs.

6.1.9.2 Applications from applicants for doctoral programs are accepted through the information system of the National Testing Center. The deadline for submitting applications for doctoral studies is from July 3 to August 3 of the calendar year.

Entrance exams for doctoral studies are held from August 4 to August 20 of the calendar year. Enrollment is until August 28 of the calendar year.

6.1.9.3 Applicants for doctoral studies shall provide international certificates confirming their proficiency in a foreign language in accordance with the Common European Framework of Reference for Languages (CEFR):

- English: IELTS (International English Language Tests System) with a minimum score of 5.5;

- IELTS INDICATOR with a minimum score of 5.5;

- Test of English as a Foreign Language Institutional Testing Program (TOEFL ITP), minimum score – at least 460 points;

- Test of English as a Foreign Language Institutional Testing Program (TOEFL IBT), minimum score – 46;

- TOEFL PBT (Test of English as a Foreign Language Paper-based Testing), minimum score – 453;

- German: Deutsche Sprachprüfung für den Hochschulzugang (DSH, Level B2), TestDaF-Prüfung (Niveau B2);

- French: Test de Français International™ (TFI) – no lower than level B2 in reading and listening sections, Diplôme d'Études en Langue française – Diploma in French Language Studies (DELF (DELF), level B2), Diplome Approfondide Langue franзaise – Diploma Approfondide Langue franзaise (DALF (DALF), level B2), Test de connaissance du franзais – Test de connaissance du franзais (TCF (TCF) – no less than 50 points).

6.1.9.4 Persons who have completed foreign higher education programs in countries where English is the state or official language and which have specialized accreditation from foreign accreditation bodies included in the registers and/or associations of accreditation bodies of member states of the Organization for Economic Cooperation and Development (OECD) within 5 years shall not be required to provide international certificates confirming their foreign language proficiency in accordance with the common European competences (standards) for foreign language proficiency specified in this paragraph.

6.1.10 Procedure for the Doctoral Entrance Examination

6.1.10.1 A more detailed description of the entrance examination for doctoral programs is provided in the QMS Procedure SKU PR 7.13-2024 "Management of the applicant selection process," Table 14 - List of doctoral program groups.

6.1.10.2 The doctoral entrance exam is conducted in paper or computer format.

The paper-based entrance exam for doctoral program groups is conducted at SKU. At the same time, only applicants to SKU take the doctoral entrance exam.

The computer-based entrance exam is conducted at organizations designated by the authorized body in the field of education.

The computer-based doctoral entrance exam consists of:

1) writing an essay;

2) a test of readiness for doctoral studies;

3) answers to exam questions on the profile of the educational program group.

The final assessment is the sum of the points received by adding up the results of the essay assessment, the test of readiness for doctoral studies, and the answers to the exam questions on the profile of the educational program group. A more detailed description is provided in the Procedure "Management of the applicant selection process" of the QMS of SKU PR 7.13-2024, Table 15 – 100-point grading scale for admission to doctoral studies.

6.1.10.3 For the period of entrance examinations to doctoral programs, examination committees are formed for each group of educational programs. It is permissible to form a single examination committee for related areas of training.

Examination committees for groups of educational programs are formed from among the teaching staff, employees who have a doctorate or candidate of science degree, or a PhD in the relevant field.

Members of the appeals committee are not included in the examination committee.

The composition of the examination committees, including their chairpersons, is approved by order of the rector.

6.1.10.4 Applicants fill out a questionnaire with their surname, first name, and patronymic (if any) and proceed to write an essay, take a test to assess their readiness for doctoral studies, answer exam questions on the educational program group profile, selected at random in writing, and submit the results of their work for processing.

The university examination boards check the work using the applicant's individual code and send the results of their review via the information system to the NCT for further publication of the results.

The authorized body in the field of education announces the results the day after the entrance examinations via the NCT information system.

6.1.10.5 Applicants to educational programs in the fields of "Pedagogical Sciences," "Natural Sciences, Mathematics, and Statistics," "Information and Communication Technologies," "Engineering, Manufacturing, and Construction," as well as training programs in "Humanities," "Social Sciences," and "Business and Management" are exempt from entrance exams for doctoral programs if they have an international certificate of passing the Graduate Record Examinations (GRE) standardized test. A more detailed description is provided in the Procedure "Management of the applicant selection process" QMS SKU PR 7.13-2024, Table 16 – Scale for converting GRE international standardized test scores to doctoral program entrance exam scores.

6.1.11 Enrollment to Doctoral Programs

6.1.11.1 Persons applying for doctoral studies shall submit to the admissions committee via the e-government web portal www.egov.kz a package of documents specified in the Standard of Public Service "Acceptance of Documents and Enrollment in Higher Education Institutions for Postgraduate Education Programs" the following documents:

1) application (in any form);

2) copy of identity document;

3) a document confirming education (original, when submitting documents to the admissions committee);

4) an international certificate confirming foreign language proficiency in accordance with the common European competences (standards) of foreign language proficiency specified in clause 6.2.5.3 of this document;

5) medical certificate form 075-U in electronic format; in cases of restrictive measures by the relevant state authorities, the introduction of a state of emergency, the occurrence of social, natural, and man-made emergencies, certificate 075-U shall be provided as restrictive measures are lifted and the state of emergency is terminated.

6) six photographs measuring 3x4 centimeters;

7) personal personnel record sheet or other document confirming employment, certified by the personnel department at the place of work;

8) list of scientific and scientific-methodological works (if any);

Along with copies of the documents specified in this paragraph, their originals shall be provided for verification in the presence of the applicant. After verification, the originals of the documents shall be returned.

If the list of documents specified in this paragraph is incomplete, the admissions committee shall not accept the documents from applicants.

6.1.11.2 Admission to doctoral studies on a paid basis is based on an international certificate confirming foreign language proficiency in accordance with the Common European Framework of Reference (standards) for foreign language proficiency and the results of the entrance exam

for the doctoral program educational program group, and who have scored at least 50 points out of a possible 100 points.

6.1.11.3 Persons who have scored at least 75 points on the entrance exam are enrolled in doctoral programs on a competitive basis under the state educational order.

6.1.11.4 In the event of identical competitive scores, priority for admission to doctoral studies is given to applicants with the highest entrance exam scores in the educational program's profile. Then, points for essays, points for the readiness-to-learn test, and scientific achievements relevant to the educational program profile are taken into account: scientific publications, including in ranked scientific journals included in the 1st and 2nd quartiles according to the Journal Citation Reports database of the Web of Science by Clarivate Analytics for the last 3 calendar years; evidence of scientific developments; certificates of scientific scholarships and grants; certificates/diplomas for participation in scientific conferences and competitions.

6.1.12 Admission of International Students

6.1.12.1 Admission of foreign citizens for study on a fee-paying basis is carried out based on the results of an interview. The contract for the provision of educational services to foreign students on a fee-paying basis is drawn up in Kazakh and English and is presented in the QMS Procedure SKU PR 7.13-2024 "Management of the applicant selection process."

6.1.12.2 Documents in a foreign language shall be provided with a notarized translation into Kazakh or Russian.

Educational documents issued by foreign educational institutions shall undergo the procedure for recognition of educational documents in accordance with the procedure established by the legislation of the Republic of Kazakhstan after the admission of persons within 1 (first) academic period of study.

6.1.13 Admission of Trainees to Pedagogical Training Courses

6.1.13.1 The organization of pedagogical retraining for persons with vocational education who do not have pedagogical education and are embarking on a professional career as teachers in the relevant field at the university is carried out in accordance with the Law of the Republic of Kazakhstan dated June 27, 2007, No. 319-III "On Education," Law of the Republic of Kazakhstan No. 202-V3PK of May 16, 2014, "On Permits and Notifications" for conducting educational activities in the field of training "Pedagogical Sciences" in accordance with the Classifier of Areas of Training for Personnel with Higher and Postgraduate Education, approved by Order of the Minister of Education and Science of the Republic of Kazakhstan No. 569 of October 13, 2018, and Order of the Ministry of Education and Science of the Republic of Kazakhstan No. 110 of March 17, 2020, "On Approval of the Rules for Pedagogical Retraining."

6.1.13.2 Admission of students for paid training within the framework of pedagogical retraining is carried out by the SKU Admissions Committee.

6.1.13.3 Teacher retraining courses - Postgraduate Pedagogical Education (PGCE), corresponding to EQF levels 6-7, is organized for individuals with higher or postgraduate non-pedagogical education.

6.1.13.4 Certification courses - additional education in pedagogical retraining is organized for persons with technical and vocational education (for levels 4 and 5 of the ORK).

6.1.13.5 Persons applying for pedagogical retraining courses shall submit the following documents to the admissions committee:

1) an application addressed to the Chairman of the Board-Rector of YKU;

2) a copy of an identity document;

3) a copy of an education document (diploma of higher and postgraduate education);

4) six 3x4 cm photographs;

5) medical certificate form 075-U.

The originals of the documents shall be submitted together with the copies for verification. After verification, the originals shall be returned.

If the list of documents specified in this paragraph is incomplete, the admissions committee shall return the documents.

6.1.13.6 The Center for Continuing Education of the Academic Affairs Department of SKU develops a table of correspondence between the pedagogical retraining courses applied for by students and their previously obtained specialties. Applicants submit an application for enrollment in educational programs in the relevant field in accordance with Appendix 14 to the Rules for Admission to Higher and Postgraduate Education Programs at the M. Auezov South Kazakhstan University NAO.

6.1.13.7 Enrollment in pedagogical retraining courses is carried out by decision of the admissions committee and is issued by order of the chairman of the Board - the rector of SKU or the person acting on his behalf.

6.1.13.8 After enrollment in pedagogical retraining courses, an individual agreement is concluded between SKU and the student in accordance with Appendix 15 of the Rules for Admission to Higher and Postgraduate Education Programs at the M. Auezov South Kazakhstan University NAO.

6.1.14 Admission of Trainees to the Preparatory Department (Foundation)

6.1.14.1 Persons with general secondary, technical and vocational, and post-secondary education are admitted to study at the preparatory department (Foundation) of SKU.

6.1.14.2 Admission of citizens of the Republic of Kazakhstan, foreigners, persons of Kazakh nationality who are not citizens of the Republic of Kazakhstan, and stateless persons permanently residing in the Republic of Kazakhstan to the preparatory department under the state educational order is carried out on the basis of competitive selection.

6.1.14.3 Applicants are provided with free training under the state educational order if this is their first time undergoing such training.

6.1.14.4 Admission to the preparatory department on a paid basis is carried out by the admissions committee.

6.1.14.5 Documents for participation in the competition are accepted in electronic form on the website of the National Center for the Development of Higher Education of the Ministry of Science and Higher Education of the Republic of Kazakhstan. If it is not possible to submit documents in electronic form, they are accepted in paper form.

6.1.14.6 Documents for participation in the competition are accepted from August 5 to September 5 of the calendar year.

6.1.14.7 An admissions committee consisting of faculty members of the university is formed to conduct the competitive selection process, and a chairperson is elected from among the members of the committee. The number of committee members shall be odd, including the chairperson. The competitive selection process shall be conducted by the admissions committee between September 10 and 15 of the calendar year.

6.1.14.8 The procedure for the competitive selection process shall be carried out by order of the Ministry and approved by the University's admissions committee. The schedule for the competitive selection process, the date, time, and place of the selection process shall be approved by the chair of the admissions committee and communicated to applicants before the start of the document submission period.

6.1.14.9 When participating in the competitive selection process, applicants shall present a document proving their identity and a notification of document registration.

6.1.14.10 The results of the competitive selection process shall be recorded in a protocol of the admissions committee in any form, which shall be signed by the chairperson and all members of the committee present.

6.1.14.11 Based on the minutes of the admissions committee, a decision is made on the enrollment of students in the preparatory department under the state educational order and is communicated to citizens of the Republic of Kazakhstan, foreigners, persons of Kazakh nationality who are not citizens of the Republic of Kazakhstan, and stateless persons permanently residing in the Republic of Kazakhstan who have passed the competitive selection by September 25 of the calendar year.

6.1.14.12 Training at the preparatory department is carried out in the form of full-time education. Classes begin on October 1 of the calendar year. The duration of training is 9 months.

6.1.14.13 The grounds for expulsion of students from the preparatory department are:

1) a student's application for expulsion at their own request;

2) violation of the internal regulations of SKU.

6.1.14.14 The expulsion of a preparatory department student from SKU shall be formalized by an order of the Chair of the Board – Rector of SKU or by an authorized acting official.

6.1.14.15Admission to the preparatory department shall be conducted by the Admissions Committee from 25 to 28 September of the calendar year.

6.1.14.16Citizens of the Republic of Kazakhstan applying for admission to the preparatory department of SKU shall submit the following documents: an application for admission in a free format; an identity document or its electronic copy; a document confirming secondary (general), initial vocational (technical and vocational), or secondary vocational (post-secondary) education or its electronic copy and supplements thereto; medical certificate form No. 075-U.

6.1.14.17 Foreign nationals, individuals of Kazakh ethnicity who are not citizens of the Republic of Kazakhstan, and stateless persons permanently residing in the Republic of Kazakhstan seeking admission to the preparatory department of SKU shall submit the following documents:

an application for admission in a free format;

an identity document or its electronic copy;

an educational document or its electronic copy and supplements thereto, as well as a scanned notarized translation (if the document is entirely in a foreign language), including the translation of the stamp/seal;

medical certificate form No. 075-U.

6.1.14.18Educational documents issued by foreign educational institutions shall undergo the procedure of recognition of educational documents in accordance with the legislation of the Republic of Kazakhstan and the Rules for Recognition of Educational Documents, approved by Order No. 268 of the Minister of Science and Higher Education of the Republic of Kazakhstan dated 12 June 2023.

6.2 Planning and Organization of the Academic Process
6.2.1 Organization of the Academic Process

The Vice-Rector for Academic Affairs coordinates the organization of the academic process at the university.

6.2.1.1Education at the university is implemented under the credit-based learning system (hereinafter – CBLS). CBLS is a student-centered system that ensures accumulation and transfer of previously earned academic credits across all levels and programs of education and is based on transparency of learning, teaching, and assessment processes. CBLS enables students to independently choose and plan an individual educational trajectory aimed at achieving learning outcomes.

6.2.1.2 The academic process within one academic year is organized on the basis of the academic calendar approved by the Academic Council. The academic calendar specifies the periods of academic instruction, interim and final assessments, professional internships, other types of academic activities, and vacation periods (holidays and breaks).

6.2.1.3 Education is delivered in full-time (including evening classes for final-year students) and distance-learning formats. The university offers three-level educational programs: bachelor's (including accelerated programs based on prior higher and secondary vocational education), master's, and doctoral programs.

6.2.1.4 The university ensures equal access to education for all students regardless of gender, nationality, race, religion, or social status. Special material, technical, and methodological conditions are provided for students with special educational needs.

6.2.1.5 Graduating departments develop relevant and labor-market-oriented programs in accordance with the National Qualifications Framework, professional standards, Dublin Descriptors, and the European Qualifications Framework.

6.2.1.6 Programs are developed based on a competency-based training model and are oriented toward learning outcomes at both the program and discipline level.

6.2.1.7 Programs must be updated to reflect changes in regulatory frameworks, socio-economic and political conditions, and labor-market and stakeholder needs.

6.2.1.8 Programs undergo mandatory internal and external review. External review is conducted by employers whose activities correspond to the field of training. Internal review is conducted by a panel of leading professors and associate professors of the faculty/school.

6.2.1.9 Programs are approved by the Chair of the Board – Rector of SKU based on the Academic Council's decision.

6.2.1.10 Programs are entered into the national Register of Higher and Postgraduate Educational Programs.

6.2.1.11 The head of the graduating department is responsible for timely development of the program, its content, and compliance with qualifications, levels, and training areas.

6.2.1.12 Programs are implemented through curriculum plans and syllabi.

6.2.1.13 Two types of curricula are used: a curriculum for the entire period of study and an annual working curriculum. Curricula are approved by the Chair of the Board – Rector based on the Academic Council's decision.

6.2.1.14 The curriculum for the entire period of study defines the list of compulsory and elective disciplines, their credit load, semester sequence, language of instruction (for multilingual programs), types of academic activities and assessment forms, and other academic components (internships, research activities, state examination, thesis writing and defense).

6.2.1.15 The annual working curriculum specifies the list of disciplines for the academic year, their credit and contact-hour load, sequencing, types of academic activities, assessment forms,

and other academic components (internships, state examination, thesis writing and defense or comprehensive examination).

6.2.1.16 The annual working curriculum serves as the basis for class scheduling and for calculating faculty workload.

6.2.1.17 The head of the graduating department is responsible for timely preparation of curricula, compliance with regulations, avoiding duplication of courses, and ensuring continuity across academic levels.

6.2.1.18 The academic year consists of academic periods, interim assessments, vacations, internships, and a summer semester. For final-year students, the academic year includes the period of final certification.

6.2.1.19 The interim assessment period lasts no fewer than two weeks. Students are granted holidays after each academic period, totaling no fewer than seven weeks per academic year (except for the final year).

6.2.1.20 The academic year lasts no fewer than 36 weeks.
Completion criteria:

Bachelor's: at least 240 credits (300 credits for Veterinary Medicine and programs in architecture and design)

Master's:

Professional track – at least 60 credits (1-year) or 90–110 credits (1.5-year)

Executive MBA – at least 60 credits

Scientific-pedagogical track and MBA – at least 120 credits

Doctorate: at least 180 credits.

6.2.1.21

Students must attend all classes, including physical education. Valid reasons for absence include documented medical conditions, official trips, participation in events authorized by the administration, and force majeure. Students exempt from physical education for medical reasons must complete individual assignments.
Both online and offline formats may be combined to enable internal academic mobility opportunities for selected disciplines.

6.2.1.22

Students may attend consultations for coursework, independent study, and other academic questions according to the approved schedule (ISR consultations).

6.2.1.23

Departments may independently plan multilingual training if teaching staff and students possess competence in Kazakh/Russian and English.

6.2.1.24

During program development, departments prepare a multilingual curriculum observing the ratio:

50% in the primary language of instruction (Kazakh or Russian),

20% in English,

30% in the other national language.
This ratio should generally apply per semester.

6.2.1.25
Departments shall develop long-term plans for language training of faculty and for preparing teaching materials in three languages.

6.2.1.26

To teach in English, faculty must undergo language proficiency assessment and submit:

certificates confirming English language proficiency;course syllabi in English.

Preference is given to holders of TOEFL, IELTS, and similar certificates at Upper-Intermediate or higher. Minimum oral interview score – 4. Faculty not meeting requirements shall not teach in English. They must upgrade their language qualifications at least once every two years.

6.2.1.27

Students wishing to study in multilingual groups undergo language proficiency testing in Kazakh (or Russian) and English and may be recommended based on results.

6.2.1.28

Departments may organize dual-education programs with employers, with at least 30% of course material mastered at the enterprise. A differentiated approach may be applied by program.

6.2.1.29

Enrollment in multilingual or dual-education groups is based on voluntary written application to the dean.

6.2.1.30

Multilingual and dual education begins no earlier than the second year of study.

6.2.1.31

Faculty teaching load is approved by the Academic Council. Student-to-faculty ratio follows Ministry regulations.

6.2.1.32

Distribution of teaching load is based on internal regulations, the working curriculum, and student enrollment.

6.2.1.33

The head of department is responsible for allocating teaching load across types of instruction and balancing classroom and extracurricular workload.

6.2.1.34 Class Schedule

6.2.1.34.1 The class schedule for students is prepared by the dispatching service and submitted for approval to the Vice-Rector for Academic Affairs 15 days prior to the beginning of the semester / for first-year students after the enrollment process has been completed.

6.2.1.34.2 University teaching staff must conduct classes in accordance with the approved academic workload strictly according to the class schedule and the SRSP schedule.

The class schedule is compiled in full compliance with the approved annual academic plans. Classroom sessions are delivered in 50-minute academic hours, with breaks of 15–30 minutes between classes.

6.2.1.34.3 The approved class schedule is posted on the faculty or higher school information board, on the official University website, and on the ISVUZ/SMART portal.

6.2.1.34.4 In the event of a violation of labor discipline or disruption of classes, an official report is prepared for disciplinary action.

6.2.1.34.5 Attendance of undergraduate, master's, and doctoral students is monitored by deputy deans of faculties/higher schools, the deputy director of the Institute of Postgraduate Education, and the dispatching service. Weekly attendance analyses are conducted at the faculty/higher school level. The results are presented at the Dean's Hour.

6.2.1.34.6 In emergency situations, following the recommendations of the Chief State Sanitary Physician of the Republic of Kazakhstan on strengthening measures to prevent the spread of coronavirus infection, schedules are developed according to the recommended learning formats.

The duration of classes may be reduced to 40 minutes per academic hour. Students attend classes according to a staggered schedule in two shifts, with breaks of 20–30 minutes between classes.

Lectures for all courses are delivered online two days per week; practical, seminar, and laboratory classes are delivered offline.

In groups with international students, practical, seminar, and laboratory classes may be conducted in a blended format (international students – online), depending on border-crossing regulations.

In classrooms, students must be seated respecting social distancing (up to 2 meters), i.e., one student per 1 m² (one student per desk), and laboratory classes must ensure at least 5 m² per student.

During physical education classes, students must be provided 1 m² per person. Social distancing must be observed; gym occupancy shall not exceed 40%.

6.2.2 Postgraduate Education

The organization of postgraduate academic programs is coordinated by the First Vice-Rector and the Vice-Rector for Academic Affairs.

6.2.2.1 The University develops postgraduate academic programs in accordance with the State Mandatory Standards of Education (SMSE), reflecting learning outcomes that guide curriculum development (academic plans, individual learning plans, and course syllabi).

6.2.2.2 Postgraduate programs are designed based on a modular learning approach.

6.2.2.3 Master's degree programs are based on higher education programs. If the major of the master's program matches the bachelor's degree program, prior learning results are recognized automatically; otherwise, prerequisite courses are assigned.

6.2.2.4 PhD programs are based on master's degree programs. If the major of the doctoral program matches the master's degree program, prior learning results are recognized automatically; otherwise, prerequisite courses are assigned.

6.2.2.5 The list and timeline for completing prerequisites are approved by order of the Chair of the Management Board – Rector. Prerequisites are completed during the first semester on a paid basis. A master's/doctoral student may present informal education results for recognition in accordance with Article 5, sub-item 38-3 of the Law on Education.

6.2.2.6 Applicants holding a specialized master's degree must additionally complete prerequisites corresponding to the pedagogical track of the research-pedagogical master's program.

6.2.2.7 Master's training is conducted in two tracks:

1. Scientific-pedagogical track – minimum 120 academic credits;
2. Professional track – minimum 60 credits for a 1-year program, and 90–110 credits for a 1.5-year program.

6.2.2.8 Scientific-pedagogical master's programs prepare scientific and teaching personnel for HEIs and research organizations with advanced research and pedagogical competencies.

6.2.2.9 Professional master's programs prepare managerial personnel across various sectors (economy, medicine, law, education, arts, services, business, defense and security, law enforcement) with advanced professional competencies. MBA programs are offered for business leadership training.

6.2.2.10 Mandatory components of a master's program:

1. Practical training, including internships and research/professional placements;
2. Research work, including completion of a master's dissertation (scientific-pedagogical track) or project (professional track).

6.2.2.11 As part of the master's student's research (experimental research) activities (hereinafter – MSR (EMSR)), the individual work plan of the master's student provides for a mandatory scientific internship in research institutions and/or organizations of the relevant industries or professional fields to familiarize with innovative technologies and new types of production. The place of the scientific internship must correspond to the scientific focus of the educational program and the research topic.

When undertaking an internship abroad, it must be completed at leading research institutions and higher education institutions included in international rankings, including subject-specific rankings (by Subject). For higher education institutions in the field of culture and arts, the internship must be conducted at leading research institutions and higher education institutions included in international rankings in the field of "Arts" and/or those belonging to international professional associations and communities.

The duration of the internship shall be no less than 14 calendar days. The process of organizing the scientific internship is defined in the Quality Management Procedure YKU PR 7.29-2024 – *Organization of Scientific Internships for Master's and Doctoral Students.*

MSR (EMSR) may be planned concurrently with other types of academic activities or as a separate period.

6.2.2.12 The results of the scientific or experimental research work shall be formalized by the master's student in the form of a report at the end of each reporting period. The report is subject to public defence and is evaluated according to the point-rating system.

6.2.2.13 In blended or distance-learning conditions, the defence of MSR reports shall be conducted in real-time mode via video-conferencing platforms such as Microsoft Teams, Zoom, etc. Video recording of the report defence procedure is mandatory.

6.2.2.14 Requirements for the master's student's scientific research. Scientific research in academic and pedagogical master's programs must:

- correspond to the profile of the master's educational program within which the master's thesis is conducted and defended;
- be relevant, demonstrate scientific novelty and practical significance;
- be based on current theoretical, methodological, and technological achievements in science and practice;
- be carried out using modern scientific research methods;
- include scientific (methodological, practical) sections aligned with the main defended provisions;
- be based on advanced international experience in the relevant field of knowledge.

6.2.2.15 Requirements for the master's student's experimental research. Experimental research in professional master's programs must:

- correspond to the profile of the master's educational program within which the master's project is conducted and defended;

- be based on contemporary achievements in science, technology, and industry, and contain specific practical recommendations and independent solutions to managerial tasks;
- be conducted using advanced information technologies;
- include experimental (practical) research sections aligned with the main defended provisions.

6.2.2.16 The requirements for the organization and methodological implementation of scientific (experimental) research work of master's students are outlined in the Quality Management Procedure SKU PR 7.28-2024 – Organization and Conduct of Scientific (Experimental) Research Work of Master's and Doctoral Students.

6.2.2.17 The content of the master's educational program consists of:

theoretical training, including the study of basic and specialized academic disciplines;

practical training of master's students, including various types of internships and scientific or professional placements;

scientific research, including the completion of a master's thesis – for academic and pedagogical master's programs, or experimental research, including the completion of a master's project – for professional master's programs;

final certification, amounting to no less than 8 academic credits within the total volume of the master's educational program in academic-pedagogical and professional tracks, conducted in the form of writing and defending the master's thesis (project).

6.2.2.18 At the end of each academic year, the master's student undergoes academic attestation to verify completion of the individual study plan.

6.2.2.19 In exceptional circumstances (such as during a viral pandemic), attestation is conducted in a distance-learning format with mandatory video recording.

6.2.2.20 The final outcome of the master's student's scientific or experimental research work is the master's thesis/project.

6.2.2.21 The principal results of the master's thesis must be presented in at least one publication and/or one presentation at a scientific-practical conference.

A student of the academic-pedagogical track is admitted to thesis defence upon having no fewer than two publications related to the thesis topic in scientific journals, or in the proceedings of international or national scientific conferences, and/or in scientific journals recommended by the authorized body.

A student of the professional track is admitted to project defence upon having no fewer than one publication related to the project topic in scientific journals or in the proceedings of international or national scientific conferences.

6.2.2.22 The University provides support to master's students in publishing research results.

6.2.2.23 Within two months following enrollment, each master's student shall be assigned a scientific supervisor for the master's thesis/project from among the academic staff holding an academic degree of Candidate of Sciences, Doctor of Sciences, Doctor of Philosophy (PhD), or Doctor of Profile, corresponding to the field of study, with at least three years of academic-research experience, who is the author of at least five scientific publications over the past five years in journals included in the List of scientific journals recommended for publishing main results of scientific activity, approved by the authorized body in the field of education and science (hereinafter – the List of Journals), and at least one article in an international peer-reviewed scientific journal indexed in JCR (Journal Citation Reports), or indexed in one of the databases: Science Citation Index Expanded, Social Science Citation Index, or Arts and Humanities Citation Index within the Web of Science Core Collection, or holding a CiteScore percentile of at least 25 in Scopus.

6.2.2.24 The academic supervisor and the topic of the master's thesis/project shall be approved by the order of the Chair of the Board–Rector based on the decision of the Academic Council.

6.2.2.25 The requirements for academic supervisors of master's students are outlined in the Quality Management Procedure YKU P 7.40-2024 *Regulations on Academic Advisors and Supervisors of Doctoral and Master's Students*.

6.2.2.26 The master's thesis/project must undergo a mandatory plagiarism check, the rules and procedures for which are determined by the university. The defence of the master's thesis (project) includes the preparation of the thesis (project) and the defence procedure.

6.2.2.27 The educational program for the Doctor of Philosophy (PhD) degree has an academic and pedagogical orientation and provides fundamental academic, methodological, and research training, as well as advanced study of disciplines in relevant fields of science for higher and postgraduate education and research sectors.

6.2.2.28 The educational program for the Doctor of Profile degree provides fundamental academic, methodological, and research training and advanced study of disciplines in relevant scientific fields for sectors of the national economy and the social sphere: education, healthcare, law, arts, and economics.

6.2.2.29 Doctoral educational programs, in terms of professional training, are developed on the basis of foreign higher education institutions and research centers that implement accredited PhD or Doctor of Profile programs.

6.2.2.30 The research component of the doctoral educational program consists of the doctoral student's research work (hereinafter – DRW) or experimental research work (hereinafter – ERW), scientific publications, and the preparation and defence of the doctoral dissertation.

6.2.2.31 The requirements for organizing and conducting doctoral students' scientific (experimental) research work are outlined in the Quality Management Procedure YKU PR 7.28-2024 *Organization and Conduct of Scientific (Experimental) Research Work of Master's and Doctoral Students*.

6.2.2.32 As part of DRW/ERW, the individual work plan of the doctoral student requires mandatory completion of a scientific internship in research institutions and/or organizations of

the relevant industries or fields of activity, including abroad, lasting no less than 30 calendar days, for the purpose of familiarization with innovative technologies and new types of production.

The place of internship must correspond to the scientific direction of the educational program, the topic of the doctoral dissertation, and the workplace of the foreign research advisor. The internship shall be conducted in leading foreign research institutions and higher education institutions ranked within the top 1000 globally or the top 200 in the relevant subject area (by Subject).

The process of organizing the scientific internship is defined in the Quality Management Procedure YKU PR 7.29-2024 *Organization of Scientific Internships for Master's and Doctoral Students*.

6.2.2.33 Requirements for the research work (DRW) of a student enrolled in the Doctor of Philosophy (PhD) program:

1. corresponds to the main problematics of the doctoral educational program within which the doctoral dissertation is defended;

2. is relevant and contains scientific novelty and practical significance;

3. is based on modern theoretical, methodological, and technological achievements in science and practice;

4. is grounded in modern methods of data processing and interpretation using computer technologies;

5. is conducted using contemporary scientific research methods;

6. includes scientific (methodological, practical) sections corresponding to the main defended provisions.

6.2.2.34 Requirements for the experimental research work (ERW) of a student enrolled in the Doctor of Profile program:

1. corresponds to the main problematics of the doctoral educational program within which the doctoral dissertation is defended;

2. is relevant and contains scientific novelty and practical significance;

3. is based on modern achievements in science, technology, and industry and contains specific practical recommendations, independent cross-functional solutions, and managerial decisions of a complex nature;

4. is conducted using advanced information technologies;

5. includes experimental (methodological, practical) research sections corresponding to the main defended provisions.

6.2.2.35 At the end of each academic year, the doctoral student undergoes academic attestation to verify the completion of the individual work plan. Academic attestation is conducted at a departmental meeting with the participation of members of the Scientific and Technical Council /

Scientific and Graduate Council and representatives of the Institute of Postgraduate Education at the end of the academic period, with mandatory protocol recording.

6.2.2.36 Based on the results of academic attestation, if the planned activities are not completed or partially completed, scholarship payments are suspended. In case of repeated non-completion of planned activities, the doctoral student shall be dismissed from the university.

6.2.2.37 During the final attestation of the 6th semester, if the planned activities are not completed or partially completed, doctoral students shall be dismissed from the university with the notation: *"withdrawn without admission to defence until submission of the dissertation at the extended meeting of the department"*.

6.2.2.38 The doctoral dissertation is carried out during the period of DRW / ERW. The final result of DRW / ERW is the doctoral dissertation.

6.2.2.39 A scientific supervisor shall be appointed to guide the doctoral dissertation within two months after enrollment. The scientific supervision is approved by the order of the Chair of the Board–Rector of the university based on the decision of the Academic Council.

6.2.2.40 Scientific supervision of doctoral students pursuing the degree of Doctor of Philosophy (PhD) is carried out by consultants in the number of at least two persons, one of whom must be a scholar from a foreign higher education institution.

6.2.2.41 Academic supervisors ensure the completion of the doctoral dissertation, adherence to the principles of academic integrity, and the timely submission of the dissertation for defense.

6.2.2.42 Academic supervision is carried out by a faculty member holding an academic degree of Candidate of Sciences, Doctor of Sciences, Doctor of Philosophy (PhD), or Doctor of Profile, possessing at least three years of research and teaching experience, and being the author of:

for training areas 8D05 "Natural Sciences, Mathematics and Statistics", 8D06 "Information and Communication Technologies", 8D07 "Engineering, Manufacturing and Construction Industries", 8D08 "Agriculture and Bioresources", 8D09 "Veterinary Medicine", 8D10 "Healthcare and Social Welfare (Medicine)" – at least two articles in international peer-reviewed scientific journals included in Q1, Q2, or Q3 quartiles according to the Journal Citation Reports in the Web of Science Core Collection, or having a CiteScore percentile of at least 35, or with an h-index of 2 or higher;

for other training areas – at least five scientific articles in specialized journals included in the list of publications recommended for disseminating research results, and at least one scientific article in an international peer-reviewed scientific journal indexed in the Journal Citation Reports or indexed in the Science Citation Index Expanded, Social Science Citation Index, or Arts & Humanities Citation Index of the Web of Science Core Collection, or having a CiteScore percentile of at least 35 in the Scopus database.

6.2.2.43 The topic of the doctoral dissertation is determined during the first semester and approved by the Academic Council. A doctoral student may modify the dissertation title during the first year of study.

If the dissertation contains information for official use, state secrets, or materials constituting commercial confidentiality, the topic and the dissertation shall be assigned an appropriate security classification in accordance with the legislation.

6.2.2.44 The content of the dissertation research shall be aligned with the implementation of national priorities, state programs, and programs of fundamental or applied research.

6.2.2.45 The main results of the doctoral student's research shall be published in scientific, scientific-analytical, and scientific-practical journals in accordance with the Rules for awarding academic degrees and academic titles, approved by Order of the Minister of Education and Science of the Republic of Kazakhstan dated March 31, 2011 No. 127 (as amended by Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated July 18, 2024 No. 352).

6.2.3 Orientation Week for First-Year Students

6.2.3.1 According to the University Academic Calendar, the academic semester for first-year students begins with an adaptation week aimed at familiarizing them with the academic and administrative units of the University; internal regulations; specifics of the credit-based learning system; the point-rating system of student assessment; creative and student organizations; the system of financial support for socially vulnerable students; library regulations; scholarship and international programs; as well as the rules for using the information portals portal.ukgu.kz and http://smart.ukgu.kz

and digital services for students (such as the "Personal Account," class schedule, course syllabi and instructional materials, etc.).

To provide informational support to first-year students, the University publishes a Student Guide and a Guide for Master's and Doctoral Students on its website, containing information on the credit-based learning system, the assessment and GPA system, library hours, and the University's structural units with details on their locations.

6.2.3.2 To conduct the adaptation week, Faculty/School Deans, together with the Registrar's Office, develop a Plan for Introducing First-Year Students to the University, which is approved by the Dean.

6.2.3.3 Students are informed about the time and location of adaptation week activities through advisors, Admissions Office staff, and announcements published on the official University website and the University's educational portal.

Advisors are appointed from among the academic staff of graduating departments by order of the Chair of the Board–Rector of the University, based on nominations submitted by Faculty/School Deans. Advisors provide academic guidance to students throughout the entire period of study until graduation.

6.2.3.4 A representative of the Dean's Office introduces students to the departments of the Faculty/School. Department Heads introduce the academic staff, academic group curators, and the structure and learning trajectories of the educational programs.

6.2.3.5 Prior to the course registration process, the Registrar's Office and program/major advisors organize informational and orientation sessions for first-year students.

6.2.4 Selection of the Educational Trajectory and Student Registration Procedure

The Vice-Rector for Academic Affairs is responsible for the process of selecting the educational trajectory and the procedure for student registration.

6.2.4.1 Enrollment for major and minor academic programs is carried out by the Registrar's Office with the involvement of academic advisors of the educational programs. Academic advisors are appointed from among the teaching staff of graduating departments by an order of the Chair of the Board–Rector of the University based on nominations submitted by the Deans of Faculties/Schools. For postgraduate programs, the draft order for appointing academic advisors is submitted by the Director of the Institute of Postgraduate Education. The choice of the educational trajectory in terms of elective courses is made with the support of the academic advisor of the program.

6.2.4.2 Registration for major and minor courses is conducted within the deadlines specified in the Academic Calendar. Experienced faculty members and academic advisors are engaged to provide organizational, methodological, and advisory support. Every student has the right to independently register for major and minor courses and to form their Individual Learning Plan (ILP).

6.2.4.3 Registration for second- to fifth-year students is conducted in March of each academic year.
Registration of first-year students is carried out after admission to the selected educational program during the orientation week. Exceptions (registration performed by the Registrar's Office staff) include:

- students transferring from other institutions or reinstated to the University;

- students who fail to register within the scheduled period, with the approval of the Dean's Office.

6.2.4.4 The procedure for course registration is carried out as follows:

- meeting with the academic advisor to select the educational trajectory, courses, minor programs, and instructors. Based on the Catalogue of Elective Courses (modular guide), the Catalogue of Minor Programs, the curriculum of the educational program/specialty, and the modular educational program, the student and advisor discuss modules/courses for the academic year, taking into account prerequisites, and select instructors-lecturers;

- the student completes course registration according to the schedule with the participation of the academic advisor;

- if the student has registered for courses related to academic debts/differences and an academic group for that course is not opened, they may register for an alternative course corresponding to the academic debt;

- upon completion of registration, the Registrar's Office generates lists of students registered for each course and minor program by instructor.

6.2.4.5 The student, the Head of the graduating department, and the academic advisor of the educational program share responsibility for the correct preparation of the Individual Learning Plan (ILP).

6.2.4.6 A student may use the established re-registration procedure. To do so, the student must submit an application for re-registration in the prescribed form indicating the reason, obtain approval from the Dean of the Faculty/School and the academic advisor, and submit the application to the Registrar's Office. The application must be reviewed within three (3) days. The re-registration period is ten (10) days from the beginning of the academic period (semester).

6.2.4.7 Applications and complaints submitted after the specified re-registration deadline are not accepted. The right to re-registration for a course is granted only once.

6.2.4.8 The University establishes a minimum number of enrolled students required to "open" (offer) a course or minor program and a maximum number of students permitted per instructor in an academic stream. If the number of students enrolled in a course or minor program by the designated deadline is lower than the minimum required, the course or minor program will not be opened and will not be included in the ILP. The Registrar's Office issues an announcement about this on the information portal. Students registered for such a course or minor program must independently re-register for another option via the Registrar's Office.

6.2.4.9 Only students who have completed all prerequisites for the selected modules (courses) and have no outstanding financial obligations are allowed to register.

6.2.4.10 The class schedule is formed based on student registration for major and minor courses. Academic streams and groups are formed according to the number of students registered for the course/minor and the assigned instructor, ensuring adequate enrollment and cost-effectiveness.

6.2.4.11 Class sizes at the University are as follows:

- lectures — 70–90 students;
- practical (seminar) classes — 20–25 students;
- language and laboratory classes — not more than 15 students.

6.2.4.12 If the number of students enrolled in a course or minor program is below the minimum threshold, the course or minor program is not opened. Within five (5) days after the end of registration, the academic advisor notifies the affected students and requests them to reselect courses.

6.2.4.13 Distance learning technologies are used in the educational process. Students have the right to study certain courses remotely in accordance with the procedure established by the authorized education body.

6.2.4.14 After registering for major and minor courses, the student independently or with the assistance of the academic advisor completes the ILP for the academic year.

6.2.5 Individual Study Plan of the Student

6.2.5.1 The Individual Learning Plan (hereinafter – ILP) is a plan formed independently by the student for each academic year on the basis of the Typical Curriculum and the Course Catalogue.

6.2.5.2 Individual Learning Plans serve as a tool for implementing academic freedom and student mobility. The ILP establishes the educational trajectory for each student individually.

6.2.5.3 When developing their ILP, students must:

1. comply with the established deadlines for course registration and making changes to the ILP;

2. register for no fewer than the required number of academic credits per academic year (typically 30) necessary for mastering the educational program of the corresponding level.

The content of the individual learning trajectory for students with special educational needs (SEN) and limited health abilities (LHA) is determined by their educational needs, individual abilities and capacities (level of readiness to master the program), and program content. When developing an ILP for students with SEN and LHA and students with disabilities using e-learning and distance educational technologies, consideration is given to psychophysiological, anthropometric, and behavioral characteristics; natural attributes such as learning ability, health condition, age, and other specific factors; as well as the presence of specialized adaptation courses (one or more) in the elective component of the educational program.

Upon request by students with SEN and LHA, an individual educational trajectory is established and an ILP is approved with the possibility of modifying the duration of study at the University. When students with SEN or disabilities study according to an ILP, the University reserves the right to extend the duration of their studies.

6.2.5.4 If a student who has been advanced to the next year of study does not create their ILP within the established timeframe, the ILP for that academic year is set as the default plan. Students who fail to register within the established deadlines without valid reasons are registered by the Registrar's Office staff: for compulsory courses — with available instructors; for elective courses — based on the number of students enrolled at the time of registration.

6.2.5.5 Individual academic planning is carried out for the academic year under the guidance of academic advisors.

6.2.5.6 Students transferred from other higher education institutions, from one educational program to another, or reinstated after an academic leave are registered independently by the staff of the Registrar's Office: for compulsory disciplines — to available instructors, and for elective disciplines — based on the number of students registered at the time of enrollment. Students repeating an academic year are required to appear in person for registration. Registration is conducted on the basis of a comparison sheet.

6.2.5.7 The selection of courses must be carried out with mandatory consideration of the sequence of course delivery. A student may not be registered for a course if they have not completed the prerequisites for that course in the previous semester.

6.2.5.8 A student forms an Individual Study Plan (ISP) during the registration process. The ISP is approved by the Dean of the Faculty/Graduate School/Director of the Institute of Postgraduate Education in three copies and coordinated with the Registrar's Office: one copy is kept in the faculty office and serves as the basis for monitoring the student's progress in completing the professional academic program; the second copy is transferred to the Registrar's Office for organizing interim assessment; the third copy is issued to the student.

The ISP is subject to adjustment in the following cases:

1. study under an academic mobility program;

2. insufficient GPA and repeated enrollment in the course year;

3. transfer from another higher education institution, another educational program/specialty, or another mode of study;

4. reinstatement after repeating the course year or from academic leave;

5. receipt of an additional state educational grant and enrollment.

6.2.5.9 Students who have studied at foreign universities through international academic exchange programs or the University's partner programs shall have their credits earned abroad transferred and recognized by the faculty/Graduate School dean's office, and the Registrar's Office recalculates grades received at the partner foreign university.

6.2.5.10 Students are informed of their academic arrears through their Personal Account and bear personal responsibility for their elimination.

6.2.5.11 Heads of graduating departments and academic advisors are responsible for timely informing students with academic arrears about opportunities for eliminating them in subsequent theoretical training periods without violating course prerequisite requirements.

6.2.5.12 The individual work plan for a master's student is prepared for the entire period of study and includes the following sections:

- Individual Study Plan (may be revised annually if necessary);

- research/experimental research work (topic, research direction, deadlines, and reporting format);

- internship (program, placement, deadlines, and reporting format);

- topic of the master's thesis (master's project) with justification and structure;

- plan for completing the master's thesis (master's project);

- plan for scientific publications and internships.

6.2.5.13 A PhD student studies according to an individual work plan, which is prepared under the guidance of academic advisors.

6.2.5.14 The individual work plan for a doctoral student is prepared for the entire period of study and includes the following sections:

1. Individual Study Plan (may be revised annually if necessary);

2. research and experimental research work (topic, research direction, deadlines, and reporting format);

3. internship (program, placement, deadlines, and reporting format);

4. topic of the doctoral dissertation with justification and structure;

5. plan for completing the doctoral dissertation;

6. plan for scientific publications and internships, including international ones.

6.2.6 Forms of Academic Activities

6.2.6.1 The University establishes the following primary types of academic activities:

- lectures,
- practical classes (seminars),
- laboratory sessions,
- trainings,
- individual tutorials,
- independent study;
- all types of professional practice;
- preparation for and completion of final attestation.

6.2.6.2 The distribution of credit hours between lectures and seminars, practical sessions, trainings, studio-based sessions, and laboratory work is determined by the heads of departments in accordance with the specific characteristics of each discipline.

6.2.6.3 Lectures and supervision of undergraduate theses (projects) may be conducted by academic staff holding the positions of professor, associate professor, or senior lecturer.

6.2.6.4 In master's programs, practical/seminar and laboratory classes may be conducted by instructors with at least five years of academic and research experience (not more than 30% of the academic staff teaching in the master's program).

6.2.6.5 Lectures and/or other academic activities may also be conducted by research scholars, distinguished figures in culture, arts, and sports, or experienced professionals with at least three years of relevant practical experience in the specialty field.
Other types of academic activities may be included in the teaching load of all instructors regardless of their academic position.

6.2.6.6 Academic activities are divided into in-class work (lectures, seminars, practical sessions, individual and laboratory classes) and extracurricular work, which includes all other forms of academic activity.

6.2.6.7 Academic instruction shall be conducted with consideration of innovative educational technologies, incorporating the latest advancements in science, technology, information systems, and interactive teaching methods.

6.2.6.8 University instructors have the academic freedom to determine methods and forms of organizing and delivering instruction, provided they comply with academic curricula and course syllabi.

6.2.6.9 During online classes conducted via distance-learning formats, attendance is recorded by the instructor based on live video streaming from each student's account and/or data logs of participants' activity depending on the platform used (e.g., Zoom). If continuous visual contact with a student is not maintained through the platform, the student's absence is recorded as unexcused. In the event of technical difficulties preventing video transmission, confirmation of the student's participation is at the instructor's discretion (e.g., oral questioning, content-based engagement checks, etc.).

6.2.6.10 Instructors and students participating in online classes (video-streamed distance learning) must adhere to visual and verbal etiquette, including maintaining a neat appearance; avoiding exposure of inappropriate body parts; refraining from displaying offensive, provocative, or unlawful content, including on clothing or background; preventing non-participants from appearing in the video stream; avoiding the display of pets; and refraining from any behavior that may distract or disrupt the academic process.
In the event that a student violates these requirements, the instructor or any other authorized academic staff member must remove or block the student from the session and record the absence as unexcused.

6.2.7 Professional Practice and R&D Training Units (USPC)

The coordination of professional internship arrangements for students is carried out by the First Vice-Rector of the University.

6.2.7.1 Professional internship constitutes a mandatory component of the educational program.

6.2.7.2 Types, duration, and content of internships are determined by the field of study, the model curriculum, the working curriculum, the internship programs, and the academic calendar. The duration of internships is defined in weeks based on the normative workload of 30 hours per week (6 hours per day with a five-day work week); 1 credit of professional internship corresponds to 1 week (30 hours).

Throughout the period of study, students undertake various types of professional internships in accordance with their educational programs and working curricula, including:

- academic internships (introductory, field, excursion-based, route-based, school, computational, plein-air, geodetic, teaching and educational, etc.);

- pedagogical internships (introductory pedagogical, psychological-pedagogical, teaching and educational, production-pedagogical);

- industrial internships (technological, design-engineering);

- pre-graduation and research internships (for master's and doctoral students).

6.2.7.3 Internship bases shall be organizations whose statutory activities correspond to the profile of the specialist training and to the requirements of the educational program, and which possess qualified personnel to supervise the internship and an adequate material and technical base.

Introductory academic internship is conducted at the University, with familiarization excursions to organizations relevant to the students' future professional activity. Such internships are supervised by a specialized department responsible for training in the corresponding field.

Pedagogical internships are hosted by educational institutions providing general secondary education, initial professional education, or secondary professional education.

Industrial internship bases are organizations corresponding to the student's field of study (or related organizations).

6.2.7.4 Internship agreements are concluded in accordance with the University's standard contract form one month prior to the start of the internship.

6.2.7.5 Student placement for all types of professional internships is formalized by an order of the Chair of the Board–Rector, specifying the duration, internship base, and supervisor. The order is issued two weeks prior to the start of the internship.

6.2.7.6 Internship programs are coordinated with the organizations designated as internship bases and approved by the dean of the faculty/school or the Director of the Institute for Postgraduate Education.
The internship program must reflect the specialty profile, type-specific characteristics, requirements of professional standards and the educational program, pathways for achieving internship objectives, and the nature of the organization's activity, technological processes, and internship assignments.
Internship programs are periodically updated and shall reflect modern scientific and technological advancements and innovative technologies applied at internship bases.

6.2.7.7 Internship supervisors from the University are appointed from among professors, associate professors, and experienced instructors (with at least 3 years of experience, and for pedagogical internship supervisors not less than 5 years), who are familiar with the professional specifics and activities of internship bases.
Prior to the start of the internship, the University supervisor visits the internship site to conduct preparatory work, allocate students to workplaces, hold orientation meetings, and provide safety and labor protection briefings.
During the internship, the University supervisor monitors compliance with labor and living conditions, ensures safety briefings at workplaces, and oversees students' research activities. The University supervisor collaborates closely with the internship supervisor at the host organization.

6.2.7.8 Annually:

- The department issues a directive 3 weeks before the internship specifying its duration, base, and supervisor, signed by the Director of the Career and Employment Support Center;

- One week before the internship, organizational orientation meetings are conducted at departments and faculties/schools;

- The day after the internship ends, the department head issues a directive approving the evaluation committee and date of report defense;

- Within one week after internship completion, students submit and defend their internship reports before the committee; results are graded as a differentiated credit using the University's letter-grade system and are included in GPA calculation;

- Within one week after report defenses, the department submits a summary report to the Career and Employment Support Center.

6.2.7.9 Students who fail to complete their internship, do not fulfill the internship program requirements, receive a negative evaluation, or fail the internship report defense shall be re-assigned to the internship during the next academic period in parallel with theoretical training or during the summer semester on a paid basis.

6.2.7.10   Procedure   for   Internship   Placement
Upon arrival at the enterprise, institution, etc. for internship placement, the supervisor and students   must   inform   the   administration.
Enrollment of students for the internship and the appointment of internship supervisors from the enterprise, organization, or institution shall be formalized by an order or directive issued by the head of the enterprise (organization or institution). Following this, the human resources department issues access passes to the students, and the occupational safety specialist instructs the interns on labor protection and safety regulations. During the internship, a daily logbook must be maintained, in which the type of work performed each day is systematically recorded. After the safety training, including fire safety, sanitation, and hygiene, students begin their internship at the designated workplaces according to the individual calendar schedule.

6.2.7.11 Upon completion of the internship, students must submit to the department a report on the fulfillment of the individual assignment and the required internship documentation.

6.2.7.12 The educational program of the scientific and pedagogical master's degree includes two types of internships, conducted either parallel to theoretical training or in a separate period:

1. pedagogical internship, within the University Component cycle – conducted at the university;

2. research internship, within the University Component cycle – conducted at the site of dissertation research.

6.2.7.13 The pedagogical internship for master's students is conducted to develop practical skills in teaching methodology and instruction. It is carried out during the theoretical study period without interruption from academic activities. During this time, master's students are involved in conducting classes for undergraduate students.

6.2.7.14 The research internship for master's students is conducted to familiarize them with the latest theoretical, methodological, and technological achievements of domestic and international

science, modern methods of scientific research, data processing, and interpretation of experimental results.

6.2.7.15 The educational program of the professional master's degree includes an industrial internship within the University Component cycle.

6.2.7.16 The industrial internship within the University Component cycle is conducted to consolidate theoretical knowledge acquired during training, develop practical skills, competencies, and professional experience according to the master's educational program, as well as to master advanced professional practices.

6.2.7.17 The content of the research (industrial) internship is determined by the topic of the dissertation (project) research. The results of the internship at the end of each internship period shall be documented by the master's student in the form of a report.

6.2.7.18 The doctoral educational program shall include pedagogical and research internships for students enrolled in the Doctor of Philosophy program.

6.2.7.19 The internship is conducted to develop practical skills in scientific, research-pedagogical, and professional activities.

6.2.7.20 The doctoral educational program includes:

1. pedagogical and research internships – for students enrolled in the Doctor of Philosophy program;

2. industrial internship – for students enrolled in the professional doctoral program.

6.2.7.21 During the pedagogical internship, doctoral students are involved in teaching undergraduate and master's students.

6.2.7.22 The research internship for doctoral students is conducted to study the latest theoretical, methodological, and technological achievements in domestic and international science, as well as to reinforce practical skills, apply modern scientific research methods, and process and interpret experimental data in the dissertation research.

6.2.7.23 The industrial internship for doctoral students is conducted to consolidate theoretical knowledge obtained during studies and to enhance professional qualifications.

6.2.7.24 The content of the research and industrial internships is determined by the topic of the doctoral dissertation. The results of the internship at the end of each internship period shall be documented by the doctoral student in the form of a report.

6.2.7.25 The internship periods and the number of credits for master's and PhD doctoral programs are established in accordance with the academic calendar and the working curriculum of the respective educational program.

6.2.7.26 Master's and doctoral students submit an internship report to the relevant department, which is reviewed by the supervisor and defended before a commission established by order of the department head. The results of the report defense are assessed according to the point-rating letter grading system and are included in the calculation of the GPA.

6.2.7.27 University Scientific and Production Complexes (USPC) of the university and the partner enterprise (organization, institution) are created to coordinate their joint activities in training specialists in order to increase the efficiency of academic and research work, test and implement the results of scientific research, and organize professional development for enterprise employees and university instructors as a form of integration of education, science, and production.

6.2.7.28 The University Scientific and Production Complex (USPC) operates on the basis of an agreement between the educational institution and the enterprise (organization, institution).

6.2.7.29 The USPC includes departments of faculties and higher schools of the university, joint research units, including student project and design bureaus working under joint university–enterprise programs and plans, as well as other organizations and enterprises, including research institutes and centers.

6.2.7.30 The USPC plan is reviewed at the first meeting of the department and approved annually at the beginning of the academic year by the Management Board member – Vice-Rector for Academic Affairs.

6.2.7.31 Planning and organization of classes at enterprises are coordinated by the Department of Academic Affairs in accordance with the USPC plan, and classes are conducted by leading specialists of the enterprises.

6.2.7.32 Annually, in accordance with the plan, a yearly report on the USPC activities is submitted to the Career and Employment Support Center and reviewed at the department meeting.

6.2.8 Academic Mobility

The Vice-Rector for Strategic Development and Internationalization is responsible for organizing and implementing academic mobility at the university.

6.2.8.1 To implement one of the key principles of the Bologna Process – the principle of promoting academic mobility – M. Auezov University encourages study or research for a certain academic period at another educational or research institution (domestically or abroad) with mandatory credit transfer for completed academic and/or research work.

The main objectives of academic mobility of students are:

- harmonization of national educational programs and curricula with European standards;

- implementation of joint educational programs and double-degree programs;

- bringing Kazakhstani educational programs to the global level;

- use of advanced educational methods and their adaptation to Kazakhstani standards;

- strengthening the internationalization of higher and postgraduate education;

- creating conditions to ensure the convertibility of Kazakhstani diplomas in the European region and enabling graduates to exercise their right to employment abroad;

- implementation of the principles of the Bologna Process.

6.2.8.2 Types of academic mobility (online mobility) of students:

- internal academic mobility (online mobility) of students / master's students / academic staff within Kazakhstani educational institutions;

- external academic mobility (online mobility) of students / master's students in foreign higher education institutions.

Depending on the duration, academic mobility is classified as:

- short-term academic mobility – study outside the main faculty for a period from ten days to three months, as well as participation in short seminars, forums, symposia, and other forms of academic and scientific cooperation, with credit-based assessment confirmed by a certificate;

- long-term academic mobility – study outside the main faculty for a period exceeding three months.

6.2.8.3 Academic mobility of students of M. Auezov University is carried out within the framework of inter-university agreements/contracts or joint projects: a tripartite agreement/contract between the student, the sending university, and the host university for internal academic mobility, and an invitation for international academic mobility.

6.2.8.4 Sending students to study abroad under academic mobility (online mobility) programs is financed through:

1.State budget funds;
The Ministry of Science and Higher Education of the Republic of Kazakhstan allocates funds for travel expenses of students sent abroad under academic mobility programs. Submission of documents and the competitive selection of students are carried out in accordance with the Rules for Sending Students Abroad for Study, including through academic mobility programs, approved by the Order of the Minister of Education and Science of the Republic of Kazakhstan.

After the announcement of competition results, the academic mobility coordinator of the Center for Career Support and Academic Mobility organizes the submission of documents to partner universities. Upon receipt of an invitation letter from the partner university with agreed terms of study, accommodation, and procedures, and on the basis of the student's application and the decision of the Committee (minutes with the approved list of students attached), an order (from the Center for Career Support and Academic Mobility) is issued for sending students to study under academic mobility programs (internal and external).

2. Income generated by higher education institutions from paid services;

3. Employer grants, grants from social, academic, and research partners, international and domestic foundations, and scholarship programs;

- ERASMUS+: requirements for participation are determined by the program regulations. Funding for participation in international programs is carried out in accordance with the funding rules of each academic mobility program.

4. Students' personal funds.
   Requirements for participation in self-funded academic mobility are determined by the University and the partner institution. The University follows the Order of the Minister of Education and Science of the Republic of Kazakhstan No. 613 dated November 19, 2008 "On Approval of the Rules for Sending Students Abroad for Study, including through Academic Mobility Programs." A student covers all expenses independently, including tuition fees, accommodation, travel, visa fees, and daily expenses.

6.2.8.5 Credit transfer is the recognition of the equivalence of the volume and content of academic disciplines or research activities completed by a student at another institution to those of the educational program of M. Auezov University, with the corresponding credits and grades recorded in the student transcript in the "ISVUZ" and "SMART" systems, based on an official transcript issued by the host institution under the academic mobility program.

6.2.8.6 Students who studied at foreign universities under international exchange programs or partner programs have their grades converted into the grading system of the Republic of Kazakhstan by the Office of the Registrar. Based on this conversion, the faculties/higher schools must transfer the credits earned abroad or at other Kazakhstani higher education institutions.

Academic disciplines that are not offered at the partner university during the mobility period are completed by students through distance learning, which must be indicated in the Individual Study Plan (ISP).

6.2.8.7 The graduating (major) department is responsible for objectively determining the equivalence of the volume and content of the disciplines studied or research conducted to the requirements of the academic curriculum of M. Auezov University.

6.2.8.8 The final document confirming the student's study within the mobility program is the transcript or its equivalent issued in the host country. The transcript must include information about the study program: course (module) titles, grades, and the number of earned academic credits.

6.2.8.9 Within the framework of academic mobility, a student may study at a partner university for no more than two semesters in a bachelor's program, earning from 20 (30 ECTS) to 40 (60 ECTS) credits, and for 1–2 semesters in a master's program, earning no more than 60 (120 ECTS) credits.

6.2.8.10 The student independently forms an individual learning trajectory based on the main (working) curriculum of the major and the course catalog. The head of the department, together with the academic advisor, prepares the working curriculum (before departure and after return) and the individual study plan indicating the list of courses to be taken at the partner university and the courses to be completed through distance education.

6.2.8.11 The decision to admit a student to study at a partner university is made by the host institution, confirmed by an official invitation. Upon receiving the invitation from the partner

university, the student submits an application addressed to the Chair of the Board–Rector of the university to participate in the academic mobility program.

6.2.9 Procedure for Developing and Implementing Double-Degree and Joint Educational Programs

6.2.9.1 Dual-degree programs and joint educational programs are developed on the basis of an agreement between two or more partner universities.

The mandatory conditions for the implementation of dual-degree programs are:

1. development and approval of coordinated educational programs and curricula by both partner universities;

2. completion by students participating in the dual-degree program of a portion of the educational program at the partner university;

3. mandatory recognition and automatic transfer of periods and results of study completed at the partner university, based on mutual agreements, common principles, and quality assurance standards;

4. involvement of faculty in the dual-degree program: joint development of the educational program and curriculum, teaching at the partner university, participation in joint admission and certification committees;

5. students who have fully completed dual-degree programs are awarded the degree of each partner university, or a single joint degree based on mutual agreements.

6.2.9.2 The partner university notifies the university of the number of allocated quotas and/or grants for study. The staff of the Center for the Bologna Process and Academic Mobility inform the faculties/higher schools about the number of available study places at partner universities.

6.2.9.3 Candidate lists for dual-degree programs are formed in the dean's offices of faculties and higher schools, formalized in a memo signed by the head of the respective department, and submitted to the Center for the Bologna Process and Academic Mobility.

Candidate requirements:

- GPA not lower than 2.67;

- advanced knowledge of the foreign language in which the student will study at the partner university.

The staff of the Center for the Bologna Process and Academic Mobility send the list of potential candidates to the partner university.

Graduates of previous years may participate in dual-degree programs.

6.2.9.4 Consideration of the student's application for participation in a dual-degree program is carried out based on their written application and in accordance with the agreement (contract) signed with the partner university.

6.2.9.5 Enrollment in the double degree program takes place at the university where the candidate passes the entrance examinations, and simultaneously the foreign partner university enrolls the candidate in its institution. If enrollment periods at partner universities do not coincide, copies of candidates' personal files are sent to the foreign partner university for review and approval prior to their enrollment at M. Auezov SKU, where they are approved as program participants.

6.2.9.6 The procedure for recognition of disciplines and their mutual transfer is carried out in accordance with the content and workload of the disciplines. A student enrolled in a double degree program must complete all disciplines included in the mandatory component of the standard curriculum of the specialty, and take elective disciplines included in the curriculum of the partner university.

6.2.9.7 Tuition fees at the partner university are paid on the basis of the concluded agreement.

6.2.9.8 Throughout the entire study period, the academic achievements (academic performance indicators) of students for each module are sent to partner universities after the end of each semester. At the end of each academic year, the partner university delivering the respective module issues a transcript to the student. The transfer of credits obtained at the partner university or elimination of curriculum differences, as well as the procedure and deadlines for eliminating differences, are formalized by order of the academic unit head (dean). The Registrar's Office includes the transferred disciplines and number of credits in the transcript.

6.2.9.9 Upon completion of studies and fulfillment of all program requirements, the student is awarded two diplomas of the established form conferring an academic degree and two transcripts.
The diploma may take the form of a separate document (issued in addition to one or two national university diplomas), a single document (issued jointly by partner universities without issuing national diplomas), or multiple national diplomas issued simultaneously.

6.2.9.10 Diplomas of foreign partner universities obtained simultaneously with diplomas of Kazakhstani universities are recognized in the Republic of Kazakhstan in accordance with current legislation.

6.2.10 Organization of the Educational Process Using Distance Learning Technologies

6.2.10.1 The organization of the educational process using distance learning technologies (DLT) is carried out to ensure that students master educational programs in accordance with the academic calendar.

6.2.10.2 The implementation of education using DLT is carried out through television, network, and case technologies.

6.2.10.3 Time standards for types of academic work when planning and organizing the educational process using DLT are established in accordance with approved norms for calculating faculty workload.

6.2.10.4 When training personnel in the fields of pedagogical sciences, law, choreography, instrumental performance, construction, and veterinary medicine, no more than 20% of the total number of academic credits for the entire period of study may be delivered through DLT. For other fields of study, no more than 50% of the total number of academic credits for the entire period of study may be delivered through DLT.

6.2.10.5 In the event of emergencies of social, natural, or technogenic nature, including prevention and treatment of diseases of the population, sanitary and anti-epidemic and sanitary-preventive measures, students may study a greater number of credits using DLT.

6.2.10.6 The organization of the educational process using DLT is carried out by the Institute of Innovative Educational Technologies (IIET) on the basis of curricula of educational programs, academic calendar, class schedules, and other regulatory documents.

6.2.10.7 A university student studying via DLT shall:

1. Independently study courses using teaching and learning packages of disciplines and digital educational resources (hereinafter — DER), uploaded to the University's educational platforms (DER — didactic materials supporting interactive learning: photographs, video fragments, static and dynamic models, virtual reality and interactive simulation objects, audio recordings, and other digital learning materials);

2. Attend distance learning classes in "online" and/or "offline" mode according to the approved schedule;

3. Complete all types of assessment (current and interim) in accordance with the University academic calendar.

6.2.10.8 Online classes provide real-time learning interaction using digital technologies (video lectures, webinars, videoconferencing, message exchange via the Internet using software tools such as Zoom, Microsoft Teams, Google Classroom, etc.).

6.2.10.9 Offline classes provide asynchronous learning interaction, allowing the student to study the material at any convenient time and communicate with teachers using communication tools.

6.2.10.10 Current performance control and interim assessment of students using DLT are conducted in accordance with the University Academic Policy. Online proctoring technologies (identity verification and exam result confirmation systems) will be used for current and interim assessment, enabling student verification, screen and behavior monitoring, and video recording of the entire exam.

6.2.10.11 For current, final performance control, and interim assessment, the instructor may select a form of assessment that results in one of the types of written work by the student.

6.2.10.12 If online proctoring is not available, students using DLT shall take final exams for disciplines in traditional form, in accordance with the Rules for Conducting Final Control (examination session).

6.2.10.13 The educational process using DLT is carried out by IIET jointly with academic departments, provided that the necessary digital educational resources are available on the educational portal — the distance learning system.

6.2.10.14 To implement the educational process using DLT, IIET jointly with the Digitalization Department (DD) and the Academic Affairs Department (AAD) shall:

1. Organize training for coordinators of educational programs using DLT, instructors, tutors, and staff responsible for implementing the educational process using DLT;

2. Provide support to faculty in developing and updating DER;

3. Ensure interaction among participants in the educational process using DLT (forums, chats, video and audio conferences);

4. Ensure access of students and trainees to the electronic libraries of the University and partner institutions implementing educational programs using DLT;

5. Provide methodological, technical, and informational support for implementing the educational process using DLT, including operating a call center supporting the use of DLT.

6.2.10.15 Instructors of disciplines delivered using DLT shall upload teaching and learning packages (TLPs), including digital educational resources and links to external electronic resources (electronic textbooks, multimedia educational software simulators, information and reference systems, virtual laboratory workshops, computer-based testing systems, etc.), to the distance learning system ("IS University" system or LMS), in full compliance with the requirements of the educational program.

6.2.10.16 Instructors shall publish information for students regarding the interaction format (time, format — forum, chat, videoconference — and type of platforms or tools used for distance interaction, etc.).

6.2.10.17 Teaching activities are conducted in accordance with the previously approved schedule.

6.2.10.18 DLT coordinators at faculties shall monitor quantitative and qualitative indicators of learning using DLT, including:

- academic activity of students (frequency of accessing TLPs and their individual resources, elements, and digital educational resources);
- instructor activity in the LMS (frequency of student consultation and review of student work in accordance with discipline delivery schedules).

6.2.10.19 Methodological support of the educational process is provided by the Institute of Innovative Educational Technologies jointly with the Center for Didactics of the Academic Affairs Department of SKU.

6.2.10.20 Technical support of the educational process is provided by the Institute of Innovative Educational Technologies jointly with the Digitalization Department of SKU.

6.2.11 Non-Formal Education

Non-formal education is provided by organizations delivering educational services without regard to the place, duration, or form of study, with the issuance of a document confirming learning outcomes in accordance with sub-paragraph 2) of Article 37 of the Law of the Republic of Kazakhstan dated July 27, 2007 "On Education."

Learning outcomes obtained by applicants at all levels of education through non-formal education are recognized by the University.

6.2.11.1 Key Concepts and Definitions

- Formal education – a structured and hierarchically organized process of acquiring knowledge, resulting in the issuance of a state-recognized diploma of initial/secondary professional or higher education, or a school completion certificate. The process follows a government-approved curriculum and educational standards and is delivered mainly by formal, registered educational institutions.

- Non-formal education – a process of acquiring new knowledge often outside specialized educational institutions, with clear goals, methods, and outcomes. It may be delivered by educational or public organizations, clubs, training centers, and through individual study with a teacher or trainer. It includes various trainings, courses, seminars, workshops, and round tables, accompanied by a certificate, diploma, or other document confirming professional development.

- Informal education – an individual's self-directed cognitive activity occurring throughout everyday life, without necessarily producing specific measurable outcomes. It is spontaneous and realized through cultural and educational engagement, such as interpersonal communication, reading, visits to theaters, museums, cultural institutions, travel, and media consumption, as part of daily personal, family, and leisure activities.

- Distance learning – a purposefully organized process of interaction between teachers and students across time and space using pedagogical, information, and telecommunication technologies.

- Blended learning – an educational format combining traditional face-to-face instruction with online learning, using specialized digital learning materials hosted on the institution's educational portal.

- Distance educational technologies (DLT) – instruction delivered through information and communication technologies with indirect or partially indirect interaction between learner and instructor.

- Non-formal adult education – a form of education delivered by organizations providing educational services without regard to place, duration, or modality, resulting in a document confirming learning outcomes.

- Recognition of learning outcomes – the process of formalizing the educational experience, competencies, and knowledge acquired.

- Massive Open Online Course (MOOC) – an instructional course with large-scale interactive participation and open access via the Internet using e-learning technologies.

- Knowledge – the result of learning expressed through the understanding of facts, principles, theories, and practices in relevant professional or academic fields.

- Skills – proven abilities to apply knowledge to accomplish tasks. Skills include practical skills (use of tools, methods, materials, instruments) and cognitive skills (application of logical, intuitive, or creative thinking).

- Abilities (experience) – stable skills allowing successful performance of tasks in professional or other activities.

- Competencies – a dynamic combination of knowledge, understanding, skills, and abilities. Competencies are developed through educational programs and assessed at different stages.

- Learning outcomes – measurable achievements expressed in terms of knowledge, skills, abilities, and competencies that a learner must demonstrate upon completion of the whole or part of an educational program. Learning outcomes gained through formal, non-formal, or informal learning may be recognized by the University through validation.

- Validation of learning outcomes – a formal process of determining the degree to which a learner has achieved intended learning outcomes. Validation tools include examination questions, control and test assignments, qualification tasks, tools, materials, and other mechanisms aligned with the qualification level and technical requirements.

- Mentor – an instructor responsible for supporting MOOC courses. Mentor duties include preparing examination and test assignments, assessing interim and final results in the LMS Moodle (www.dl.iitu.kz), monitoring student progress, assisting students with organizational matters during MOOC study, reporting progress to the department head and responsible officers, and coordinating with academic advisors.

6.2.11.2 Procedure and Procedures for Recognition of Learning Outcomes Obtained Through Non-Formal Education

6.2.11.2.1 Recognition of learning outcomes acquired through non-formal education is permitted for educational components included in the educational program/curriculum of a given specialty. Recognition is carried out during the semester in which, according to the curriculum of the specific educational program, the educational component is scheduled for study. An educational component may be credited as part of the curriculum no later than the beginning of the following semester.

An educational component refers to an academic discipline belonging to the mandatory component, the university component, or the elective component of general education, basic, or major disciplines within an educational program.

6.2.11.2.2 Recognition of learning outcomes acquired through non-formal education applies to mandatory components, university components, and elective educational components, with the exception of the graduation project (thesis/project work).

6.2.11.2.3 An educational component may be credited only in full.

6.2.11.2.4 The University may recognize learning outcomes obtained through non-formal education in an amount not exceeding 10% (24 credits) of the total academic credits required for a given educational program.

6.2.11.2.5 The validation of learning outcomes obtained through non-formal education must include the following mandatory steps:

6.2.11.2.5.1 A higher/postgraduate education applicant submits an application addressed to the Vice-Rector for Academic Affairs of the University requesting recognition of learning outcomes acquired through non-formal education.

The application shall be accompanied by supporting documents (certificates, attestations, links, etc.) confirming the subject area, volume, and list of learning outcomes acquired during non-formal learning, as well as evidence of assessment results.

The application, signed by the head of the relevant department, the dean of the respective faculty or higher school, the Director of the Department for Academic Affairs (DAA) or the Director of the Institute for Postgraduate Education (IPE), and endorsed by the Vice-Rector, is forwarded to the Office of the Registrar (OR).

6.2.11.2.5.2 By order of the Director of the DAA, a subject-specific committee is formed, comprising:

- Head of the graduating department;

- Faculty members from the department whose qualifications correspond to the profile of the educational component proposed for credit via recognition of non-formal learning outcomes;

- A representative of the dean's office (upon agreement).

The presence of the higher/postgraduate applicant at committee meetings is optional and may be arranged at the applicant's request.

6.2.11.2.5.3 The subject-specific committee reviews the submitted documents, analyzes their alignment with the content of the educational component, conducts an interview with the applicant, and makes one of the following decisions:

- Do not recognize the learning outcomes obtained through non-formal learning;

- Recognize the learning outcomes obtained through non-formal learning and record them as the result of the final assessment (exam) for the corresponding educational component;

- Assign a form of final assessment (oral examination, written examination, computer-based test, paper-based written test, combined examination, defense of projects, presentations, cases), in accordance with the curriculum requirements for the educational component, based on the results of which a decision on credit transfer may be made.

6.2.11.2.5.4 If the subject-specific commission deems it necessary to conduct a final assessment (examination), the applicant shall be familiarized with the syllabus of the educational component and the list of questions included in the examination.

If the curriculum requires completion of an individual assignment for the discipline (course paper/project, essay, calculation work, coursework), the applicant shall be familiarized with the list of available topics.

6.2.11.2.5.5 The subject-specific commission shall allocate up to 10 working days for the applicant to prepare for the final assessment (for each discipline) and up to 20 working days for completing the selected topic/variant of the individual assignment (if applicable). The preparation period shall be discussed with the applicant. The entire credit transfer procedure, including preparation, must be completed before the beginning of the next semester.

6.2.11.2.5.6 Based on the results of the final assessment, the subject-specific commission assigns a grade for the relevant educational component on a 100-point scale, in the letter grading system with a numerical equivalent (positive grades from "A" to "D", and "unsatisfactory" — "FX" and "F") according to the ECTS scale. If the applicant receives fewer than 50 points, the learning outcomes acquired through non-formal education are not recognized.

6.2.11.2.5.7 Following the validation results, the subject-specific commission prepares a report indicating the conclusion submitted to the Department for Academic Affairs (DAA) or the Department for Postgraduate Education regarding recognition or non-recognition of learning outcomes obtained through non-formal education.

6.2.11.2.5.8 In the event the educational component is credited, the following information is recorded in the applicant's academic documents (transcript, etc.): course title, total hours/credits, grade, and the basis for credit transfer (MOOC certificate, number of the subject-specific commission meeting report). The applicant is exempt from studying the credited educational component in subsequent semesters.

6.3 Ongoing, Mid-Term Performance Control and Intermediate Assessment of Students' Knowledge

6.3.1 General Rules for Ongoing Academic Performance Control

The Vice-Rector for Academic Affairs at M. Auezov SKU is responsible for conducting current, midterm academic performance control and interim assessment of students' knowledge.

6.3.1.1 The procedure for conducting current academic performance control of students is determined by the University in accordance with its academic policy and assessment policy.

6.3.1.2 The results of current academic performance control are recorded by the instructor in accordance with the syllabus as assignments are completed and submitted by students, in the attendance and performance journal and in the electronic knowledge control journal within the IS VUZ/SMART system.

6.3.1.3 One week before the start of the semester, faculties submit to the Office of the Registrar a list of curriculum disciplines by specialties and year of study, along with information on the instructors teaching each discipline, which serves as a basis for linking data in the IS VUZ/SMART database.

6.3.1.4 Current academic performance control is conducted for each topic of the academic discipline and includes assessment of knowledge during in-class and extracurricular activities.

The current control grade (rating score) consists of scores for in-class and extracurricular assignments.

Student independent work within the current academic performance control is assessed on a 100-point scale for each completed assignment. The final result of the current academic performance control is calculated automatically in the University IS as the arithmetic average of all grades received during the academic period.

6.3.1.5 In accordance with the Academic Policy of M. Auezov SKU, midterm assessment is established at the University for students.

6.3.1.6 Academic achievements of students are assessed through verification of knowledge in studied disciplines based on control assignments and independent work (SRO) specified in the syllabus.

The procedure and form of current control for students with special educational needs (SEN) are determined by the relevant department, taking into account individual psychophysical characteristics (oral, written on paper, written on computer, testing, etc.). Remote assessment (current, interim, and final) is permitted for:

Persons with special educational needs, including children with disabilities, persons with childhood disabilities, and persons with disabilities of groups I and II at all levels of education; persons with temporary health limitations who are unable to attend educational organizations regularly.

6.3.1.7 Rating scores from current control are entered by the instructor (lecturer and/or assistant) into the IS VUZ "Assignment Submission and Completion Schedule" table (GVSZ), which is created in accordance with the course syllabus no later than 10 days after the start of the semester/trimester and updated weekly. In SMART, the data are entered in the "Journal" section according to the syllabus.

6.3.1.8 The list of types of assignments is entered into the GVSZ list in the system and displayed upon login. If the required type of assignment is not available in the catalog, the instructor notifies the IS VUZ/SMART administrator (from among DC specialists) to add it to the assignment list.

6.3.1.9 The Digitalization Department provides each instructor with a login and password via corporate email for creating the GVSZ and entering rating scores of current academic control. The instructor (lecturer and/or assistant) is responsible for the accuracy of the grades entered.

6.3.2 Procedure and Deadlines for Filling the GVSZ and Assigning Current and Mid-Term Scores by the Instructor

6.3.2.1 The instructor must complete the GVSZ for the discipline they teach no later than 10 days after the beginning of the current semester/trimester. The GVSZ should not be filled in the GVSZ database.

6.3.2.2 The instructor is responsible for completing the GVSZ. If a discipline is taught by more than one instructor, each instructor enters rating scores for their type of academic work in the IS VUZ/SMART system, in accordance with the syllabus of the

discipline.

When an academic group is divided into subgroups, each instructor records rating scores for the academic work of their respective subgroup. All recorded rating scores are automatically summed in the IS VUZ/SMART system and displayed in the electronic examination record and the student's personal account.

6.3.2.3 Access to the IS VUZ/SMART system (http://asu.ukgu.kz/ and http://smart.ukgu.kz) for completing the GVSZ is available from any computer or device connected to the Internet.

6.3.2.4 After completing the GVSZ, it must be printed as a document confirming the completion of its formation and stored by the instructor throughout the semester/trimester.

6.3.2.5 Recording rating scores for assignments is carried out by the instructor in accordance with the completed GVSZ in the IS VUZ/SMART system. When assessing students' academic achievements during current control, participation in the university's public activities is taken into account: participation in conferences, Olympiads, competitions, publication of scientific articles, etc. For assignments submitted late without a valid reason, the instructor has the right to reduce the earned score by 20%.

6.3.2.6 The instructor records rating scores for each assignment in accordance with the GVSZ and the discipline syllabus in the electronic journal via their personal page in the IS VUZ/SMART system or remotely via remote access. The instructor must also record the number of hours missed by students by week.

6.3.2.7 Based on the electronic gradebook, a "Student Attendance Analysis" module has been developed, located in the "Dean's Office" subsystem. Each week of the semester/trimester, the number of missed hours for each student is calculated. This module enables parents to remotely view students' academic performance and the number of absences by discipline from home via the Internet using a login and password.

6.3.2.8 The entry of continuous assessment results into the electronic gradebook by faculty members is carried out as students complete and submit individual types of assignments according to the weeks established in the Academic Calendar, and is updated weekly.

6.3.2.9 If an instructor fails to save entered results or does not enter rating results in a timely manner, and if a student's rating in the database does not correspond to the instructor's gradebook records, the instructor must submit a written explanation addressed to the Chair of the Board–Rector of the University, along with a copy of the electronic record of continuous assessment, the corresponding pages of the attendance and performance journal, and the course syllabus. Based on the submitted documents and the instructor's explanation confirming that the discrepancy in the rating occurred due to the instructor's oversight, and upon a positive decision, the results are entered into the IS VUZ/SMART database by an Academic Registrar specialist.

6.3.2.10 Depending on the academic period format (semester/trimester), during the final 15th/10th week respectively, the instructor, if necessary, performs the final reconciliation of total rating points and attaches a printed copy to their gradebook.

6.3.2.11 Students are able to check their grades using the IS VUZ electronic database or via their Personal Account through remote access. Deans of Schools/Faculties and Heads of Departments are required to organize the review of midterm control results with the involvement of academic advisors and course instructors. If an instructor assigns points to a student who was absent and does not mark absences, the instructor bears disciplinary responsibility.

6.3.2.12 Pursuant to the Model Rules for the Activities of Educational Organizations Implementing Educational Programs of Higher and/or Postgraduate Education (Order No. 595 dated October 30, 2018, approved by the Ministry of Education and Science of the Republic of Kazakhstan, as amended by Order No. 307 of the Minister of Science and Higher Education of the Republic of Kazakhstan dated June 24, 2024), as well as in accordance with the Academic Policy of SKU and the university's adopted credit-rating letter-based assessment system, the following rating thresholds for continuous academic performance control are established: minimum 30 and maximum 60 points for admission to interim assessment, and minimum 20 and maximum 40 points for interim assessment (examination session).

6.3.2.13 Table 1 establishes grades in accordance with the university's credit-rating letter-based system for evaluating students' academic achievements.

Table-1. Grades in accordance with the credit-rating letter-based assessment system of students' academic achievements

Midterm control 1		Midterm control 2		Total	
min 15 max 30	Grade according to the traditional grading system	min 15 max 30	Grade according to the traditional grading system	min 30 max 60	Grade according to the traditional grading system
27-30	5	27-30	5	54-60	5
21-26	4	21-26	4	42-53	4
15-20	3	15-20	3	30-41	3

6.3.3 Admission to the Examination Session

6.3.3.1 Admission to the examination session is carried out in two stages:

1. At the first stage, two weeks before the start of the examination session, students who have no outstanding tuition payments, no academic debts for prerequisites, and who are not on academic leave or long-term medical treatment are admitted by a general order of the Dean of the Faculty/School.

2. At the second stage, automatic admission to the examination in each discipline is carried out through the University Information System based on the admission rating, determined by the results of current and midterm assessments. This admission is performed automatically in the electronic examination sheet with the corresponding mark next to the student's name.

6.3.3.2 Course projects, calculation-and-graphic works, and other types of academic work provided by the curriculum must be defended according to the approved schedule prior to the

examination session and serve as admission to the examination in the corresponding discipline. Grades are entered into the electronic examination sheet. To verify the originality of written works, a licensed anti-plagiarism online system is used by the University.

6.3.3.3 Written assessed work (written exams, course papers, theses/projects) undergoes plagiarism checks in the online system "Antiplagiat.RU" to identify borrowed material and text with synonymic substitution without change of meaning (paraphrasing), including translated text (borrowed content).

6.3.3.4 Grades for successful completion of laboratory work, calculation-and-graphic works, course projects, and professional practice must be included when calculating the admission rating (i.e., when summarizing the rating control) for the discipline.

6.3.3.5 In the event of a state of emergency or emergencies of social, natural, or technological nature at the global, regional, or local level, differentiated credits are evaluated using a cumulative assessment method, and the results are entered in the electronic record.

6.3.3.6 In the event of a state of emergency or if students are unable to participate in interim assessments, the Academic Council of the University determines the list of disciplines for which, according to the curriculum, the form of control is a "differentiated credit", to be assessed by cumulative evaluation.

6.3.3.7 In cumulative evaluation of learning outcomes, points earned from current assessment from 30 to 36 are summed with the minimum passing score for a differentiated credit equal to 30 points. For more than 36 points earned in current assessment, cumulative evaluation is calculated using the formula: $X = R \times 100 / 60$.

6.3.3.8 The schedule for defending course projects (papers) is approved by the Dean of the Faculty/School and submitted to the Registrar's Office, Anti-Plagiarism Unit, and the Department for Academic Affairs.

6.3.3.9 If, according to the curriculum, the only form of final assessment for a discipline is a course project (paper), then the grade for the defense serves as the final grade for the discipline.

6.3.3.10 If the course project/paper serves as admission to the exam, the assessment of the defense is entered into the University Information System. If the defense is graded below 50% (0-49 — FX or F — unsatisfactory), the student is not admitted to the exam, and the electronic examination sheet is marked "not admitted" with the symbol "n/z".

6.3.3.11 Students who earn 30 points or more based on the semester/trimester rating are admitted to the examination.

6.3.3.12 The dean's office monitors student attendance weekly. Results of current assessment are recorded in the Information System and used by faculties and university units to analyze academic performance and attendance.

6.3.3.13 Students who do not receive an admission rating of at least 30 points without a valid reason are not allowed to take the final exam in the discipline and are transferred to the summer semester.

6.3.4 Preparation for the Examination Session

6.3.4.1 The form of examination for each academic discipline is determined by the University Academic Council. Deans of Faculties/Schools submit extracts from the minutes of the Faculty/School Academic Council regarding recommended examination formats to the Registrar's Office within one month from the start of the academic period. The University Academic Council considers and approves the examination formats for all disciplines across all Faculties/Schools. Approved examination formats are entered into the database of the University Information System (ISVUZ/SMART) by the Digitalization Department (DC).

6.3.4.2 The examination schedule is formed by Faculties/Schools and by the University in the IS, taking into account the occupancy of computer labs, classrooms, faculty schedules, and examination formats, and is coordinated with the dean's offices under the supervision of the Registrar's Office. If necessary, weekends and holidays may be used. The finalized schedule is approved by the Vice-Rector for Academic Affairs and communicated to students and faculty at least two weeks before the examination session via the student and faculty personal accounts and posted on the dean's office notice board. For online interim assessments using distance learning, the exam schedule is prepared considering faculty availability and examination formats without taking classroom occupancy into account.

6.3.4.3 To ensure objectivity and transparency during interim assessments, a supervisory commission is appointed by University management (examiner and/or invigilator from faculty staff, authorized Registrar Office representatives from administrative staff, an appeals commission composed of department heads chaired by the Deans, and a coordination group including administrative staff, public organization representatives, and media). Compliance with academic integrity principles is regularly monitored by the anti-corruption compliance service. The assignment of authorized representatives and members of the supervisory commission is conducted according to an approved schedule and communicated to the participants.

6.3.4.4 For online interim assessments using Distance Education Technologies (DET), proctors from faculty staff are appointed by University management. Compliance with academic integrity principles is systematically monitored by the anti-corruption compliance service. If necessary, electronic proctoring systems, including synchronous proctoring (proctor and student online simultaneously), are used with specially trained proctors from faculty and administrative staff.

6.3.4.5 One week before the start of the examination session, the IS VUZ/SMART automatically calculates the duty schedule for the supervisory commission and examiners.

6.3.4.6 To administer test or written exams and handle emergency situations during interim assessments, responsible staff are appointed from the DC and Deans of Faculties/Schools.

6.3.4.7 Before the session, DC staff prepare computer labs, complete readiness reports for each lab, and submit them to the Vice-Rector for Academic Affairs two weeks prior.

Deans of Faculties/Schools provide readiness reports for rooms used for creative or oral examinations to the Vice-Rector for Academic Affairs two weeks before the session.

6.3.4.8 Management of the testing system, formation of final grade sheets, and transfer of grades to transcripts is carried out through the IS VUZ/SMART educational portal. Automated exam scheduling is performed one month before the examination session. Electronic grade sheets are generated automatically. The dean's office enters admission status (paid/unpaid) into these sheets. Registrar Office staff electronically sign all grade sheets one day before the exam, after which the system locks the sheets from further edits, confirming readiness for the examination session.

The IS VUZ/SMART operates on servers at http://asu.ukgu.kz and http://smart.ukgu.kz. Database security and protection against unauthorized access or falsification comply with established requirements. Server operation is continuously monitored, and backup copies of databases and scripts are stored on backup servers.

6.3.4.9 The database of examination materials for interim and final assessments is created by the DC Testing Center and regulated by QMS SKU P 8.08 – 2023, "Regulations on the procedure for compiling, approving, and storing examination materials."

6.3.4.10 To prepare first-year students for testing sessions, trial tests are conducted. Trial testing is organized by dean's offices for all disciplines assessed in test form, either in computer labs or online. Deputy deans and first-year group supervisors ensure 100% attendance of students and instructors. Trial testing is conducted in assigned computer labs. For online DET-based learning, trial testing is conducted solely online.

6.3.5 Organization and Conduct of Interim Assessment

6.3.5.1 The procedure for conducting interim assessments of students is determined by the University in accordance with its Academic Policy and Assessment Policy. The University independently defines the forms of interim assessment. Special conditions are provided for students with disabilities, including persons with special educational needs (SEN), taking into account their specific educational requirements. Interim assessment for students with SEN includes the creation of adapted assessment tools that allow evaluating the achievement of the learning outcomes planned in the main educational program. The form of interim assessment for students with SEN is determined based on individual psychophysical characteristics (oral, written on paper, written on a computer, testing, etc.). Upon the student's request, the Dean of the Faculty/School issues an order for individual assessment or cumulative evaluation of academic achievements for the semester. Additional time may be provided for students with SEN to prepare responses during exams or assessments if necessary.

6.3.5.2 Interim assessment, including its duration and frequency, is conducted in accordance with the academic calendar, curricula, and study programs.

6.3.5.3 Winter and summer examination sessions are distinguished. The timing and number of examination sessions in an academic year are determined by the University Academic Council.

6.3.5.4 Organization and conduct of interim assessment (examination session) are carried out by the Registrar's Office.

6.3.5.5 The number of exams at the end of the semester must correspond to the number of forms of final assessment provided in the curriculum. If the curriculum specifies a higher number of exams, department heads should organize comprehensive testing across multiple disciplines, while the total number of exams should not exceed 6–7, including comprehensive exams.

6.3.5.6 Exams may be conducted in written, oral, test-based, creative, or combined formats. For oral and creative forms, two or more exams may be scheduled on the same day, depending on the complexity of the discipline. For test-based forms, comprehensive exams across two or more related disciplines are allowed, maintaining subject relevance. A full description of the procedures for conducting exams in all formats is provided in SMK YUKU PR 8.06-2023 – *Management of the Process for Conducting Current Performance Control, Interim and Final Assessments*.

6.3.5.7 Modular exams are permitted. One module comprises five or more academic credits and includes two or more disciplines. Upon completion of the module, final assessment is conducted either as a comprehensive exam for the module or as separate exams for each component according to the curriculum.

6.3.5.8 To receive credits for a module, a student must complete all assignments for each component and obtain a passing grade on the final assessment.

6.3.5.9 For comprehensive exams, the final assessment includes questions on the main component, while other components may be assessed via essays, reports, or course projects. The comprehensive exam provides grades both for the module as a whole and for each component separately.

6.3.5.10 Interim assessment is conducted in the form of exams (written, oral, test-based, creative, combined), course project defenses, or professional practice reports, with mandatory recording of grades in the electronic examination record and is considered part of the examination session.

6.3.5.11 The University ensures the security of data and educational resources uploaded to web platforms and guarantees confidentiality of student and faculty data when using applications and platforms.

6.3.5.12 Interim assessment is conducted via the LMS (Learning Management System) and other distance learning technologies to evaluate students' achievement of learning outcomes in a given discipline. The University employs various assessment methods through IS VUZ, LMS *Prometey*, ZOOM, and other platforms, online and/or offline, including written, oral, creative exams, remote testing, or evaluation of projects completed at home.

6.3.5.13 The University may reschedule exams in the following cases:

- if conducting the exam remotely is impossible (e.g., lack of access to the University's practical facilities);

- if the student lacks adequate technical resources and/or internet access;

- if changes are made to the University academic calendar;

- if the student is undergoing inpatient treatment or is in quarantine. Exam rescheduling is carried out upon the student's formal request.

6.3.5.14 One day before the start of the examination session, the Registrar's Office forms the examination record in IS VUZ/SMART, signs it electronically, and registers it in the electronic journal.

Attendance sheets are printed and recorded in the electronic journal. For test-based and written exams, sheets are filed and delivered to the appropriate examination rooms according to the schedule. For remote interim assessments, the electronically signed record ensures student access to online testing via personal accounts using the proctoring system. For written, oral, combined, and creative exams, the electronic record allows faculty to input results; test exam results are automatically transferred to academic records, while other exam results are entered by the examiner in IS VUZ/SMART via the faculty personal account on the day of the exam.

6.3.5.15 Students take exams strictly in accordance with the approved curriculum, individual study plan, and discipline programs. Access to all forms of exams is through the student personal account at https://portal.ukgu.kz and http://smart.ukgu.kz.

6.3.5.16 For identity verification at exams, students must present their student ID. In remote interim assessment formats, identity verification is conducted by the proctor or proctoring software.

6.3.5.17 During exams, students may use the discipline syllabus and, with the examiner's permission, reference literature as allowed in the syllabus.

6.3.5.18 Examiners may remove students using unauthorized aids (cheat sheets, technical devices) during exams. In remote exams, the proctor annuls exam results via an official act, and the grade "Fail" is recorded, requiring retake.

6.3.5.19 If a student fails to attend an exam, a "Absent" mark is automatically entered in the examination record. For valid reasons, the Dean/Director issues an order for an individualized exam schedule.

6.3.5.20 The Dean/Director may allow students to take exams on an individual schedule for illness, family, or work reasons. Students who, for valid reasons, need to take exams early are also allowed to do so individually.

6.3.5.21 To take exams according to an individual schedule, students must provide the Dean of the Faculty/School or the Director of IPVO with supporting documents, such as those related to official or study-related business trips, medical certificates, childbirth, death of close relatives, or emergency situations.

6.3.5.22 During online learning in emergency situations, and with all supporting documents, a student may submit a request to replace the exam with cumulative assessment of achieved results or to take the interim assessment online according to the exam schedule in the respective academic group.

6.3.5.23 For cumulative assessment, if the current control points range from 30 to 36, they are summed with the minimum passing score for the final exam/differentiated credit (30 points). For current control points above 36, cumulative assessment is calculated using the formula: $X = P \times 100 / 60$.

6.3.5.24 A student who misses an exam, or their relatives in the case of a valid reason, must notify the Faculty/School Dean in writing (or via electronic communication for distance learning, e.g., messaging apps, email) within three days. Within three days after the expiration of the supporting documents, the student must appear at the Dean's Office to arrange an individual exam schedule. Medical certificates are recorded in a special registration journal.

6.3.5.25 Upon submission of supporting documents, the student writes a formal request to the Dean/Director (or submits it electronically for distance learning), which is coordinated with the Director of DSV. Based on the approved request and the student's eligibility rating, an order is issued for the individual exam schedule. The Dean's Office sends this order and the schedule to the Registrar's Office. Documents that do not meet the requirements or are not verified are considered as absence without valid reason.

6.3.5.26 The Registrar's specialist responsible for the Faculty/School creates an individual examination record in ISVUZ/SMART. The record is digitally signed on the day of the exam. For distance learning, the electronic record is signed digitally and opens student access to the exam via the personal account.

6.3.5.27 Individual examination records for students of IITO are issued by the Registrar's specialist responsible for the Faculty/School after entering the eligibility rating for the discipline in the electronic database. The issuance is logged in the journal of individual records.

6.3.5.28 The Registrar's Office organizes exams for students taking exams individually according to the schedule approved by the Dean/Director. Two exams may be taken on the same day.

6.3.5.29 Faculty/School Deans maintain an electronic journal recording students allowed to take exams individually.

6.3.5.30 Retaking a passed exam to improve the grade during the same interim assessment period is not allowed.

6.3.5.31 If a student complains of poor health during an exam, the examiner must immediately direct them to the university medical office or call a medical professional to the exam room, who must document the health condition. If verified, the exam results are annulled, marked as "Absent," and the Dean may extend the exam session by order.

6.3.5.32 Complaints about health conditions after the exam that allegedly affected results are not accepted, and the exam results remain unchanged.

6.3.5.33 For written, oral, creative, and combined exams, examiners are appointed by the Department Head from among qualified professors, associate professors, or senior lecturers with expertise relevant to the discipline.

6.3.5.34 Computer-based tests and written exams are conducted in the presence of examiners appointed by the Rector's order.

6.3.5.35 Authorized Registrar staff, the coordination group of administrative staff, public organization representatives, the University Public Council, and the anti-corruption compliance service monitor the exam process and students' rights. Deviations or violations are recorded and reviewed by the anti-corruption compliance service with public organization participation (e.g., "Adaldyk Alany").

6.3.5.36 Persons not participating in the exam are not allowed without written permission from the Registrar's Office.

6.3.5.37 On the exam day, the Registrar's staff distribute attendance sheets, bound and stamped, to the corresponding classrooms according to the schedule.

6.3.5.38 During the interim assessment, an appeals commission is formed by the Rector's order from faculty with relevant qualifications for the disciplines being examined.

6.3.5.39 Based on interim assessment results, the Registrar's Office compiles an academic ranking of students and conducts an analysis of the session for consideration by the University Academic Council.

6.3.5.40 Final assessment results for a discipline take into account the exam grade and the average score from current performance control over the academic period (eligibility rating).

6.3.5.41 A positive grade in the interim assessment serves as the basis for the credit recognition in the corresponding academic discipline and is automatically recorded in the student's database, forming an academic transcript in the prescribed format.

6.3.5.42 The transcript must include all academic disciplines and/or modules studied by the student, indicating all final assessment grades (including FX and F, equivalent to "Fail").

6.3.5.43 The transcript is issued upon the student's request or upon an official request from legal entities.

6.3.5.44 Students from other higher education institutions who have completed studies at UKGU under an internal academic mobility program are issued a transcript in the prescribed format.

6.3.6 Procedure for Assessing Students' Academic Performance

6.3.6.1 To ensure recognition of students' performance in the international educational space, knowledge assessment is conducted using a point-based letter grading system with the corresponding conversion to the traditional grading scale, as shown in Table 3.

6.3.6.2 Students' academic achievements (knowledge, skills, abilities, and competencies) are assessed on a 100-point scale, corresponding to the internationally accepted letter grading system with a numeric equivalent (passing grades, in descending order, from "A" to "D", and failing grades "FX" and "F"), and their equivalent traditional grades.

- A grade of "FX" (Fail – conditional) allows for retaking the final assessment (exam) in accordance with the university academic calendar without repeating the entire course/module, no more than once. Retaking an "FX" grade is on a paid basis.

- A grade of "F" (Fail) or a repeated "FX" grade requires the student to re-enroll in the course/module, attend all types of classes, complete all academic work according to the program, and retake the final assessment.

Students' academic achievements are evaluated in accordance with the point-based letter grading system, with alignment to the level-based model and conversion to ECTS and the traditional grading scale, as shown in Table 2.

Table-2. Point-Based Letter Grading System of Students' Academic Achievements with Conversion to the Traditional Grading Scale

Grade in the Letter System	Digital equivalent	Score (in %)	Assessment according to the traditional system
A	4,0	95-100	Excellent
A-	3,67	90-94	
B+	3,33	85-89	Good
B	3,0	80-84	
B-	2,67	75-79	
C+	2,33	70-74	
C	2,0	65-69	Satisfactory
C-	1,67	60-64	
D+	1,33	55-59	
D	1,0	50-54	
FX	0,5	25-49	Unsatisfactory
F	0	0-24	

Academic achievements of students in languages (Kazakh, foreign, Russian) are assessed in accordance with the point-based letter grading system for evaluating students' achievements in foreign languages, following the level-based model and converted into ECTS and the traditional grading scale, according to Table 3.

Table 3. Assessment of students' academic achievements in languages (Kazakh, foreign, Russian) in accordance with the point-based letter grading system for evaluating students' achievements in foreign languages, following the level-based model and converted into ECTS and the traditional grading scale.

Level and description of language proficiency according to the Common European Framework	Letter system assessment	Assessment ECTS	Digital equivalent of points	Content in %	Traditional rating scale

<... >
of Reference for Languages (CEFR).					
A1	A	A	4,0	95-100	Excellent
	A-		3,67	90-94	
	B+	B	3,33	85-89	Good
	B	C	3,0	80-84	Good
	B-		2,67	75-79	
	C+		2,33	70-74	
	C	D	2,0	65-69	Satisfactory
	C-		1,67	60-64	
	D+		1,33	55-59	
	D	E	1,0	50-54	Satisfactory
	F	FX, F	0	0-49	Unsatisfactory
The level and description of language proficiency according to the OEC	Letter system assessment	Assessment ECTS	Digital equivalent of points	Content in %	Traditional rating scale
A2	A	A	4,0	95-100	Excellent
	A-		3,67	90-94	
	B+	B	3,33	85-89	Good
	B	C	3,0	80-84	Good
	B-		2,67	75-79	
	C+		2,33	70-74	
	C	D	2,0	65-69	Satisfactory
	C-		1,67	60-64	
	D+		1,33	55-59	
	D	E	1,0	50-54	Satisfactory

The level and description of language proficiency according to the OEC	Letter system assessment	Assessment ECTS	Digital equivalent of points	Content in %	Traditional rating scale
	F	FX, F	0	0-49	Unsatisfactory
B1	A	A	4,0	95-100	Excellent
	A-		3,67	90-94	
	B+	B	3,33	85-89	Good
	B	C	3,0	80-84	Good
	B-		2,67	75-79	
	C+		2,33	70-74	
	C	D	2,0	65-69	Satisfactory
	C-		1,67	60-64	
	D+		1,33	55-59	
	D	E	1,0	50-54	Satisfactory
	F	FX, F	0	0-49	Unsatisfactory
The level and description of language proficiency according to the OEC	Letter system assessment	Assessment ECTS	Digital equivalent of points	Content in %	Traditional rating scale
B2	A	A	4,0	95-100	Excellent
	A-		3,67	90-94	
	B+	B	3,33	85-89	Good
	B	C	3,0	80-84	Good
	B-		2,67	75-79	
	C+		2,33	70-74	
	C	D	2,0	65-69	Satisfactory
	C-		1,67	60-64	

	D+		1,33	55-59	
	D	E	1,0	50-54	Satisfactory
	F	FX, F	0	0-49	Unsatisfactory
The level and description of language proficiency according to the OEC	Letter system assessment	Assessment ECTS	Digital equivalent of points	Content in %	Traditional rating scale
C1	A	A	4,0	95-100	Excellent
	A-		3,67	90-94	
	B+	B	3,33	85-89	Good
	B	C	3,0	80-84	Good
	B-		2,67	75-79	
	C+		2,33	70-74	
	C	D	2,0	65-69	Satisfactory
	C-		1,67	60-64	
	D+		1,33	55-59	
	D	E	1,0	50-54	Satisfactory
	F	FX, F	0	0-49	Unsatisfactory
The level and description of language proficiency according to the OEC	Letter system assessment	Assessment ECTS	Digital equivalent of points	Content in %	Traditional rating scale
C2	A	A	4,0	95-100	Excellent
	A-		3,67	90-94	
	B+	B	3,33	85-89	Good
	B	C	3,0	80-84	Good
	B-		2,67	75-79	
	C+		2,33	70-74	

	C	D	2,0	65-69	Satisfactory
	C-		1,67	60-64	
	D+		1,33	55-59	
	D	E	1,0	50-54	Satisfactory
	F	FX, F	0	0-49	Unsatisfactory

The level and description of language proficiency correspond to the Common European Framework of Reference for Languages (CEFR) for foreign language proficiency (A1, A2, B1, B2, C1, C2).

6.3.6.3 Student performance in the exam is assessed using the grade-point letter rating system, with a weight coefficient of 40%. A positive grade (from A to A− "excellent", B+, B, B−, C+ "good" to C, C−, D, D− "satisfactory") and the grades F and FX "unsatisfactory" are recorded in the exam sheet for the discipline, in the student transcript, and in the consolidated record (academic record) of the academic group.
If a student fails to take the intermediate assessment within the specified period, the student is assigned a grade of "unsatisfactory" ("F").

6.3.6.4 In cases of emergency or circumstances making it impossible to assess a student's achievement of learning outcomes through distance technologies (e.g., lack of access to educational resources, inability to develop practical skills in laboratory or other on-campus conditions and/or practical training), if the student did not have sufficient technical means and/or internet access to fully master the course content and complete the required assignments, the university may allow the student to retake the course with a subsequent exam in the summer semester.
Repeating the course is provided upon the student's request.

6.3.6.5 The assessment of student learning outcomes is based on knowledge measurement tools. Knowledge measurement tools must correspond to the course syllabus and can be developed in various forms: control questions, tickets, tests (open, closed, combined, matching, essay, etc.), laboratory assignments, and other tasks.
The criteria for forming the exam grade for a course must be specified in the course syllabus and program.
The assessment scale serves as the tool for measuring student knowledge. The grading scale is based on the grade-point letter rating system and is presented in Table 4.

Table - 4. A point-rating letter system for assessing students' academic achievements, corresponding to the digital equivalent of a four-point system:

Letter system assessment	Digital equivalent of points	Content in %	Assessment according to the traditional system	Criteria for assessing students' knowledge

				The student demonstrates: - deep and solid assimilation of program material - complete, consistent, competent and logically stated answers for all types of classes; - the ability to freely cope with the tasks set; - correct, informed decisions made, - skills in using information from the main and additional specialized literature in the study of the discipline, - the ability to independently systematize program material; - possession of versatile skills and techniques for performing all types of tasks; - ability to work with foreign literature and Internet information resources; - timely and high-quality performance of all types of tasks.
A	4,0	95-100		
A-	3,67	90-94	Excellent	The student demonstrates: - deep and solid assimilation of program material - complete, consistent, competent and logically stated answers for all types of classes; - the ability to freely cope with the tasks set; - correct, informed decisions made, - skills in using information from the main and additional specialized literature in the study of the discipline, - the ability to independently systematize program material; - possession of versatile skills and techniques for performing all types of tasks; - ability to work with foreign literature and Internet information resources; - timely and high-quality performance of all types of tasks.
B+	3,33	85-89	Good	The student demonstrates: - assimilation of program material; - complete, consistent, competent, without significant inaccuracies, presentation of answers for all types of tasks; - correct application of theoretical knowledge - possession of necessary skills when performing applied tasks - skills in using the recommended literature when studying the discipline, - skills of program material systematization; - mastery of skills and techniques for performing all types of tasks; - timely completion of all types of tasks.
B	3,0	80-84		The student demonstrates: - assimilation of program material; - complete, consistent, competent, without significant inaccuracies, presentation of answers for all types of

				tasks; - correct application of theoretical knowledge - possession of necessary skills when performing applied tasks - skills in using the recommended literature when studying the discipline, - skills of program material systematization; - mastery of skills and techniques for performing all types of tasks; - timely completion of all types of tasks.
B-	2,67	75-79		The student demonstrates: - assimilation of program material; - complete, consistent, competent, without significant inaccuracies, presentation of answers for all types of tasks; - correct application of theoretical knowledge - possession of necessary skills when performing applied tasks - skills in using the recommended literature when studying the discipline, - skills of program material systematization; - mastery of skills and techniques for performing all types of tasks; - timely completion of all types of tasks.
C+	2,33	70-74		The student demonstrates: - assimilation of program material; - complete, consistent, competent, without significant inaccuracies, presentation of answers for all types of tasks; - correct application of theoretical knowledge - possession of necessary skills when performing applied tasks - skills in using the recommended literature when studying the discipline, - skills of program material systematization; - mastery of skills and techniques for performing all types of tasks; - timely completion of all types of tasks.
C	2,0	65-69	Satisfactory	The student demonstrates: - assimilation of basic material; - lack of understanding of the wording when answering all types of tasks; - lack of consistency in the presentation of the material; - difficulties in performing practical tasks independently; - mastery of individual techniques when performing tasks - difficulties in using the literature recommended by the teacher; - difficulties in summarizing individual sections of the studied material;

				- the ability to correct gross mistakes with the help of a teacher; - performing all types of tasks with the elimination of errors.
C-	1,67	60-64		The student demonstrates: - assimilation of basic material; - lack of understanding of the wording when answering all types of tasks; - lack of consistency in the presentation of the material; - difficulties in performing practical tasks independently; - mastery of individual techniques when performing tasks - difficulties in using the literature recommended by the teacher; - difficulties in summarizing individual sections of the studied material; - the ability to correct gross mistakes with the help of a teacher; - performing all types of tasks with the elimination of errors.
Д+	1,33	55-59		The student demonstrates: - assimilation of basic material; - lack of understanding of the wording when answering all types of tasks; - lack of consistency in the presentation of the material; - difficulties in performing practical tasks independently; - mastery of individual techniques when performing tasks - difficulties in using the literature recommended by the teacher; - difficulties in summarizing individual sections of the studied material; - the ability to correct gross mistakes with the help of a teacher; - performing all types of tasks with the elimination of errors.
Д	1,0	50-54		The student demonstrates: - assimilation of basic material; - lack of understanding of the wording when answering all types of tasks; - lack of consistency in the presentation of the material; - difficulties in performing practical tasks independently; - mastery of individual techniques when performing tasks - difficulties in using the literature recommended by the teacher;

				- difficulties in summarizing individual sections of the studied material; - the ability to correct gross mistakes with the help of a teacher; - performing all types of tasks with the elimination of errors.
FX	0,5	25-49	Unsatisfactory	The student demonstrates: - misunderstanding of the wording when answering all types of tasks; - inability to apply certain techniques for completing tasks; - late completion of all types of tasks with the elimination of errors.
F	0	0-24		The student demonstrates: - misunderstanding of the wording when answering all types of tasks; - inability to apply certain techniques for completing tasks; - late completion of all types of tasks with the elimination of errors.

6.3.6.6 The final grade for a course includes both the grades for current performance and the final   assessment.
The grade for current performance (admission rating) accounts for 60% of the final grade for the course, and the exam grade accounts for 40% of the final grade. The maximum score that can be earned on the exam is 40 points. If the exam grade is less than 20 points, the student receives an FX "unsatisfactory" grade regardless of the points earned in current performance.

6.3.6.7 Students who are not admitted to the exam session due to a low current rating (less than 30 points), i.e., a grade of F "unsatisfactory," are granted the right to eliminate the academic debt during the summer semester on a paid basis or in the next semester/trimester on a paid basis. In this case, the student retakes the relevant courses on a paid basis and completes all forms of current and final assessments.

6.3.6.8 A positive final grade serves as the basis for awarding the corresponding number of credits for the respective course.

6.3.6.9 If a student receives an F or FX "unsatisfactory" grade in the final assessment (exam), the final grade for the course is not calculated, and the credits are not awarded.

6.3.6.10 Retaking an FX grade is allowed only once in the same academic period for the intermediate assessment and for no more than three courses per semester. The retake is conducted on a paid basis (University Academic Council decision No. 1 of 27.08.2022).

6.3.6.11 A student who disagrees with the result of the final assessment has the right to submit an appeal to the Chair of the Appeals Committee using the prescribed form no later than the day after the exam.

6.3.6.12 The appeal is submitted online via the Personal Account, with a description of the issue and attached screenshots of the questions and answers considered incorrect. An appeal regarding the intermediate assessment must be submitted within 24 hours of the announcement of the

results. All electronic appeals are sent to the secretary of the Appeals Committee for registration and forwarded to the relevant units for further processing. The committee's decision grants the student a retake during the resit session or a denial. The decision is also available to the student in the Personal Account.

6.3.6.13 The Appeals Committee is established for one academic period by order of the Chair of the Board–Rector of the University.

6.3.6.14 The Appeals Committee is chaired by a Chairperson, who organizes the work of the committee, distributes responsibilities among its members, and oversees its functioning. The Appeals Committee includes:

- Chairperson of the University Appeals Committee;
- University Vice-Rectors;
- Director of the Department of Academic Affairs;
- Director of the Department of Student Affairs;
- Director of the Digitalization Department;
- Director of the Institute of Postgraduate Education;
- Representatives of student organizations and student council;
- Deans of Schools/Faculties and Heads of Departments;
- Teachers whose qualifications correspond to the profile of the courses included in the exam session.

6.3.6.15 The Appeals Committee performs the following functions:

- Receives and reviews student appeals;
- Determines the correctness of test, written, oral questions, exam materials, grading procedures, and identifies any technical issues;
- Makes a decision based on the appeal review;
- Notifies the student of the decision.

6.3.6.16 Appeals are accepted by the technical secretary of the University Appeals Committee.

6.3.6.17 The appeal must specify the grounds for the appeal, which include:

- Incorrectly formulated questions, questions outside the course program, or errors (including ambiguity) in question and test formulations;
- Technical issues;
- Violations of the university's exam procedures;
- Student health condition at the time of the exam;

- Violations of grading methodology;

- Circumstances preventing the teacher from objectively assessing the work.

6.3.6.18 In case of technical issues, the student must clearly specify the exact reason for the technical discrepancy, such as:

- Malfunction of the personal computer or peripheral devices (keyboard, mouse);

- Malfunction of the testing program (opening a second dialog window, unauthorized termination of testing, etc.);

- Missing fragments or text in test questions;

- Power outage or other force majeure circumstances.

6.3.6.19 When submitting an appeal due to technical issues, the student must indicate the exam session's room where the test or written exam was conducted.

6.3.6.20 In the event of a testing session being interrupted due to technical reasons, the duty operator prepares a document recording the technical discrepancy and submits it to the IS VUZ/SMART DC administrator. For online exams (test or written), the student may continue the exam after the Internet connection is restored; for other forms of exams, the student must submit an appeal.

6.3.6.21 The IS VUZ/SMART DC administrator verifies the technical reason and forwards the testing session materials to the Appeals Committee.

6.3.6.22 The Appeals Committee reviews the student's appeal and, based on the documents provided by the IS VUZ/SMART DC administrator for test exams, issues a decision to deny or allow a retake of the test exam. If the decision is positive, an act of exam result annulment is drawn up, and the student is assigned an additional date for the test exam.

6.3.6.23 If a student disagrees with the results of a written, oral, creative, or other form of exam, a commission of senior faculty from the relevant department is created by the Head of the Department. This commission assesses the objectivity of the grading and submits its conclusions to the Chair of the Appeals Committee. The final decision on the student's appeal regarding exam results is made by the Appeals Committee.

6.3.6.24 Based on the Appeals Committee's decision, the Registrar's Office prepares an individual exam record for the student, which supplements the main exam record.

6.3.6.25 If the appeal lacks clear grounds, is submitted outside the deadline, or does not comply with the required form, the Appeals Committee removes the appeal from consideration.

6.3.6.26 The date of the Appeals Committee meeting is set by the Chair of the Committee.

6.3.6.27 Only the grounds stated in the appeal are considered during the appeal process.

6.3.6.28 The Appeals Committee makes decisions by voting and records them in the minutes, signed by the Chair and the technical secretary of the Appeals Committee. Decisions of the Appeals Committee are final and not subject to review.

6.3.6.29 If the decision allows a retake, previous exam results are annulled, and the student is admitted to the retake.

6.3.6.30 If the decision involves adding points, an act of modification of the student's exam result is drawn up, and the results, including the appeal, are entered into the IS VUZ/SMART database by the IS VUZ/SMART DC administrator.

6.3.6.31 Upon completion of professional practice, students submit a report to the relevant department, which is reviewed by the practice supervisor and consultant and defended before a commission established by the Head of the Department. The results of the report defense are graded with a differentiated credit according to the established point-rating letter grading system and entered into the practice record.

6.3.6.32 The practice record for all types of professional practice is issued by the Registrar's Office to the practice supervisor based on the order of the Chair of the Board–Rector regarding student placement for practice.

6.3.6.33 The results of the practice report defense are entered by the practice supervisor into IS VUZ/SMART through the faculty/staff Personal Account.

6.3.6.34 When one supervisor is assigned for the practice (typically educational, introductory, field, etc.), the grade is based on the defense of the submitted report, taking into account demonstrated knowledge and the quality of the report.

6.3.6.35 When two supervisors are assigned (typically pedagogical, industrial, etc.), the final grade is determined based on the practice supervisor's evaluation from the practice database, which accounts for 40% of the final grade, and the evaluation of the report defense by the university-appointed supervisor, which accounts for 60% of the final grade.

6.3.6.36 Students who fail the practice, do not complete the practice program, receive negative feedback, or receive an unsatisfactory grade during the report defense are sent for repeat practice in the next academic period alongside theoretical courses or during the summer semester.

6.3.6.37 Grades for all courses and types of academic work are automatically transferred and stored in the student's transcript, which is generated in the IS VUZ/SMART database and registered in the electronic journal.

6.3.6.38 The transcript is issued:

- Upon the student's request;

- To students arriving at UKGU under academic mobility programs after completing their study period;

- To graduates who have completed the university;

- To students transferring between programs or forms of study;

- To students expelled from the university.

In cases where the student cannot be physically present (e.g., distance learning), the transcript is issued in electronic form.

6.3.7 Organization and Conduct of the State Exam in the Discipline "History of Kazakhstan"

6.3.7.1 To conduct the state exam in the discipline "History of Kazakhstan," the department develops a unified working curriculum based on the standard curriculum for this discipline, applicable for all forms of study and educational programs.

6.3.7.2 The form of the state exam in the discipline "History of Kazakhstan" is determined by the decision of the University Academic Council.

6.3.7.3 To administer the state exam in the discipline "History of Kazakhstan," a State Examination Commission (SEC) is formed for the academic year based on the recommendation of the Dean of the School/Faculty.

6.3.7.4 The Chair and composition of the SEC for the discipline "History of Kazakhstan" are approved by the order of the Chair of the Board–Rector based on the decision of the Academic Council.

6.3.7.5 The SEC meeting schedule is prepared by the DC in the IS system in coordination with the Registrar's Office according to the academic calendar and is approved by the Vice-Rector for Academic Affairs no later than two weeks before the state exam begins.

6.3.7.6 The duration of an SEC session shall not exceed 6 (six) academic hours per day. The work of the SEC is documented in minutes.

6.3.7.7 The procedure for organizing and conducting the state exam in the discipline "History of Kazakhstan," as well as the SEC session procedure, is determined by SMK UKGU PR 8.06-2023 depending on the exam format. For online exams, the state exam is conducted orally via LMS, with all SEC members present in a single room, following all rules for administering the state exam. When forming the SEC, the student cohort is taken into account. If necessary, more than one SEC may be established.

6.3.7.8 The results of the state exam are assessed using the point-rating letter grading system. The final grade is determined taking into account both the admission rating and the state exam score. The admission rating accounts for at least 60% of the final grade for the discipline.

6.3.7.9 If a student receives an "Unsatisfactory" grade on the state exam in the discipline "History of Kazakhstan," they must re-enroll in this discipline in the next academic period or summer semester on a paid basis, attend all types of classes again, complete all current assessment requirements, obtain admission, and retake the state exam.

6.3.7.10 Retaking a positive state exam grade in the discipline "History of Kazakhstan" to improve it is not allowed.

6.3.7.11 A student who disagrees with the result of the state exam submits an online appeal no later than the day following the SEC session. For online exam formats, the appeal is submitted through the Student's Personal Account.

6.3.7.12 The appeal is considered by the SEC.

6.3.7.13 The results of the state exam in the discipline "History of Kazakhstan" are taken into account in the final results of the examination session in which it is scheduled.

6.3.7.14 Upon completion of the state exam, the SEC Chair prepares a report on the work of the SEC, which is discussed and approved at a meeting of the University Academic Council.

6.3.7.15 If the appeal is upheld, a new SEC meeting protocol is prepared. In this case, the results of the previous protocol are invalidated with the note: "Grade revised by Protocol No. _____ dated _____ on page '____'" and signed by all SEC members present.

6.3.8 Final Attestation of Students

6.3.8.1 Completion of an educational program is finalized with a final attestation, which consists of either preparation and defense of a thesis (project) or passing a comprehensive exam.

6.3.8.2 The purpose of the final attestation is to assess learning outcomes and competencies acquired upon completion of the higher education program.

6.3.8.3 The duration and timing of the final attestation are conducted in accordance with state mandatory higher education standards, the academic calendar, and the curricula of the educational programs.

6.3.8.4 For conducting the final attestation, an Attestation Commission (AC) is established for educational programs or fields of study; its procedures and composition are defined by SMK UKGU PR 8.06-23.

6.3.8.5 The competence of the Attestation Commission includes:

1. verifying the level of theoretical and practical training of graduates according to the requirements of educational programs;

2. awarding the degree of "Bachelor" according to the corresponding educational program;

3. developing proposals aimed at further improving the quality of graduate training.

6.3.8.6 The duration of an AC session shall not exceed 6 academic hours per day. For thesis defense, no more than 7–10 students, and for a comprehensive exam, up to 15 students, may be scheduled.

6.3.8.7 The final attestation constitutes at least 8 academic credits in the total volume of the higher education program.

6.3.8.8 Instead of a thesis or diploma project, the following categories of students take two comprehensive exams (1st exam – 3 basic cycle disciplines; 2nd exam – 2 profile cycle disciplines):

1. those undergoing long-term inpatient treatment due to health reasons;

2. students with special educational needs, including children with disabilities, persons with disabilities from childhood, group I disabilities;

3. pregnant students or those raising children under 2 years old;

4. students whose GPA for the entire study period is below 3.0. If such a student has participated in scientific projects/work or is an author/co-author of a completed START-UP, the head of the graduating department may grant the right to complete a thesis/project.

Other cases of replacing a thesis (project) with comprehensive exams are not permitted.

To take the comprehensive exam, the student submits an application to the Chair of the Board–Rector and provides the relevant document (points 1–3). For students listed in point 4, the Dean's office issues an order.

6.3.8.9 With the student's consent, the results of the final attestation may be summed up as a single grade for the comprehensive exams.

6.3.8.10 The defense of a thesis (project) includes the preparation of the thesis (project) and the defense procedure. The thesis (project) aims to assess the analytical and research skills of the graduate.
For online education, the thesis (project) defense for bachelor and specialist graduates is conducted online using the LMS.

6.3.8.11 Theses (projects) are checked for plagiarism. The procedure for verifying the originality of students' written works (term papers, theses/projects, master's dissertations/projects, and doctoral dissertations) is regulated in accordance with SMK UKGU P 8.14-2023.

6.3.8.12 Students are allowed to take the final attestation only if they have fully completed the educational process according to the requirements of the working and individual curriculum and working study programs.

6.3.8.13 The main criterion for completion of the educational process is mastering the required volume of theoretical coursework and fully completing the working and individual curriculum in accordance with the requirements of the WUP and ICP of the educational program.

6.3.8.14 Graduating students who have not fulfilled the requirements of the working and individual curriculum and working study programs remain for a repeat course without attending the summer semester. Students who do not submit an application for the repeat course are expelled by order of the Chair of the Board–Rector based on the recommendation of the Deans of Schools/Faculties in coordination with the Registrar's Office for failure to meet curriculum requirements.

6.3.8.15 A graduating student left for a repeat course due to academic debt from interim assessments and not allowed to take the final attestation has the opportunity to:

- eliminate academic debt during the summer semester and/or autumn semester of the next academic year on a paid basis;

- re-enroll in the autumn semester of the next academic year in accordance with this Academic Policy.

For an academic difference of no more than 10 credits, the student can eliminate it in the summer semester and/or autumn semester of the next academic year on a paid basis and, according to their previously chosen Individual Learning Plan (ILP), proceed to the final attestation.

6.3.8.16 The Chair and composition of the Attestation Commission (AC) are approved by order of the Chair of the Board–Rector based on the decision of the University Academic Council no later than January 10 of the current academic year and remain in effect for the current calendar year.

6.3.8.17 The AC is composed of professors, associate professors, and highly qualified specialists corresponding to the profile of the graduating specialists. The AC consists of a Chair and three members. The Chair of the AC is appointed only from external specialists of third-party organizations, whose qualifications correspond to the profile of the graduating specialists, or from employers in the field of the educational program.

6.3.8.18 The AC work schedule is prepared by the Registrar's Office, approved by the Vice-Rector for Academic Affairs, and communicated at least two weeks before the start of AC activities.

6.3.8.19 Admission of students to the final attestation is formalized by the order of the Dean of the Faculty/School in the form of a list including full names, educational programs, no later than two weeks before the start of the final attestation.

6.3.8.20 No later than five working days before the defense of the thesis (project), the following documents must be submitted to the AC:

1. The scientific supervisor's review, containing a reasoned conclusion: "admitted to defense" or "not admitted to defense";

2. A review of the thesis (project) providing a comprehensive characterization of the submitted work and a reasoned conclusion with a grade according to the credit-rating letter system and the possibility of awarding the degree of "Bachelor" or qualification according to the corresponding educational program;

3. A decision of the graduating department recommending the defense (excerpt from the department meeting protocol);

4. A certificate (in free form) confirming plagiarism check of the thesis (project) in accordance with the Regulations on plagiarism checks at NAO "UKGU named after M. Auezov".

6.3.8.21 No later than three working days before the final attestation, the AC must receive:

1. the order admitting the student to the final attestation;

2. the student's transcript with the calculation of the cumulative GPA for the entire period of study.

6.3.8.22 If necessary, the AC is provided with materials demonstrating the scientific and practical value of the thesis (project), unofficial reviews, written statements from organizations engaged in practical activities related to the thesis (project), certificates or acts of implementation of research results in the educational process, mockups, samples of materials, products, mineral collections, herbaria, etc.

6.3.8.23 A student may defend the thesis (project) only if there is a positive review from the scientific supervisor and at least one review from a specialist whose qualifications match the defended work, as well as a plagiarism check certificate. If the scientific supervisor gives a negative conclusion: "not admitted to defense," the student is not allowed to defend the thesis (project).

6.3.8.24 A student may be admitted to the defense regardless of a positive or negative review from the reviewer.

6.3.8.25 The scientific supervisor of the thesis (project) is assigned by order of the Chair of the Board–Rector for each student, with the topic specified, based on the decision of the School/Faculty Council.

6.3.8.26 The review of the thesis (project) is carried out only by external specialists from third-party organizations whose qualifications correspond to the profile of the defended thesis (project).

6.3.8.27 Reviewers of theses (projects) are approved by order of the Chair of the Board–Rector as a general list submitted by the Head of the graduating department, indicating academic degree, title, place of work and position, and education (academic or professional degree related to the educational program, and higher education diploma).

6.3.8.28 The thesis (project) is submitted to the graduating department for preliminary defense two weeks before the scheduled final defense date according to the Academic Calendar.

6.3.8.29 The preliminary defense is conducted at an open department meeting with the participation of students and mandatory presence of the scientific supervisor and, if necessary, scientific consultants. For online final attestation, the preliminary defense is conducted online using distance learning technologies. The preliminary defense is recorded in a department meeting protocol for each student. The protocol is signed by the Chair and members of the commission. If deficiencies are found, the commission sets a deadline for correction, and upon correction, the student is admitted to the defense. Monitoring the correction of recommendations is the responsibility of the scientific supervisor.
The results of the preliminary defense are discussed at the department meeting. The department

meeting protocol is submitted to the Dean to issue an order for admission to the thesis (project) defense.

6.3.8.30 A completed thesis (project) that successfully passed the preliminary defense and is formatted according to established requirements is signed by the student, scientific consultants, and the standards controller, and submitted to the scientific supervisor.

6.3.8.31 The scientific supervisor writes a written review of the thesis (project). If the thesis (project) is approved, the supervisor signs it and submits it together with the written review admitting the student to defense to the Head of the department. If the thesis (project) is not approved, the supervisor does not sign it but writes a written review justifying the decision not to admit the thesis (project) to defense.

6.3.8.32 Based on these materials, the Head of the department makes the final decision on the thesis (project) and records it on the title page.

If the Head of the department considers it impossible to admit a student to the defense of the thesis (project), this matter is reviewed at a department meeting with the mandatory participation of the student and their scientific supervisor. The department meeting protocol is submitted for approval to the Vice-Rector for Academic Affairs of the university.

6.3.8.33 The defense of the thesis (project) is conducted according to the schedule of the Attestation Commission (AC) and the order of the Dean's Office of the School/Faculty. During the defense, the student presents a presentation, delivers a report (oral presentation) to the commission members, and answers their oral questions.

6.3.8.34 The defense may be conducted online using distance learning technologies and providing a video recording of the presentation and report. During the defense, the student shares their presentation via screen sharing, delivers the report to the commission members via camera, and answers their oral questions.

6.3.8.35 In case of technical problems, students may be asked written questions. In such cases, the technical secretary reads the commission members' questions aloud. The student responds orally or in writing.

6.3.8.36 If the defense process is interrupted, the student immediately contacts the technical secretary with a request to resume. The commission decides whether to continue or terminate the defense.

6.3.8.37 The student is allotted no more than 7–10 minutes for the report (presentation). The total time for the defense of one student, including the oral presentation and answers to commission questions, shall not exceed 15 minutes.

6.3.8.38 After completing the defense of the thesis (project) or the comprehensive exam, the results of the final attestation are announced. Based on the commission members' vote, a protocol is prepared, signed by the Chair, commission members, and the technical secretary. The technical secretary records the voting results.

6.3.8.39 All AC meetings are documented in a protocol. The protocol is completed by the AC secretary, approved as part of the commission, and without voting rights. All protocol forms must be numbered, bound, stamped by the Registrar's Office, and bound in separate books for each type of final attestation by student group before the AC begins work.

6.3.8.40 AC meeting protocols are prepared individually for each graduate. In the case of a comprehensive exam conducted in test format, the basis for the protocol is the examination sheet (in free form).

6.3.8.41 In cases that make it impossible to conduct the final attestation using distance technologies (for example, when attestation must be conducted at a practical site, etc.):

- the final attestation is postponed to a later date, but no later than June 30 of the current academic year;

- the assessment of students' achievement of learning outcomes may also be conducted by assigning a grade accumulated based on the results of intermediate attestation in core and profile disciplines.

6.3.8.42 Decisions on grades for the defense of the thesis (project), as well as on awarding the degree or qualification and issuing a diploma of the university's own format (with or without honors), are made by the AC in a closed session by open vote, by a simple majority of the AC members present. In the event of a tie, the chair's vote is decisive.

6.3.8.43 Results of thesis (project) defenses are assessed according to the point-rating letter grading system. Student grades are entered by the AC secretary into the electronic examination record no later than 20:00 on the date of the final attestation. Results of comprehensive exams are also assessed according to the point-rating letter grading system and entered by the AC secretary into the AC meeting protocol for the comprehensive exam and the electronic comprehensive exam record no later than 20:00 on the date of the final attestation.

6.3.8.44 After completing the work of the AC, all protocols are transferred by act to the Registrar's Office and then to the university archive for storage in accordance with established procedures. Defended theses/projects are submitted after the defense by the AC secretary to the university archive.

6.3.8.45 AC meeting protocols are stored in the university archive in accordance with the requirements of the Law of the Republic of Kazakhstan "On the National Archival Fund and Archives" dated December 22, 1998.

6.3.8.46 A student who misses the final attestation for a valid reason submits a written application in free form to the chair of the AC, provides a document confirming the valid reason, and with permission takes the comprehensive exam or defends the thesis (project) on another day of the AC meeting.

For online final attestation, a student who misses the attestation for a valid reason submits an electronic application in free form to the chair of the commission, provides confirmation of the valid reason, and with permission undergoes the final attestation procedure on another day of the

commission meeting. The date of the repeated session is determined by the commission. A different time for the final attestation may also be provided if a technical malfunction occurred during the defense, preventing the attestation. In this case, the technical secretary issues an electronic act of the technical malfunction and sends a copy of the act to all commission members on the same day.

6.3.8.47 Documents submitted to the AC regarding health conditions after receiving an unsatisfactory grade are not considered.

6.3.8.48 In the defense of the thesis (project), if the thesis (project) is deemed unsatisfactory, the AC determines the possibility of resubmitting the same work (project) after revisions, or developing a new thesis (project) on a different topic in the next academic year. This decision is recorded in the AC meeting protocol.

6.3.8.49 The main criterion for completion of studies in bachelor's programs is the student's completion of at least 240 academic credits over the entire period of study, including all types of student academic activities.

6.3.8.50 Considering the specifics of higher education programs in the fields of Veterinary Science, Architecture, and Design, the main criterion for completion of studies is the student's completion of at least 300 academic credits.

6.3.8.51 A person who did not pass the final attestation must, no later than one month before the start of the final attestation in the following academic year, submit an application to the Chair of the University Board-Rector for permission to take the repeated final attestation.

6.3.8.52 Repeated final attestation is conducted only in those forms in which the student received an unsatisfactory grade in the previous final attestation.

6.3.8.53 Permission to take the repeated final attestation is formalized by an order of the Chair of the University Board-Rector.

6.3.8.54 The list of disciplines included in the comprehensive exams for students who did not pass them is determined by the curriculum in effect in the year the student completed the theoretical course.

6.3.8.55 Re-taking a comprehensive exam or defending a thesis (project) to improve a previously positive grade is not allowed.

6.3.8.56 Re-taking a comprehensive exam or defending a thesis (project) for students who received an "unsatisfactory" grade is not allowed during the current period of final attestation.

6.3.8.57 A student who receives an "unsatisfactory" grade in the final attestation is expelled from the university by order of the Chair of the University Board-Rector as:

- "not having met the requirements of the educational program: failed to defend the thesis (project) or master's dissertation (project)"; or

- "not having met the requirements of the educational program: failed to pass the comprehensive exam."

6.3.8.58 A student who has successfully passed the final attestation and confirmed the completion of the higher education program is awarded the degree of "Bachelor" or "Master," or is conferred the qualification of a specialist in the corresponding educational program by decision of the attestation commission, according to the form of information on the awarded degree and conferred qualification based on the State Educational Standards, provided by the graduating departments. A diploma of the university's own format with an appendix is issued free of charge.

6.3.8.59 Students who have completed a higher education program are issued a university diploma of its own format with an appendix and/or a European Diploma Supplement free of charge.

6.3.8.60 The appendix to the diploma (transcript) indicates the final grades in the point-rating letter grading system for all types of academic and/or research (experimental-research) work, specifying the corresponding volume in academic credits.

6.3.8.61 A student in a higher education program who has received final grades of A, A- ("excellent"), B-, B, B+, C+ ("good") in academic disciplines and other types of academic activity (excluding the final attestation) and has a cumulative GPA of at least 3.5, and who has passed the final attestation with grades of A, A- ("excellent"), is awarded a diploma with distinction (without considering grades in additional types of education). Students who have had to retake or repeat any final control assessments (exams) during their entire period of study are not eligible for a diploma with distinction.

6.3.8.62 After completing the work of the AC, its chair prepares a report on the final attestation of students. A commission is established to review the reports of the AC chairs. The results of the review are discussed and approved at the meeting of the University Academic Council within one month.

6.3.8.63 The report of the AC chair includes tables and an explanatory note. The explanatory note reflects:

1. the level of training of specialists in the given educational program at the higher education institution;

2. the quality of diploma (project) work, including those performed on order from enterprises or organizations;

3. the relevance of the thesis/project topics to the current state of science, technology, culture, and production requirements;

4. the assessment of student knowledge revealed in comprehensive exams and deficiencies in specialist preparation in certain disciplines;

5. an analysis of the quality of specialist training in the given field/program;

6. specific recommendations for further improvement of specialist training at the higher education institution.

6.3.8.64 The report of the AC chair includes a list of university graduates who have completed higher and postgraduate education programs, indicating their full name, educational program, and issued diploma number.

6.3.8.65 The list of graduates who have completed higher and/or postgraduate programs, including their full name, educational program, and the number of the issued university diploma, is entered into the "National Educational Database" information system.

6.3.9 Final attestation of students in master's and doctoral programs

6.3.9.1 Final attestation of students in master's and doctoral programs is conducted in accordance with the State Educational Standards in the form of writing and defending a master's dissertation/project or doctoral dissertation in accordance with the academic calendar and approved curricula.

6.3.9.2 The purpose of the final attestation is to assess the learning outcomes and competencies achieved upon completion of the master's program.

6.3.9.3 For conducting final attestation, the university establishes an attestation commission (AC) for educational programs, program groups, or fields of study. Heads of graduating departments submit candidates for AC chairs to the postgraduate education institute from among persons with an academic degree, academic title, PhD, or doctorate relevant to the profile of the graduating specialists, who are not employed in the given organization. The chair and composition of the AC are approved by an order of the Chair of the University Board-Rector based on the decision of the Academic Council, no later than January 10 of the current academic year, and serve during the current calendar year. The quantitative composition of the AC is determined by the university.

6.3.9.4 Members of the AC include:

- for master's programs – persons with an academic degree/PhD/Doctor of Science, or a doctorate in the profile, corresponding to the profile of graduating specialists; for professional master's programs – qualified practitioners relevant to the profile of graduating specialists;

- for doctoral programs – persons with an academic degree/PhD/Doctor of Science, or a doctorate in the profile, corresponding to the profile of graduating specialists.

6.3.9.5 Students are admitted to the final attestation only after completing the educational process in accordance with the program requirements, approved curricula, and academic plans. Admission to the final attestation of master's and doctoral students is formalized by an order of the Director of the Postgraduate Education Institute at least two weeks before the final attestation and submitted to the AC.

6.3.9.6 Graduating students who have not met the requirements of the educational program, curricula, or academic plans remain for a repeated year of study without attending the summer semester.

6.3.9.7 The AC work schedule is approved by the Director of the Postgraduate Education Institute and made publicly available at least two weeks before the start of AC work.

6.3.9.8 Reviewers of master's dissertations (projects) are approved by an order of the Chair of the University Board-Rector as a general list submitted by the head of the graduating department, indicating place of work, position, and education (academic or professional degree in the specialty, basic higher education diploma).

6.3.9.9 Reviewing master's dissertations (projects) is carried out only by external specialists with academic degrees, titles, PhD, doctorates in profile, or master's degrees from external organizations whose qualifications correspond to the profile of the defended dissertation/project.

6.3.9.10 To retake the final attestation, a student expelled from the university must submit an application no later than one month before the start of the final attestation of the following academic year to the Chair of the University Board-Rector for permission. Admission to the repeated final attestation is formalized by an order of the Rector. Students are admitted to the repeated final attestation only on a paid basis.

6.3.9.11 A master's student in the scientific-pedagogical track is admitted to defend their dissertation if they have at least two publications on the dissertation topic in scientific journals, or in the proceedings of international or national scientific conferences, and/or in scientific journals recommended by the authorized body. A master's student in the professional track is admitted to defend their project if they have at least one publication on the project topic in scientific journals, magazines, or in the proceedings of international or national scientific conferences.

6.3.9.12 A master's student defends the dissertation/project upon receipt of a positive review from the scientific supervisor and one review by a specialist whose qualifications correspond to the profile of the dissertation/project. If the scientific supervisor gives a negative conclusion "not admitted to defense," the master's student is not allowed to defend the dissertation/project.

6.3.9.12-1 In case of emergencies (e.g., a pandemic to prevent the spread of a viral infection), the university may change the format of defending master's dissertations, including conducting it remotely using appropriate information-educational technologies, ensuring collegial assessment. The procedure for final attestation of master's students during a pandemic is regulated in detail by the Instruction on Conducting Final Attestation of Master's Students during a Pandemic.

6.3.9.12-2 For the AC meeting, the university invites the chair and secretary of the commission to maintain the protocol; the other members participate online with mandatory video recording.

6.3.9.13 Based on the results of the master's dissertation/project defense, a grade is assigned using the point-rating system, considering the level of theoretical, scientific, and practical preparation of the student, as well as the reviews of the supervisor and the reviewer.

6.3.9.14 Master's students who have passed the final attestation and confirmed the completion of the corresponding educational program are awarded the degree of "Master" by decision of the AC, and a university diploma with an appendix (transcript) is issued.

6.3.9.15 After the work of the AC is completed, the chair prepares a report on the final attestation of master's students, which is discussed and approved at the University Academic Council meeting within one month from the completion of the AC work.

6.3.9.16 Based on the final attestation results, an order is issued by the Chair of the University Board-Rector on the graduation of master's students who have completed the program and successfully passed the final attestation, awarding them the degree of "Master" in the corresponding educational program.

6.3.9.17 The list of master's graduates who have completed the corresponding programs, indicating full name, educational program, and diploma number signed by the Chair of the University Board-Rector, is submitted to the authorized education body within one month of the issuance of the graduation order.

6.3.9.18 The organization and conduct of doctoral dissertation defenses are carried out in accordance with the Model Regulations on the Dissertation Council.

6.3.9.19 Individuals who have completed the doctoral program and defended their doctoral dissertation, upon a positive decision of the dissertation councils of universities with special status or the Committee for Quality Assurance in Science and Higher Education of the Ministry of Science and Higher Education of the Republic of Kazakhstan, are awarded the degree of Doctor of Philosophy (PhD) or Doctor in the field and issued a university diploma of its own format.

6.3.9.20 PhD holders, to deepen scientific knowledge and solve scientific and applied problems on a specialized topic, undertake postdoctoral programs or conduct research under the supervision of a leading scientist selected by the university.

6.3.9.21 Graduates of professional doctoral programs engage in scientific and pedagogical activities only if they have completed the cycle of pedagogical courses and pedagogical practice. This cycle is completed during an additional academic period (if not included in the doctoral program), after which a corresponding certificate is issued along with the main diploma.

6.3.9.22 A doctoral student who has completed the full theoretical course of the doctoral program but has not completed the research work (R&D/Experimental research) is allowed to retake the academic credits for the research work and defend the dissertation in subsequent years on a paid basis.

6.3.9.23 A doctoral student who has completed the full theoretical course of the doctoral program, completed the research work (R&D/Experimental research), but has not defended the doctoral dissertation, receives credits for the completed work and may defend the dissertation within two years after graduation free of charge, and in subsequent years on a paid basis, with a minimum of 4 academic credits.

6.3.9.24 After 3 years from graduation, the doctoral student is allowed to defend the dissertation only after re-approval of the scientific justification of the dissertation research (research proposal) on a paid basis.

6.4 Transfer, Expulsion, and Reinstatement of Students

6.4.1 Procedure for Student Transfer

6.4.1.1 Student transfers from one year to another, from one higher education organization (HEO) to another, or from one educational program to another in all fields of study are carried out by order of the Chair of the University Board-Rector. Transfers from one program to another or from one form of study to another are only allowed on a tuition-paid basis. Students studying under a state educational grant may transfer between programs without losing the grant only within the same group of educational programs (GOP).

6.4.1.2 Transfers and reinstatements of students from one program to another, or from one HEO to another, are carried out during summer and winter holidays according to the academic calendar of YUKU. In cases of emergencies, including social, natural, or technological situations, military conditions, or armed conflicts in the country of study, transfers and reinstatements of citizens of the Republic of Kazakhstan from foreign HEOs are carried out during the academic year. A student may be transferred or reinstated into any HEO regardless of the timing of their expulsion.

6.4.1.3 If the authorized body suspends, revokes, or cancels a license or its annex for educational activities, students of the affected HEO are transferred to another HEO to continue studies within the current semester from the date of the decision. In the event of voluntary termination of a license or its annex, or liquidation of an HEO, students are transferred to another HEO to continue studies within the current semester from the date of termination or liquidation. If accreditation is suspended, revoked, or expires, students of the affected HEO are transferred to another HEO within one month from the date of the decision.

6.4.1.4 A student may be transferred or reinstated after expulsion only if they have fully completed the first academic period of the program according to their individual study plan. Transfers from tuition-based study to state-funded study are carried out according to the procedure approved under paragraph 5) of Article 4 of the Law "On Education."

6.4.1.5 A student studying under an educational grant may transfer to another HEO while retaining the grant, which must be indicated in the application.

6.4.1.6 When transferring a student, the faculty/college dean, in coordination with the Registrar's office, considers the field of study, the program profile, academic performance, and any cases of academic integrity violations. For transfers or reinstatements requiring recognition of prior learning, the university administration forms a corresponding commission. Transfers or reinstatements are carried out only if the university holds a license and/or annex for educational activities and, if applicable, international specialized accreditation from national or foreign accrediting bodies listed in the OECD member state registries and/or associations in the field of education. If a license is suspended, revoked, voluntarily terminated, or the HEO is liquidated, or accreditation is suspended, revoked, or expired, transfers and reinstatements to that HEO are not allowed.

6.4.1.7 Students admitted under grants allocated for specific HEOs, as well as students in pedagogical programs within the designated quota, may only transfer to another HEO on a tuition-paid basis.
Transfers of students, master's students, and residency program participants from other HEOs to a national HEO or another HEO require payment of the difference in the cost of the educational grant.

6.4.1.8 Transfers between groups of programs requiring creative preparation are allowed only with a Unified National Testing certificate with a score not lower than the threshold set by the Model Rules for Admission to Higher and Postgraduate Education Programs, approved by the Minister of Education and Science of the Republic of Kazakhstan (Order No. 600, October 31, 2018).
Transfers from other creative program groups to pedagogical programs also require a valid Unified National Testing certificate meeting the established threshold.

6.4.1.9 Transfers from foreign HEOs are allowed only if the state educational order is allocated for the relevant education level, field, and year of admission, and/or the institution has international specialized accreditation from recognized national or foreign accrediting bodies in the OECD member state registries/associations.
The university must update the "National Educational Database" within three working days after issuing a decision on transfer, expulsion, admission, or enrollment.

6.4.1.10 Student applications for transfer or reinstatement are reviewed by the receiving HEO at least 5 days before the start of the next academic period. Applications are submitted electronically through the university website under "Transfer and Reinstatement."

6.4.1.11 Electronic applications are automatically registered in the electronic journal with a number and date of receipt.

6.4.1.12 If a student submits an incomplete set of documents or documents with expired validity, their application is rejected, with the status indicated in "Application Status."

6.4.1.13 If the student submits a complete set of documents and meets all transfer and reinstatement requirements, the status "Approved" is reflected in the application status.

6.4.1.14 Academic differences in prior learning are determined during transfer or reinstatement.

6.4.1.15 Academic differences in program subjects are assessed based on the list of completed courses, their syllabi, and academic hours or credits indicated in transcripts or certificates for those who have not completed the program.

6.4.1.16 Students transferring from a foreign HEO must provide a document on completed curricula (academic transcript or certificate) and a document confirming completion of the previous education level, which must undergo recognition in Kazakhstan according to the Rules for Recognition of Education Documents approved by the Minister of Science and Higher Education.

6.4.1.17 To eliminate academic differences, students enroll in the relevant courses on a tuition-paid basis, attend all classes in the next academic period or summer semester, complete all ongoing assessments, and are allowed to take final assessments.

6.4.1.18 If courses for academic difference are not included in the current academic period schedule, students enroll in them during the summer semester. State scholarships are assigned to transferred students and master's students based on their previous semester's performance according to the Rules for Scholarship Assignment.

6.4.1.19 Academic differences not completed in the summer semester are counted as academic debt.

6.4.1.20 Transfers and reinstatements are carried out at the same year level if the total credit volume of the difference in required and elective courses does not exceed 30 ECTS.

6.4.1.21 Transfers and reinstatements to the final year are carried out provided that academic differences are eliminated without exceeding the student's workload (weekly load).

6.4.1.22 When transferring or reinstating to the same program and year, elective component courses are subject to credit transfer according to their credit volume.

6.4.1.23 The subsequent year of study for transferred or reinstated students is determined taking into account prerequisites established by the graduating departments for the corresponding program.

6.4.1.24 Students called for military service in the Armed Forces of the Republic of Kazakhstan during their studies are reinstated to the corresponding year of study. The relevant dean's offices determine the list of prerequisites required for completion in the current academic year.

6.4.1.25 Credit transfer is carried out based on a comparison of educational programs, the content of completed courses, their volume, acquired knowledge, skills, competencies, and learning outcomes.

6.4.1.26 When transferring credits for completed courses, differences in final assessment forms are not considered. Credits are converted to the letter grading system corresponding to the numeric equivalent on a 4-point scale from a minimum of D (1.0; 50–54%) to a maximum of A (4.0; 95–100%), according to the Rules for Organization of the Educational Process Using Credit Technology, approved by the Order of the Minister of Education and Science of the Republic of Kazakhstan No. 152 of April 20, 2011.

6.4.1.27 The transfer of a student studying under a state educational grant from another HEO to the university is carried out under the following conditions:

- A student studying under an educational grant at another HEO may transfer to the university while retaining the grant.

- Students admitted to targeted grant places allocated to specific HEOs, as well as pedagogical programs within the quota, may transfer to the university only on a tuition-paid basis.

- Transfers of students under a state educational grant from another HEO to a lower year or a different program are only allowed on a tuition-paid basis.

6.4.1.28 The procedure for transferring a student under a grant or tuition-paid basis from another HEO to the university is as follows:

- The student wishing to transfer submits a written application for transfer to the head of the HEO where they are currently enrolled. After receiving written consent for the transfer, stamped by the HEO, the student fills out an electronic application on the YUKU website.

- The student attaches a scanned transcript and the written application addressed to the head of the previous HEO (signed and stamped).

- The relevant commission, based on the submitted documents, determines the differences in curricula and, taking into account completed prerequisites, establishes the appropriate year of study, transfers credits according to the program, and the dean approves the student's individual study plan in coordination with the Registrar's office.

- Based on the commission's decision, the Chair of the University Board-Rector issues an order for the student's transfer.

6.4.1.29 Within three working days from the date of issuance of the transfer or reinstatement order, the Student Office sends a written request to the previous HEO for the transfer of the student's personal file.

6.4.1.30 Upon receipt of the request by the sending HEO, the Chair of the University Board-Rector issues an order to expel the student with the wording: "expelled due to transfer to (name of HEO)," and within three working days of the expulsion order, the student's personal file is sent to the receiving HEO. The sending HEO retains a copy of the transcript, student ID, and an inventory of the transferred documents.

6.4.2 Transfer from One Year to the Next

6.4.2.1 The promotion of students from one academic year to the next is carried out based on the results of the academic year (interim assessments), taking into account the results of the summer semester and accumulated credits.

6.4.2.2 A mandatory condition for the promotion of students from one year to the next is the achievement of at least the minimum number of transfer credits established by the university.

6.4.2.3 The promotion of a student from one year to the next is formalized by an order of the University Rector.

6.4.2.4 A student studying under an educational grant or state educational order (hereinafter – state order) who has achieved the established transfer score and is promoted to the next year, if having any academic arrears, eliminates them on a tuition-paid basis while retaining the educational grant or state order place.

6.4.2.5 By the decision of the University Academic Council (Protocol No. 11 dated 25.04.2024), the following threshold GPA values are established for the promotion of students from one year to the next in bachelor's programs (Table 1):

Table 1. Threshold GPA Values for Promotion of Full-Time Students from Year to Year

Education level	for the 2nd year	for the 3rd year	for the 4th year	for the 5th year
Bachelor's Degree	18	12	0 6 (for 5 years)	0

6.4.2.6 Students who have achieved the minimum transfer score are promoted to the next year based on a submission from the Dean of the Faculty/School by order of the University Rector.

6.4.2.7 Based on the results of examination sessions (interim assessments) and taking into account the results of the summer semester, the Dean of the Faculty/School prepares a draft order for the promotion of students from year to year.

6.4.2.8 A student studying under an educational grant who is held back to repeat the year loses the grant and continues studying on a tuition-paid basis.

6.4.3 Organization and Conduct of the Summer Semester

6.4.3.1 The summer semester is organized on a tuition-paid basis with a duration of 10 weeks. The summer semester is divided into Summer Semester 1 (6 weeks) and Summer Semester 2 (4 weeks). Summer Semester 1 is organized to meet the needs for additional training, elimination of academic arrears or differences in curricula, studying academic disciplines, and obtaining credits by students from other educational institutions with mandatory recognition of these credits by their home university, or for mastering related or additional educational programs, including within dual-degree education. Summer Semester 2 is intended solely for additional training, with the possibility of eliminating academic differences for transferred or reinstated students.

6.4.3.2 The organization of the summer semester is carried out in accordance with the academic calendar and is entrusted to the Registrar's Office and the Faculties/Schools.

6.4.3.3 The following categories of students are allowed to participate in the summer semester:

- Those with academic arrears from the previous period of study, including students who missed exams without valid reasons;

- Those with academic differences during reinstatement, transfer, or return from academic leave.

6.4.3.4 Payment for credits of courses studied in the summer semester is made according to the approved budget for the summer semester (calculated based on the cost per credit and semester duration) and depends on the registration type and number of credits.

6.4.3.5 Admission of tuition-paying students to classes and exams of summer semester courses is carried out by order of the Dean of the Faculty/School or Director of the Institute of Postgraduate Education. Students must provide a copy of the payment receipt for the summer semester (for academic arrears, academic differences, or additional courses) to the Dean's Office, complete the courses, after which the Dean's Office records automatic permission in the information system (asu.ukgu.kz / smart.ukgu.kz) on the "Summer Semester" portal for the student to take the course exam.

6.4.3.6 A staff member of the Registrar's Office, upon admission of a student through payment, generates an electronic examination record in the system.

6.4.3.7 Students of YUKU and other educational institutions have the right to register and study, on a tuition-paid basis, additional courses in the summer semester that are neither academic differences nor academic arrears. To do so, they submit an application in the prescribed form during summer semester registration.

6.4.3.8 To retake an exam with a grade of "F" or "FX" to a passing grade, or to improve GPA, a student must attend all types of classes provided in the curriculum for that course in the summer semester, obtain permission, and take the final assessment. In this case, the student must re-register for the course.

6.4.3.9 Students are allowed to study courses totaling no more than 30 ECTS in the summer semester (Summer Semester 1 – 20 ECTS; Summer Semester 2 – 10 ECTS).

6.4.3.10 The organization of the university summer semester is carried out according to the following procedure:

- Within 3 days after the end of the spring examination session, a student submits an electronic application via the Personal Account to the Dean of the Faculty/School or Director of the Institute of Postgraduate Education expressing their intention to participate in the summer semester to eliminate academic arrears, academic differences, or for additional course study.

- The Dean of the Faculty/School or Director of the Institute of Postgraduate Education reviews the student's application, decides on admission to the summer semester, determines the types of academic work and the number of credits, after which the student makes the corresponding payment at the bank and submits a copy of the payment receipt for the summer semester to the Dean's Office.

- To prevent and avoid falsification of the summer semester payment receipt, the Dean of the Faculty verifies student payments against the data from the University Financial Department.

- The Dean of the Faculty/School or Director of the Institute of Postgraduate Education issues an order permitting students to attend the summer semester, indicating the courses and number of credits, and sends a copy to the Registrar's Office.

6.4.3.11 The Registrar's Office registers students from other higher education institutions for the summer semester using the established form via the university website, forms academic groups ensuring sufficient size (at least 5 students), and prepares lists of students by course. YUKU student groups for participation in the summer semester are formed according to the Dean's order on admission to the summer semester.

6.4.3.12 The Faculty/School prepares the class schedule for summer semester courses and approves it with the Vice-Rector for Academic Affairs. When preparing the schedule, the availability of instructors involved in the summer semester is taken into account. The schedule is compiled based on the total classroom workload corresponding to the academic credits allocated for each course, specifying all types of classes.

6.4.3.13 Experienced instructors with the required qualifications are involved in teaching summer semester courses.

6.4.3.14 Exams for courses studied during the summer semester are conducted in the same format as during the academic year. The summer semester exam schedule is developed by the Registrar's Office and approved by the Vice-Rector for Academic Affairs.

6.4.3.15 Summer semester exams are organized in strict compliance with the university's standards.

6.4.3.16 Registration for summer semester courses for students from other universities in Kazakhstan is conducted electronically on a tuition-paid basis, specifying the courses and number of credits through the university website.

6.4.3.17 The Deputy Dean for Academic and Methodological Work of the relevant Faculty/School verifies the availability of requested courses and disciplines in the summer semester and marks them on the website as available or unavailable. If the requested courses are available, the Registrar's Office issues an order admitting students from other institutions to attend the summer semester at YUKU. Students from other institutions can check the status of their application on the website.

6.4.4 Procedure for Reinstatement of Students Expelled for Non-Payment of Tuition

6.4.4.1 A tuition-paying student expelled for non-payment may be reinstated within 6 weeks from the date of expulsion upon settlement of the outstanding debt.

6.4.4.2 The reinstatement procedure at the university is as follows:

- The student submits a reinstatement application to the Chairman of the University Board – Rector via the relevant Dean's Office, expressing their intention to continue studies.

- The application must include: an excerpt from the expulsion order and the payment receipt for tuition.

6.4.4.3 Based on the submitted documents, the Dean of the Faculty/School or Director of the Institute of Postgraduate Education issues an order for reinstatement into the university within 3 working days.

6.4.4.4 If the reinstatement period expires, the student is considered expelled for non-payment and may be reinstated only during the vacation period.

6.4.5 Dismissal of Students from the University

6.4.5.1 Students may be dismissed from the university for the following reasons:

1. Academic failure;
2. Violation of academic integrity principles;
3. Violation of the University's Internal Regulations and Charter;
4. Violation of the terms of the educational services agreement (e.g., loss of contact with the university, systematic absenteeism from classes without valid reasons—more than 60 hours missed, or more than 30 hours for final-year students; failure to return from academic leave—no more than 1 week—or international assignment—more than 2 weeks; failure to start a repeated course; violation of dormitory rules), including non-payment of tuition;
5. Death;
6. Failure to attend the final assessment;
7. Failure to meet the requirements of the educational program: not defending a diploma thesis/project or master's dissertation/project, or not passing a comprehensive exam (for students who received a final grade of "unsatisfactory");
8. Dismissal due to transfer to another higher education institution;
9. Voluntary withdrawal.

A transcript is issued to a student dismissed from the university, signed by the Chairman of the Board – Rector and sealed. The transcript records all courses and/or modules studied by the student with final grades, including FX and F.

6.4.5.2 Voluntary withdrawal is carried out based on a written application submitted by the student to the Chairman of the Board – Rector of the university.

6.4.5.3 Dismissal due to transfer to another higher education institution is carried out based on a request from the receiving institution.

6.4.5.4 Dismissal for failure to comply with the educational services agreement or payment terms (based on data from the University Financial Department) is carried out during the academic year based on a recommendation from the Dean of the Faculty/School or Director of the Institute of Postgraduate Education.

6.4.5.5 Dismissal due to death is carried out based on a recommendation from the Dean of the Faculty/School.

6.4.5.6 Dismissal for violation of the University's Internal Regulations and Charter is carried out in the event of a single gross violation of public discipline or offense by order of the Chairman of the Board – Rector.

6.4.5.7 A final-year student who fails to meet the requirements of the working and individual study plan and curriculum remains on a repeated course without attending the summer semester.

If the student does not submit an application for a repeated course, they are dismissed based on a recommendation from the Deans of Faculties/Schools and in coordination with the Registrar's Office by order of the Chairman of the Board – Rector.

6.4.5.8 A final-year student left on a repeated course due to academic debt from the winter intermediate assessment and not allowed to undergo pre-diploma practice and final assessment may:

- Eliminate academic debt in the summer semester and/or the fall semester of the following academic year on a tuition-paid basis;
- Be reinstated in the fall semester of the following academic year under the conditions of this Academic Policy.

For an academic difference of no more than 10 credits, the student eliminates it in the summer semester and/or the fall semester of the following academic year on a tuition-paid basis and, according to the previously chosen Individual Learning Path (ILP), proceeds to the final assessment.

6.4.5.9 Students who fail to attend the final assessment (comprehensive exam or diploma/project defense), as well as those who receive an "unsatisfactory" grade, are dismissed from the university based on a recommendation from the Dean of the Faculty/School and in coordination with the Registrar's Office by order of the Chairman of the Board – Rector.

A student receiving an "unsatisfactory" grade is dismissed from the higher education institution by order of the institution's head as "failed to meet the requirements of the educational program: did not defend a diploma/project" or "failed to meet the requirements of the educational program: did not pass a comprehensive exam."

6.4.5.10 Students may not be dismissed during illness, holidays, or academic leave for health reasons. Preliminary dismissal lists are posted on the Faculty/School notice board at least 7 days before the start of the dismissal procedure.

6.4.5.11 Students holding educational grants who are dismissed from the university lose their grant.

6.4.5.12 Valid reasons for missing classes may include medical indications confirmed by a medical certificate provided to the Dean's Office within 3 days of illness, business trips, participation in national or international sports or other events with the university administration's consent, as well as force majeure circumstances confirmed by relevant documents.

6.4.6 Procedure for Awarding Vacant Educational Grants

6.4.6.1 Procedure for awarding vacant educational grants for the payment of higher or postgraduate education leading to the award of the degree "Bachelor" or "Master," which become available during the process of obtaining higher or postgraduate education.

6.4.6.1.1 Vacant educational grants that become available during the process of obtaining higher or postgraduate education (hereinafter – vacant grants) are awarded on a competitive basis to students studying on a paid (tuition fee) basis within groups of educational programs. The competition is conducted based on the results of interim attestation, according to the

student's Grade Point Average (GPA), with the issuance of a certificate confirming the award of the educational grant.

6.4.6.1.2 The process of allocating vacant educational grants is transparent and accessible. An announcement of the open competition is published on the university's website auezov.edu.kz, on the "Professor" portal portal.ukgu.kz, and on smart.ukgu.kz, indicating the number of vacant educational grants by field of study and year of study. In the case of identical GPA scores, preference is given to students with grades of only A, A– ("excellent"); next in priority are students with grades ranging from A, A– ("excellent") to B+, B, B–, C+ ("good"); followed by those with mixed grades throughout their period of study.

6.4.6.1.3 The awarding of vacant educational grants that become available during the process of obtaining higher and/or postgraduate education is carried out during the summer and winter breaks on a competitive basis in the following order:

1. A student studying on a paid (tuition fee) basis submits an electronic application through the Personal Account addressed to the Chair of the Management Board – Rector of the University for further study under an educational grant for higher or postgraduate education, indicating consent to the public disclosure of their GPA score;

2. The University publishes on its website information about the applicants for the vacant grants, including their GPA scores, by field of study, year, and group of educational programs;

3. The received applications are reviewed at a meeting of the Academic Council and/or the Board of Directors;

4. Based on the decision of the Academic Council and/or the Board of Directors, the University, by August 5 and January 25 of the current year respectively, submits to the authorized body in the field of education a list of candidates recommended for transfer to vacant educational grants for further decision-making. The list is accompanied by copies of the student's application, the decision of the Academic Council, an extract from the student's transcript, a copy of the identity document, and the original certificate of the educational grant holder who was expelled from the university.

6.4.6.1.4 Vacant educational grants that become available during the process of obtaining higher and/or postgraduate education and are submitted to the authorized body in the field of education due to the absence of applicants shall be reallocated by the commission on a competitive basis.

6.4.6.1.5 The list of vacant educational grants that become available during the process of obtaining higher and/or postgraduate education and are submitted by the university due to the absence of applicants shall be published on the website of the authorized body in the field of education.

6.4.6.1.6 The competition is held among tuition-paying students from other higher and (or) postgraduate educational institutions (HEIs) who have submitted documents for participation in the competition, within the framework of educational program groups and academic years, based on the results of interim attestation.

6.4.6.1.7 The authorized body in the field of education reviews the submitted documents by educational program groups, forms, and duration of study, taking into account the year of admission. If the decision is positive, it issues an order for awarding the vacant educational grant for higher and/or postgraduate education. In the absence of applicants for a specific educational program group, the vacant educational grants that become available during the process of obtaining higher and/or postgraduate education are redistributed within the corresponding field of training or area of education.

6.4.6.1.8 Based on the order of the authorized body in the field of education, the National Testing Center issues a certificate and transfers the data to the respective higher and (or) postgraduate educational institutions within three working days.

6.4.6.1.9 On the basis of the certificate confirming the award of the educational grant, the Chair of the Management Board – Rector of the University issues an order for the student's further study under the educational grant.

6.4.6.2 Procedure for Awarding Vacant Educational Grants for the Payment of Higher or Postgraduate Education Leading to the Degree of "Bachelor" or "Master" Funded by the Local Budget

6.4.6.2.1 The competition for awarding educational grants for the payment of higher or postgraduate education leading to the degree of "Bachelor" or "Master" funded by the local budget (hereinafter – MEO educational grants) is conducted by the competition commission of the local executive body (MEO), established by order of the akim of the respective region and/or a city of republican significance, or the capital.

6.4.6.2.2 The awarding of vacant MEO educational grants that become available during the process of obtaining higher and/or postgraduate education is carried out by the MEO commission during the summer and winter breaks for available vacant places on a competitive basis, in accordance with the procedure set forth in Clause 6.4.5.1 of this Academic Policy.

6.4.7 Granting of Academic Leave

6.4.7.1 Academic leave is granted to students on the basis of:

1. a conclusion of a medical advisory commission at an outpatient or polyclinic organization for a period of 6 to 12 months due to illness;

2. a military draft notice;

3. the birth or adoption of a child until the child reaches the age of three years.

6.4.7.2 To apply for academic leave, a student submits an application addressed to the Chair of the Management Board – Rector of the University, obtains the Dean's approval, and presents the application along with supporting documents to the Department of Student Affairs (DSA). Upon receipt, the DSA specialist verifies the authenticity of the document copies against the originals and returns the originals to the applicant. If any documents are found to be invalid or inconsistent with the established requirements, the DSA specialist refuses to accept the application.

List of supporting documents:

- For academic leave due to illness (for a period of 6 to 12 months):

    1. a student's (or their legal representative's) application for academic leave addressed to the Chair of the Management Board – Rector of the University;

    2. a medical advisory commission report (hereinafter – MAC) from an outpatient or polyclinic organization.

- For academic leave due to the birth or adoption of a child under three years of age:

    1. a student's (or their legal representative's) application for academic leave addressed to the Chair of the Management Board – Rector of the University;

    2. documents (certificate) confirming the birth or adoption of the child.

- For academic leave granted to students called up for military service:

    1. a student's (or their legal representative's) application for academic leave addressed to the Chair of the Management Board – Rector of the University;

    2. a certificate of conscription for military service.

6.4.7.3 In the case of a positive decision, based on the submitted documents, an order of the Chair of the Management Board – Rector of the University is issued within three working days, granting the student academic leave and specifying its start and end dates.

6.4.7.4 Upon returning from academic leave, within three working days, the student submits an application addressed to the Chair of the Management Board – Rector of the University and provides:

- a medical advisory commission (MAC or Central MAC) certificate on their state of health issued by the medical organization that supervised the student, containing a conclusion on their fitness to continue education under the given educational program; or

- a military ID card with a note on registration with the State Corporation "Government for Citizens."

Based on the submitted documents, the Chair of the Management Board – Rector of the University issues an order within three working days for the student's return from academic leave, indicating the educational program, year of study, and group.

6.4.7.5 The Dean of the Faculty/School or Director of the Institute of Postgraduate Education, based on the submitted documents, determines the academic difference in the working curricula, the year of study, and approves the student's individual study plan in coordination with the Registrar's Office.
Upon returning from academic leave, the student resumes their studies from the academic year (and period) in which the leave was granted.

6.4.7.6 If the start or end date of academic leave does not coincide with the beginning or end of the academic period, the student, according to an individual schedule, completes all academic

assignments and earns the required admission rating points, or enrolls in summer semester courses to eliminate academic differences on a paid basis.

6.4.7.7 To eliminate academic differences, the student, in parallel with current studies, attends all types of classes during the academic period, completes all types of ongoing and midterm assessments specified in the working curriculum for those disciplines, obtains admission, and passes the final assessment during the interim attestation period or in the summer semester. The elimination of academic differences is carried out on a paid basis.

6.4.7.8 Students returning from academic leave are granted state scholarships only after eliminating academic differences in their study plans.

6.5 University-Issued Educational Documents

6.5.1 A student who has successfully passed the final attestation and confirmed mastery of the educational program of higher and/or postgraduate education shall, by the decision of the attestation commission, be awarded the degree of "Bachelor" or "Master" or conferred the qualification of a specialist in the relevant educational program, in accordance with the form of information on the awarded degree and qualification based on the State Compulsory Educational Standards (SCES) of the educational program provided by the graduating departments. The student is issued, free of charge, a diploma of the university's own design with a transcript. Students who have completed a higher education program are issued a document of education of the university's own design with a transcript and/or a European Diploma Supplement free of charge.
The diploma supplement (transcript) includes the final letter grades based on the point-rating system for all types of academic and/or research (experimental) work, indicating their volume in academic credits and hours.

6.5.2 The University ensures the ordering and acquisition of blank forms for educational documents of its own design, their completion, and issuance to graduates along with the corresponding supplements.

6.5.3 The format and requirements for filling in educational documents of the university's own design and their supplements are determined by the University, taking into account the main requirements for the content of such documents. They are approved by the Board of Directors and regulated by the *Regulation on the Organization of Issuance of Documents of the University's Own Design* at M. Auezov South Kazakhstan University. The form and design of educational documents of the university's own design are determined by the University and approved for a period of at least five years.

6.5.4 A diploma of the university's own design on higher and postgraduate education is invalid without the accompanying supplement.

6.5.5 Documents of the university's own design contain security marks.

6.5.6 Documents of the university's own design use automatic identification and data collection technology and/or a QR code (at least 3×3 cm in size). The serial numbers and QR codes of educational documents of the university's own design are generated using a special service provided by the authorized body in the field of education.

Generation of document numbers is based on student data entered into the "National Education Database" information system. Documents of the university's own design without generated serial numbers and QR codes are considered invalid.

6.5.7 The Ministry of Science and Higher Education of the Republic of Kazakhstan establishes the series and numbering for each type of educational document of the university's own design. The series of the diploma is formed based on the type of issued educational document and is represented by an alphabetical code corresponding to the document type. Educational documents of the university's own design have the following series:

1. Diploma of higher education with the award of a Bachelor's degree – BD;

2. Diploma of higher education with the conferral of a qualification – BQ;

3. Diploma of postgraduate education with the award of a Master's degree – MD;

4. Diploma of postgraduate education with the award of a Master of Business Administration degree – MBA;

5. Certificate supplement to the Master's diploma – CMD;

6. Certificate of pedagogical retraining – CPR;

7. Diploma of postgraduate education with the award of the Doctor of Philosophy (PhD) degree – PhD.

Numbering for each type of educational document of the university's own design is generated using a special service.

The document series of the university's own design issued to graduates since 2021 are approved by the authorized body in the field of education.

6.5.8 Generation of serial numbers and QR codes for educational documents of the university's own design is carried out using a special service based on the data of students entered into the National Education Database.

The diploma number is represented by an 11-digit unique numeric code linked to information about the student's education.

6.5.9 The completion of educational documents of the university's own design is carried out by the Registrar's Office using printing devices (except for data filled in manually), according to the approved form in the IS VUZ/SMART system based on the protocol of the Attestation Commission.

6.5.10 The blank forms and supplements to educational documents of the university's own design are completed in the state, English, and/or other languages (such as Russian).

6.5.11 To ensure control over the acceptance, storage, issuance, and disposal of blank forms of educational documents of the university's own design, a permanent commission consisting of at

least five members is established by the order of the Chair of the Management Board – Rector of the University.

6.5.12 The report on the use of blank forms of educational documents of the university's own design for the corresponding academic year is submitted by the responsible officer to the University Accounting Department and the National Testing Center.

6.5.13 Unused blank forms of educational documents of the university's own design and their quantity are indicated in reports on the movement of forms. In case of shortages of blank forms, the commission draws up an act indicating the place and date of inventory.

If lost blank forms are discovered, the commission prepares an act and transfers them for safekeeping to the responsible officer of the Department of Student Affairs. If the blank forms are damaged during use, an act is drawn up for the spoiled forms. The act includes the cut-out and pasted numbers and series of the damaged forms, while the remaining parts of the forms are destroyed.

If changes are made to the content of blank forms, the old forms are destroyed by the University based on a decision of the Chair of the Management Board – Rector and documented in an official destruction act. The act includes the cut-out and pasted numbers and series of the destroyed forms; the remaining parts are disposed of.

6.5.14 Blank forms of educational documents of the university's own design are stored in fireproof safes, metal cabinets, or specially equipped premises ensuring their safekeeping without time limitation.

6.5.15 To ensure the reliability of reporting data, proper storage of report copies is maintained. Reports are stored in separate folders according to the dates of their compilation.

6.5.16 Responsibility for organizing the ordering, storage, accounting, and issuance of blank forms of educational documents of the university's own design is assigned to the responsible officer of the Department of Student Affairs.

6.5.17 Control over the ordering, issuance, and safekeeping of blank forms is assigned to the Chair of the Management Board – Rector.

6.5.18 The basis for issuing educational documents of the university's own design is the decision of the attestation commission confirming that students have passed the final attestation and mastered the full scope of the corresponding level of education. The basis for issuing a certificate of pedagogical retraining is the decision of the attestation commission.
The basis for issuing a diploma of postgraduate education with the degree of Doctor of Philosophy (PhD) or Doctor of Profile of the university's own design is the decision of the Committee for Quality Assurance in Science and Higher Education of the Ministry of Science and Higher Education of the Republic of Kazakhstan and the order of the Chair of the Management Board – Rector.

6.5.19 Educational documents of the university's own design are issued to university graduates free of charge no later than 30 calendar days from the date of the relevant decision. If the graduate cannot personally receive the document, it may be issued to a third party by proxy, in accordance with the procedure established by the legislation of the Republic of Kazakhstan.

6.5.20 Registration and Issuance of University-Issued Educational Documents

The registration of university-issued educational documents is carried out by the Student Office of the Department for Student Affairs in the Register of Issuance of University-Issued Diplomas and Certificates attached to the master's diploma in the prescribed form. The issuance of the Certificate of Pedagogical Retraining is carried out by the Department of Additional Education (DAE).

6.5.21 Issuance Procedure

The issuance of university-issued educational documents for higher and postgraduate education is carried out by the Student Office of the Department for Student Affairs in accordance with the approved schedule of diploma ceremonies.

6.6 Scholarship Payment Procedures

6.6.1 Payment of State Scholarships

6.6.1.1 The payment of state scholarships to university students is carried out in full compliance with the regulatory documents of the Government of the Republic of Kazakhstan, the Ministry of Science and Higher Education of the Republic of Kazakhstan, and the Law of the Republic of Kazakhstan "On Education."

6.6.1.2 In accordance with Clause 4 of the Rules, state scholarships are awarded to bachelor's, master's, and PhD students studying under the state educational order, as well as to those transferred to study under the state educational order who, based on the results of the examination session or interim assessment, have achieved equivalent grades corresponding to "good" and "excellent." The scholarship is paid monthly from the first day of the month following the examination session or interim assessment, inclusive, until the end of the month in which the semester ends.

6.6.1.3 Students who initially received unsatisfactory grades but later retook the examinations during the current examination session and achieved grades of "good" or "excellent" are granted the scholarship.

6.6.1.4 For students and master's students transferred from another higher education institution, the state scholarship is awarded according to the Rules for Scholarship Assignment based on the results of the previous semester.

6.6.1.5 For students and master's students returning from academic leave, the state scholarship is awarded in accordance with the established Rules for Scholarship Assignment after the elimination of academic differences in their curricula.

6.6.1.6 Payment of state scholarships is terminated in the following cases:

1. expulsion from the university, regardless of the reason;

2. death of the student;

3. completion of studies, from the date of the graduation order.

6.7 Academic Integrity

6.7.1 The Policy of Academic Integrity is an integral component of the educational process; its provisions are closely aligned with the Mission and Academic Policy of the University.

6.7.2 Academic integrity aims to foster among students, faculty, and staff an understanding of honesty, respect, and careful treatment of the results of their own and others' work, to build open, sincere, and trusting relationships, to recognize academic work as the intellectual property of its creator, and to cultivate a responsible attitude toward intellectual property. Academic integrity strengthens an educational environment based on openness, transparency, objectivity, and ethical standards.

6.7.3 The University requires compliance with academic integrity rules from all employees and students. Any form of academic dishonesty contradicts the University's system of values. The integrity of the educational process and the quality of the awarded academic degree directly depend on the quality of education. Dishonesty—whether by instructors or students—may adversely affect the learning process and its outcomes. Students and staff violating the principles of the Academic Integrity Policy will face appropriate sanctions.

6.7.4 Deans, faculty members, advisors, and curators must familiarize students with the rules of Academic Integrity in the following cases:

1. upon submission of documents (with signature);

2. upon application for admission to SKU (with signature);

3. during advisory or curator hours.

6.7.5 The University expects all students to adhere to the standards of academic integrity.

6.7.6 The rules of academic integrity are mandatory for all members of the university community — the administration, faculty, staff, students, and their legal representatives.

6.7.7 The fundamental principles of academic integrity include:

1. Honesty — conscientious and careful completion of both graded and ungraded academic work; its key components are diligence and integrity.

2. Protection of authors' rights and intellectual property — proper acknowledgment of sources and accurate citation of others' ideas or words in assessed works.

3. Openness and transparency — mutual trust and open exchange of information and ideas between students and faculty.

4. Respect for rights and freedoms — the right of students to freely express opinions and ideas.

5. Equality — the duty of every student to comply with these rules and to bear equal responsibility for violations.

6.7.8 Students of the university must not commit the following forms of academic dishonesty:

1. plagiarism;

2. collusion;

3. cheating;

4. falsification of grades or data;

5. obtaining examination materials dishonestly;

6. unauthorized use of information or devices;

7. disruption of classroom activities and consultations.

6.8 Tuition Payment

6.8.1 The cost of education at the university is determined based on the actual expenses required to ensure the full implementation of educational, research, and upbringing processes. Tuition payment is regulated in accordance with the Agreement on the Provision of Educational Services and the Regulation on Tuition Fee Discounts for Students of M. Auezov South Kazakhstan University.

6.9 Internal Quality Assurance System and Monitoring

6.9.1 Ensuring and continuously improving the quality of the educational process is a key task of the departments, faculties/schools, and the university as a whole.

6.9.2 High-quality educational services imply:

1. alignment of educational program content with employers' needs and educational standards;

2. high satisfaction of stakeholders (employers, students, faculty, etc.) with the quality of educational services;

3. positive societal impact — contributing to cultural and intellectual development.

6.9.3 To improve the quality of the educational process, SKU conducts ongoing internal monitoring — collecting, processing, storing, and disseminating information about the university's educational system and its components. The monitoring system provides management with data on the current state and developmental trends.

6.9.4 The Department of Strategic Development conducts continuous monitoring of the educational, research, and educational (upbringing) activities of the faculty and structural units through the following:

- conducting, processing, and analyzing sociological surveys among internal and external consumers (faculty, students, employers, and parents) of the university's educational services;

- submitting proposals to university management for improvement initiatives based on feedback from stakeholders;

- ranking of departments, KPI assessment of deans and heads of departments.

6.9.5 Stakeholder Satisfaction

6.9.5.1 To assess the quality of educational services, SKU conducts sociological surveys among internal and external stakeholders.
Internal stakeholders include faculty, staff, and students. Their satisfaction is assessed through the following questionnaires:
№1 "Student Satisfaction with Living Conditions in SKU Dormitories,"
№2 "Student Satisfaction with the Organization of the Learning Process,"
№3 "Faculty Satisfaction with Work Organization,"
№4 "Instructor through the Eyes of Students,"
№5 "Freshman Questionnaire."
External stakeholders include parents/guardians, the state, enterprises, organizations, and private individuals. Their satisfaction is studied through Questionnaire №6 "Employer Satisfaction."

6.9.5.2 For monitoring stakeholder satisfaction, processes are defined, categories of stakeholders are clarified, relevant indicators are determined, research methods (e.g., survey questionnaires) are selected, questionnaire forms are approved, and responsible persons for conducting surveys are appointed.

6.9.5.3 The purpose of sociological research is:

- to identify students' subjective evaluations of instructors' professionalism;

- to determine applicants' and employers' requirements for educational services;

- to monitor the quality of the educational process;

- to analyze the strengths and weaknesses of the university's internal and external environment;

- to assess the moral and psychological climate within the university community.

6.9.5.4 Sociological studies employ a psychological verbal-communicative method using structured questionnaires.
The information collection process includes five interrelated stages:
- preparation of the questionnaire;
- collection of primary (raw) data;
- preparation and coding of data for processing;
- analysis of processed data;
- preparation of the final report with conclusions and recommendations.

6.9.5.5 The results of the surveys are discussed at open meetings with participation of heads of structural divisions and faculty members, where appropriate decisions are made. The results of the "Instructor through the Eyes of Students" survey are discussed in detail during departmental meetings (Dean's Hour). Faculty members scoring below the threshold (set by the Dean's Hour decision) are re-evaluated by a committee (faculty inspection committee or internal auditors) according to the Teaching Evaluation Sheet. The results of this survey are also considered during faculty competitive selection for academic positions.

6.10 Teacher Profile

The core professional activity of a university instructor includes the performance of several interrelated functions that represent specific types of professional pedagogical activity: teaching, educational (upbringing), research, and organizational.

1. Teaching activity — aimed at the transmission of knowledge, the development of skills and competencies, and the stimulation of students' active engagement leading to the assimilation of learning material.

2. Educational (upbringing) activity — involves fostering high moral, intellectual, volitional, aesthetic, and other qualities in students, as well as promoting their comprehensive personal development.

3. Research activity — represents the instructor's scholarly work within the discipline taught. A university instructor is not only an expert in their subject area but also a researcher who enriches their courses with new scientific findings and insights.

4. Organizational activity — includes organizing classes, managing students' independent work, monitoring and assessing student performance, scheduling and conducting consultations, and similar tasks.

The teacher profile at M. Auezov South Kazakhstan University implies the following professional and personal competencies:
▪ a deep and comprehensive understanding of one's subject area, along with the development of professional and transferable skills necessary in a rapidly changing world;
▪ proficiency in and application of IT technologies and digital tools in professional activities;
▪ tolerance, responsibility, and integrity — the ability to act as a flexible and mobile mediator between different languages and cultures;
▪the ability to make well-considered, collegial decisions;
▪ a high level of personal awareness and responsibility within the professional and social environment;
▪ being a mentor, researcher, entrepreneur, innovator, leader, and a fulfilled citizen.

Appendix A
(mandatory)

F.4.01–08
Amendment Registration Sheet

№	Change Notice Number	Date of Change Approval	Change Entered into this Document by		
			Full Name of the Person Making the Change	Signature	Date