**MAQSUT NARIKBAYEV UNIVERSITY**
**School of Liberal Arts**



# ACADEMIC CATALOG
# FOR 2023-2024
# ACADEMIC YEAR

**Astana**
**2023**

The main aim of the Academic Catalog of MNU School of Liberal Arts for the 2023-2024 academic year is to inform students, faculty, administration, as well as all interested parties about academic and student life of the School. This catalog includes information on the curricula and organizational structures prior to the 2024-2024 academic year. Each student, faculty and university staff member has to carefully study the catalog and follow the rules and procedures prescribed in it.

Note: During the academic year, the content of SLA catalog may undergo amendments in accordance with changes in the procedures and regulatory acts of MAQSUT NARIKBAEV UNIVERSITY and the Ministry of Education and Science of the Republic of Kazakhstan.

## Welcome, dear students of School of Liberal Arts!

MNU School of Liberal Arts is glad to welcome you at M. Narikbayev MAQSUT NARIKBAYEV UNIVERSITY. You have made a major step by completing your studies in secondary school and passing the entrance exams, and today you become part of a large family called MNU School of Liberal Arts!

As you know, MNU University has been offering high-quality education for morethan 25 years. During this period, MNU has received a number of international accreditations, was recognized as University No. 1 (according to the results of the rating of NCE Atameken) and gained reputation as one of the most successfuland recognized universities in the country.

Educational programs ofSchool of Liberal Arts are among the high-demand and leading programsin their areas globally. The faculty of School of Liberal Arts includes experts from linguistic companies, travel and translation agencies, practicing psychologists, representatives of the journalistic community, graduates of leading international universities, and representatives of scientific communities. Our partners assist us in developing high-quality content of the programme, organizing internships, and further graduate employment. Being second and third year students, you will have the opportunity to participatein academic mobility and dual degree programs with universities in the USA, France and Germany and study at one of the partner universities of MNU.

Dear friends, a significant range of opportunities is open to you, and every member of the large SLA team is ready to support you at each of the stages of University life!

*Sincerely,*
**Anar Ibrayeva,**
**Dean of M. Narikbayev MNU School of Liberal Arts,**
**candidate of sciences in Philology,**
**MA in Applied Linguistics and TESOL**

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## PART 1 GENERAL INFORMATION ABOUT MNU SCHOOL OF LIBERAL ARTS

### MISSION

Creation and promotion of high quality educational environment that meets the requirements of the current time, as well as the development of value-based learning, respect and social responsibility, and the formation of moral principles through immersion in the native language and culture.

### AIM

Training highly qualified specialists in the field of linguistics and social sciences. Formation of students' language and academic literacy skills.

## VISION

**To become a leading higher school that trains specialists in the social and humanitarian fields in accordance with international standards.**

### Areas of focus of the School

− training students in the field of general education and languages;

− training specialists majoring in Applied Linguistics, Translation Studies, Kazakh-English Languages and Linguistics, Tourism, Hospitality and Psycholog;

− educational work among students – the formation and development of moral and ethical qualities of students (Liberal Arts module).

### Strategic Goals of the School

− Provision of high-quality education in SLA and additional education;

− Employment of SLA graduates;

− Internationalization of SLA educational programs;

− The development of the research school (Institutional research);

− Involvement of teaching staff and students in the development of the school.

### Objectives of the School

− International accreditation of education programs of the School;

− Development of the SLA Business Council;

− Ensuring international standards of quality education;

− Establishing connections with potential employers and experts in the field of education and certification programs;

− Improving the use of a practice-oriented approach aimed at students gaining practical competencies;

− Development of internal and external academic mobility of students and faculty;

− Participation in international grant programs;

− Analysis of the achieved learning outcomes in accordance with the syllabi and graduate profile;

− Strengthening the practical orientation of academic programs;

− Further development of international relations: attracting international students and faculty, development of dual degree programs, and expansion of the library fund;

− Fostering students' applied and research competencies;

− Organizing and holding research conferences and seminars;

− Forming a research school;

− Attracting graduates from leading foreign universities and certified specialists (CELTA, DELTA, TESOL, TOLES and others) to the educational process;

− Organization of certification courses and programs on a commercial basis.

### History

General Education School was formed on August 1, 2014 with the aim of introducinga foundation program for first-year students in the framework of general disciplines; in 2019it was renamed as MNU School of Liberal Arts.

First-year students study the basics of general education, receive foundation knowledge in the chosen major, and also acquire:

- critical thinking skills;
- teamwork skills;
- communication skills in Kazakh / Russian and English;
- basic skills in conducting research and creating academic texts (essays, abstracts, articles, final projects) in Kazakh / Russian and English.

In order to develop moral and spiritual values and principles of students and to pro-mote

their understanding of native culture, traditions and customs in an international context, MNU School of Liberal Arts annually organizes a 10-day tour to the historicalplaces of Kazakhstan.

In the 2019-2020 academic year, the School launched a new education program Applied Linguistics, which successfully passed the examination and registration in the Register of Educational Programs of the Ministry of Education and Science of the Republic of Kazakhstan.

From the 2021-2022 academic year, the school continued to work on "Applied Linguistics"; "Translation business"; "Tourism"; "Hospitality", "Psychology", "Kazakh-English Languages and Linguistics" educational programs; moreover, the program "Journalism: Analytics and Investigations" was launched.

### Organizational structure of the School includes:
- Department of Liberal Studies;
- English Language Department;
- Advising Office of SLA;
- Career, Internship and Employment Centre of SLA;
- Center for creative study of the Kazakh language;
- MNU Tourism Center;
- MNU Language Learning and Certification Center.

**Academic Quality Assurance Committee** of MNU School of Liberal Arts is theexecutive and collegial body for the academic activities of the School.

**Research and Ethics Committee** is the executive and directive body for research activities, as well as corporate and business ethics of the School.

**Business Council** includes representatives of the employers, academic, strategic, and business partners. This body was created with the aim of developing recommendations to improve the quality of education programs of the School.

### Organizational Structure of the School
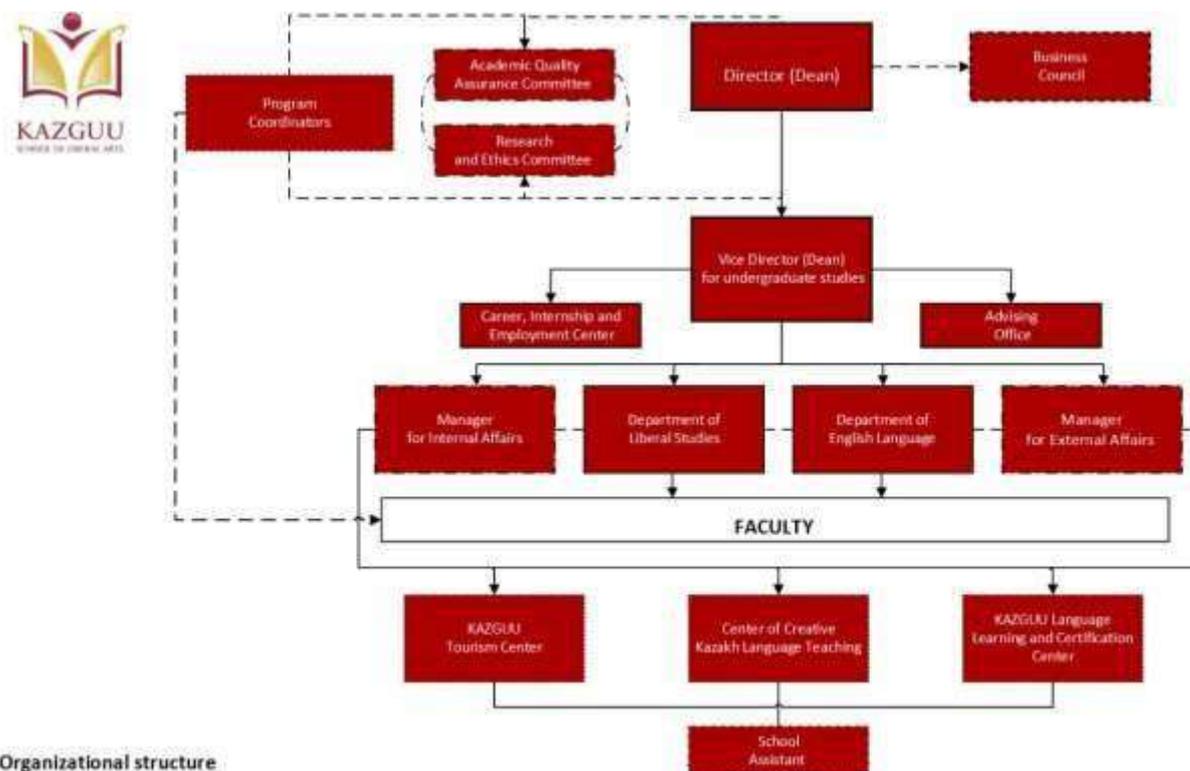


Organizational structure
School of Liberal Arts
M.Narikbayev KAZGUU University

**Administrative staff**

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- The information on the each advisor's major field as well as the consultation hours are available on the site - My advisor | Students' Service Centre

## PART 2 COMPLIANCE WITH ACADEMIC INTEGRITY PRINCIPLES

**MAQSUT NARIKBAYEV UNIVERSITY requires all faculty, students and staff to** follow the rules of bona fide academic practice and have zero tolerance towards any display of academic dishonesty. All departments of the University are obliged to introduce students and staff with the rules of bona fide academic practice and warn about the consequences of their violation, which are prescribed in the Handbook on Ensuring Academic Integrity: http://tson.kazguu.kz/file/rukovod.pdf

## PART 3 INCLUSIVE EDUCATION POLICY

**MAQSUT NARIKBAYEV UNIVERSITY provides equal opportunities to all students and its community** and does not allow any discrimination against students with special needs, on racial, national, ethnic, religious, gender grounds, as well as on the basisof social status, marital status, physical abilities, age or other personal characteristics (Ch.2 of MNU Academic Policy).

The University is striving to create favorable conditions for students with special educational needs.

Further information on Inclusive Education Policy you may find on the web page: https://tson.kazguu.kz/ru/akademicheskaya-politika/.

# PART 4 ADMISSION POLICY AND PROCEDURES

School of Liberal Arts (hereinafter referred to as SLA) is interested in enrolling applicants with high academic performance who in the future will be able to achieve high results in their professional field. In this regard, the School developed the rules for admission of applicants on the basis of the "Standard rules for admission to study in educational institutions that implement academic programs of higher and postgraduate education" (order of the MES RK dated 10/31/2018 No. 600). The applicant must follow rules and requirements within the chosen Program of SLA.

## General admission procedures for undergraduate programs:

Enrollment of students to the University is carried out by the admission office.

The applicant must provide the following documents to the admission office of MAQSUT NARIKBAYEV UNIVERSITY*:

- a completed standard application form;
- the original of a school-leaving certificate, a certificate on completion of technical and vocational (primary vocational or secondary vocational) education, diploma of post-secondary or higher education with appendix;
- 6 photos in size 3x4;
- 086-U medical certificate form (with an attached x-ray photograph);
- UNT certificate;
- educational grant award certificate (if any);
- KEPT results;
- minutes on the admission to School of Liberal Arts, Higher School of Economics,and MNU Law School by the admission committee (if any);
- the original and a copy of the identity card, the original and a copy of the birth certificate (if the applicant is under 18);
- a copy of the registration certificate or military ID (for males enrolling to full-time education);
- a copy of IELTS / TOEFL / FCE / CAE certificates, if any.

\* Those applicants who have not collected a full package of documents on time can-not be enrolled until official documents are submitted.

## Admission Policy and Procedures for Undergraduate Programs of SLA

Upon admission to SLA programs, it is necessary to fulfill the general university admission requirements as well as requirements for language competencies of SLA educational programs (Table 4.1).

Table 4.1 Entry Requirements for English language proficiency

| Educational Program (EP) | English Language Level according toKEPT (CEFR) | Academic IELTS | TOEFL IBT/PBT, FCE/CAE/PET* (IELTS equivalents) |
|---|---|---|---|
| **EP with English as a Medium of Instruction:**<br>6B11101 – Hospitality<br>6B11102 – Tourism | Pre-Intermediate (A2) (40% out of 100%) | Not less 3.0 | IBT not less 32<br>PET not less 145<br>FCE not less 145<br>CAE not less 160 |
| 6B02301 – Translation Studies (Medium of Instruction - English, 4 years) | Intermediate B1 (60% out of 100%) | Not less 5.0 | IBT not less 35<br>PET not less 154<br>FCE not less 154<br>CAE not less 160 |
| 6B02301 – Translation Studies (3 years) | Intermediate B1 (65% out of 100%) | Not less 5.5 | IBT not less 46<br>PET not less 160<br>FCE not less 160<br>CAE not less 160 |
| 6B02302 – Applied Linguistics (4 years) | Intermediate B1 (60% out of 100%) | Not less 5.0 | IBT not less 35<br>PET not less 160<br>FCE not less 160<br>CAE not less 160 |
| 6B02302 – Applied Linguistics (3 years) | Intermediate B1 (65% out of 100%) | Not less 5.5 | IBT not less 46<br>PBT not less 160<br>FCE not less 160<br>CAE not less 160 |
| 6B02303 – Kazakh-English Languages and Linguistics | Not required | Not required | Not required |
| 6B03101- Psychology (term of study - 3 years, 4 years) | Not required | Not required | Not required |
| 6B03201 Journalism: Analytics and Investigations (training period - 4 years) | Not required | Not required | Not required |

**\* Note: the decision to enroll applicants who have scored from 50 to 59 points in the EP Translation Studies and Applied Linguistics on KEPT is made by the Academic Quality Assurance Committee until August 15, 2023.**

**Admission Requirements for Abbreviated Education Form**
**(based on secondary-level vocational education, 3 years)**

- vocational education diploma with qualification corresponding to the chosen group of educational programs (in accordance with the Order of Minister of Educationand Science of the Republic of Kazakhstan dated April 01, 2019 No. 134) in accordance with Table 4.2;
- for admission on a fee basis – minutes of the interview with members of Admission

Committee of the School;

- for admission on a basis of educational grant – UNT certificate (not less than 25 points), including not less than 5 points for each general and special major disciplinesin accordance with Table 4.3.

Table 4.2 Correspondence of Related SLA Undergraduate Programs and Vocational Education Majors:

| Name of educational programs of higher education | Vocational Education Majors | |
|---|---|---|
| | Major and Qualification Codes | Majors and Qualifications |
| **B036 Translation studies** | | |
| **6B02301 - Translation studies (3 years)**<br><br>**6B02302 – Applied Linguistics** | **0105000** | **Primary Education** |
| | 0105000 3 | Foreign Language Teacher at Primary Education Level |
| | **0111000** | **Secondary Education** |
| | 011108 3 | Foreign Language Teacher |
| | **0512000** | **Translation Studies (types)** |
| | 051201 3 | Translator / Interpreter |
| | 051202 3 | Guide-Interpreter |
| **B037 Philology** | | |
| **6B02303 Kazakh-English languages and linguistics (3 years)** | **0111000** | **Basic secondary education** |
| | 011101 3 | Teacher of Kazakh language and literature |
| | 011102 3 | Teacher of Russian language and literature |
| | 011103 3 | Teacher of Uyghur language and literature |
| | 011104 3 | Teacher of Uzbek language and literature |
| | 011108 3 | Foreign language teacher |
| | 051202 3 | Guide-interpreter |
| **B091 Tourism** | | |
| **6B1102 - Tourism (3 years)** | **0508000** | **Catering Service** |
| | 050806 3 | Technologist-Manager |
| | **0511000** | **Tourism (branches)** |
| | 051104 3 | Manager |
| | **0512000** | **Translation Studies (types)** |
| | 051201 3 | Translator / Interpreter |
| | 051202 3 | Guide-Interpreter |
| | **0521000** | **Hospitality: Restaurant and Hotel Management** |
| | 052101 3 | Service Manager |
| | **0522000** | **Organization and service of events** |
| | 052201 3 | Event Manager |

| | 1226000 | Technology and Organization of Production at Food and Beverage Outlets |
|---|---|---|
| | 122603 3 | Technologist |
| | 122604 3 | Technician-Technologist |
| | 122606 4 | Applied Bachelor of Technology and Organization of Production at Food and Beverage Outlets |
| **B041 Psychology** | | |
| **6B03101 Psychology (3 years)** | **0102000** | **Organization of educational work (types)** |
| | 010201 3 | Teacher of additional education |
| | 010202 3 | Teacher - organizer |
| | 010206 4 | Applied Bachelor of Organization of Educational Work |
| | **0103000** | **Physical education and sport** |
| | 010302 3 | Physical education teacher |
| | 010303 3 | Sports trainer |
| | 010304 3 | Adaptive Physical Education Teacher |
| | 010305 4 | Applied Bachelor of Physical Education |
| | **0105000** | **Primary education** |
| | 010501 3 | Primary education teacher |
| | 010502 3 | Elementary Education Informatics Teacher |
| | 010503 3 | Foreign Language Teacher of Primary Education |
| | 010504 3 | Teacher of self-awareness |
| | 010508 3 | English speaking primary education teacher |
| | 010509 3 | Computer science teacher of primary education with knowledge of English |
| | 010510 4 | Applied Bachelor of Primary Education |
| | **0108000** | **Musical education** |
| | 010801 3 | Music teacher in organizations of preschool and basic secondary education |
| | **0109000** | **Life safety and valeology** |
| | 010901 3 | Teacher of the basics of life safety and valeology of basic secondary education |
| | **0111000** | **Basic secondary education** |
| | 011101 3 | Teacher of Kazakh language and literature |
| | 011102 3 | Teacher of Russian language and literature |
| | 011103 3 | Teacher of Uyghur language and literature |
| | 011104 3 | Teacher of Uzbek language and literature |
| | 011105 3 | Teacher of self-awareness |

| | 011106 3 | Mathematics teacher |
|---|---|---|
| | 011107 3 | Physics teacher |
| | 011108 3 | Foreign language teacher |
| | 011109 3 | IT-teacher |
| | 011110 3 | Teacher of self-awareness with knowledge of English |
| | 011111 3 | Mathematics teacher with knowledge of English |
| | 011112 3 | Physics teacher with knowledge of English |
| | 011114 3 | Art teacher |
| | 011113 4 | Applied Bachelor of Basic Secondary Education |
| | **0112000** | **Islamic Studies** |
| | 011202 3 | Teacher of the Fundamentals of Islam |

Table 4.3 List of UNT Major Subjects and Threshold Points for Undergraduate EP of SLA (Abbreviated Education)

| Code | Educational Program | General Discipline | Special Discipline | Medium of Instruction | Duration, years |
|---|---|---|---|---|---|
| **B036 Translation Studies** | | | | | |
| **6B02301** | **Translation Studies** | Kazakh / Russian | Foreign Language | English | 3 |
| **6B02302** | **Applied Linguistics** | Kazakh / Russian | Foreign Language | English | 3 |
| **6B091 Tourism** | | | | | |
| **6B11102** | **Tourism** | Geography | Organization of Tourist Activities | English / Russian | 3 |
| **B037 Philology** | | | | | |
| **6B02303** | **Kazakh-English languages and linguistics** | Kazakh language / Russian language | Kazakh / Russian literature | Kazakh | 3 |
| **B041 Psychology** | | | | | |
| **6B03101** | **Psychology** | History of Kazakhstan | Fundamentals of psychology | Kazakh / Russian | 3 |

# Admission Requirements for Full-Time Education
## (based on secondary education, 4 years)

- UNT certificate (not less than 50 points, not less than 5 points for each of the subjects) with major subjects relevant to chosen EP:

Table 4.4 List of Major Subjects of UNT and threshold points for undergraduate programs of SLA (Full-Time Education)

| Code | Education Program | Major Subject1 | Major Subject 2 | Medium of Instruction |
|------|-------------------|----------------|-----------------|------------------------|
| B036 Translation Studies | | | | |
| 6B02301 | **Translation Studies** | World History (not less than 5 points) | Foreign Language (not less than 5 points) | English |
| 6B02302 | **Applied Linguistics** | World History (not less than 5 points) | Foreign Language (not less than 5 points) | English |
| B037 Philology | | | | |
| 6B02303 | **Kazakh-English Languages and Linguistics** | Kazakh (not less than 5 points) | Kazakh Literature (not less than 5 points) | Kazakh |
| 6B091 Tourism | | | | |
| 6B11101 | **Hospitality** | Geography (not less than 5 points) | Foreign Language (not less than 5 points) | English |
| 6B11102 | **Tourism** | Geography (not less than 5 points) | Foreign Language (not less than 5 points) | English |
| B041 Psychology | | | | |
| 6B03101 | **Psychology** | Biology (not less than 5 points) | Geography (not less than 5 points) | Kazakh / Russian |
| B042 Journalism and Reporting | | | | |
| 6B03201 | **Journalism: Analytics and Investigations** | Creative exam (Composition) | Creative Exam (Competency interview) | Kazakh / Russian |

## MNU English Placement Test – KEPT
## (English / Kazakh / Russian Placement Tests for Applicants)

Completion of MNU English Placement Test and Kazakh / Russian Language Placement Test is one of the prerequisites for admission to MAQSUT NARIKBAYEV UNIVERSITY educational programs.

**Applicants enrolling in programs with Kazakh as a medium of instruction take** Russian language placement test; **applicants enrolling in programs with Russian as a medium of instruction take** Kazakh language placement test.

**Applicants enrolling in programs with English as a medium of instruction take either Kazakh or Russian** language placement test upon their wish.

MNU Placement Test (Kazakh / Russian / English) consists of the following parts:

| English: | Reading<br>Listening<br>Writing<br>Speaking |
|---|---|
| Russian (test for applicants enrolling in programs with Kazakh as a medium of instruction): | Lexical-grammatical test<br>Writing<br>Speaking |
| Kazakh (test for applicants enrolling in programs with Russian as a medium of instruction) | Lexical-grammatical test<br><br>Reading<br><br>Listening<br><br>Speaking |

In case of insufficient level of English language proficiency, it is recommended to take paid preparatory courses, which are held on the basis of **Language Learning and Certification Centre** (https://courses.kazguu.kz/vgh).

The applicant has the right to retake KEPT an unlimited number of times on a paid basis according to the price register.

If on KEPT the applicant scores the number of points below the required level, the decision on admission is made by the School of Liberal Arts. In such a case, student is given the opportunity to register for such disciplines as "Contemporary History of Kazakhstan", "Kazakh / Russian languages", and "Physical Education". Registration for other disciplines requiring a certain level of foreign language competence can be granted by the School of Liberal Arts. Monitoring of the decision implementation lies with the advisor of a relevant educational Program.

Registration for 1$^{st}$ year academic disciplines and the formation of an individual schedule is impossible without taking KEPT and entrance exam in Kazakh / Russian, except the applicants having IELTS/TOEFL IBT/PBT/**FCE/CAE/PET** certificates.

The applicant must provide a copy and the original (for verification) of the IELTS / TOEFL IBT / PBT / **FCE / CAE / KET / PET** certificate to the admission office before issuing the order for enrollment is made. The authenticity of the certificate is verified by English Language Department on the official websites https://ielts.ucles.org.uk/ and cam-bridgeenglish.org/verifiers.

**Exempted from taking MNU English Placement Test are:**

•  applicants who have submitted a document proving one's English language proficiency in accordance with the requirements of higher schools (Academic IELTS or TOEFL IBT / PBT, **FCE / CAE / KET / PET** equivalents with the level in accordance with Table 4.1). The admission office considers only those FCE / CAE / KET / PET certificates which were received by candidates no later than 3 years before entering MNU University. Academic IELTS and TOEFL certificates should be valid as of August 25, 2021 (inclusive).

•  Nazarbayev Intellectual Schools current year graduates take KEPT and **Kazakh / Russian languages placement tests** free of charge.

# Academic Credit Transfer for Admission

Upon the decision of Academic Quality Assurance Committee, academic credit transfer can be granted to:
– graduates of International Baccalaureate and Nazarbayev Intellectual Schools;
– students having vocational education in relevant educational programs;
– students having successfully completed courses at previous levels of study and in other formal education organizations if the learning outcomes are aligned;
– participants of the "Bachelor Degree for High School Students" (Provisional Program), who have completed the courses of undergraduate educational program prior to admission;
– non-degree students, who have completed the courses of undergraduate or post-graduate educational program prior to admission;
- students having IELTS/TOEFL IBT/PBT /FCE/CAE/PET certificates of the corresponding level.

Applicants / students having IELTS / TOEFL IBT / PBT / FCE / CAE / PET certificates of the corresponding level may have their credits for English language courses transferred with being awarded a 100% grade (A, "excellent", 4.0) according to the following tables:

Table 4.5 Credit Transfer of English Language courses for Tourism and Hospitality educational programs

| Course for Credit Transfer | Number of Credits | Basis – certificate of English language proficiency |
|---|---|---|
| «Cambridge English: B1 Preliminary» / «Cambridge English: B2 First»/ «Cambridge English: C1 Advanced» (1st semester) | 10 | • Academic IELTS 5.5 Band Score and higher (minimum 5.5 for Writing and Speaking sections) or <br>• TOEFL (TOELF IBT 46 IBT), or <br>• PET (Overall Score: 162 and higher; Writing and Speaking score: 162 and higher), or <br>• FCE (Overall Score: 162 and higher; Writing and Speaking score: 162 and higher), or <br>• CAE (Overall Score: 162 and higher; Writing and Speaking score: 162 and higher) |
| «Cambridge English: C1+ Advanced» (2nd semester) | 10 | • Academic IELTS 7.0 Band Score and higher (minimum <br>• 5.5 for Writing and Speaking sections), or <br>• TOEFL (TOELF IBT 94), or <br>• CAE (Overall Score: 185 and higher; Writing and Speaking score: 162 and higher) |

Table 4.6 Credit Transfer of English Language courses for "Kazakh-English Languages and Linguistics" educational program

| Course for Credit Transfer | Number of Credits | Basis – certificate of English language proficiency |
|---|---|---|
| Basic Foreign Language I | 10 | • Academic IELTS 7.0 Band Score and higher (minimum 5.5 for Writing and Speaking sections), or <br>• TOEFL (TOEFL IBT from 94), CAE (Overall Score: 185 and higher; Writing and Speaking score: 162 and higher) |
| Basic Foreign Language II | 10 | CAE (Overall Score: 200 and higher; Writing and Speaking score: 162 and higher) |

Table 4.7 Credit Transfer of English Language courses for "Applied Linguistics" / "Translation Studies" educational programs

| Course for Credit Transfer | Number of Credits | Basis – certificate of English language proficiency |
|---|---|---|
| Basic Foreign Language B1 | 10 | • Academic IELTS 7.0 Band Score and higher (minimum 5.5 for Writing and Speaking sections), or<br>• TOEFL (TOELF IBT 94 and higher), or<br>• CAE (Overall Score: 185 and higher; Writing and Speaking score: 162 and higher) |
| Basic Foreign Language B2 | 10 | • Academic IELTS 8.0 Band Score and higher (minimum 5.5 for Writing and Speaking sections), or<br>• TOEFL (TOELF IBT 110 and higher), or CAE (Overall Score: 200 and higher; Writing and Speaking score: 162 and higher) |

Table 4.8 Credit Transfer of English Language courses for "Psychology" educational program

| Course for Credit Transfer | Number of Credits | Basis – certificate of English language proficiency |
|---|---|---|
| «Cambridge English: B1 Preliminary» / "Cambridge English: B2 First"/ "Cambridge English: C 1 Advanced" (1 semester) | 10 | • Academic IELTS from 5.5 Band Score (minimum 5.5 in Writing and Speaking sections) or<br>• TOEFL (TOELF IBT 45 IBT), or<br>• PET (Overall Score: 154 and higher; Writing and Speaking score: 162 and higher), or<br>• FCE (Overall Score: 162 and higher; Writing and Speaking score: 162 and higher), or<br>CAE (Overall Score: 169 and higher; Writing and Speaking score: 162 and higher) |
| "Cambridge English: C1+ Advanced" (2 semester) | 10 | • Academic IELTS from 7.0 Band Score (minimum 5.5 in Writing and Speaking sections) or<br>• TOEFL (TOELF IBT from 94 or 590 PBT), or<br>CAE (Overall Score: 185 and higher; Writing and Speaking score: 162 and higher) |

Credit transfer on the basis of **Cambridge CAE/FCE/PET** certificate is carried out upon the decision of SLA Academic Quality Assurance Committee and **100% grade (A, "excellent", 4.0)** is awarded**:**

1) if Cambridge CAE/FCE/PET certificate is provided before the admission or prior to registration deadline;

2) if Cambridge CAE/FCE/PET certificate is provided after completing the course, but prior to the end of the following academic period. In this case, upon the decision of AQAC corresponding amendments are made in the transcript.

3) for students awarded a state grant, change in the grade according to Clause 2 will not affect the recalculation of the scholarship for the previous academic period.

4) change in GPA is effective after the grade was amended in the transcript.

## Admission Requirements for Graduates of International Baccalaureate (IB) and Nazarbayev Intellectual (NIS) Schools

Credit transfer for graduates of International Baccalaureate and Nazarbayev Intellectual Schools is carried out on the basis of a school-leaving certificate in the following disciplines (Table 4.9), upon the decision of SLA Academic Quality Assurance Committee.

Table 4.9 List of Disciplines of SLA EP on which credit transfer can be granted for IB andNIS graduates

| Courses of SLA EP | Number of Credits | Note |
|---|---|---|
| Kazakh / Russian languages (A1/ A2/ B1/ B2/ C1) | 5 | Level of language proficiency is identified on the basis of KEPT results |
| Kazakh / Russian languages (A1+/ A2+/ B1+/ B2+/ C1+) | 5 | Level of language proficiency is identified on the basis of KEPT results |
| Contemporary History of Kazakhstan | 5 | Upon the decision of Academic Quality Assurance Committee |
| Information and Communication Technologies | 5 | Upon the decision of Academic Quality Assurance Committee |
| Philosophy and Identity in the Modern World I | 4 | Upon the decision of Academic Quality Assurance Committee (if "Cognitive Theory" discipline is listed in the transcript) |
| Philosophy and Identity in the Modern World II | 4 | Upon the decision of Academic Quality Assurance Committee |
| CSI | for 1st and 2nd semesters | if "CAS" discipline is listed in the transcript |
| Basic Foreign Language B1/ Basic Foreign Language B2/ Cambridge English B1/ Cambridge English B2/ Cambridge English C1/ Cambridge English C1+ | Up to 20 | If IELTS/TOEFLIBT/PBT/FCE/CAE/PET certificate of the corresponding level is provided |
| Total number of credits: | Up to 48 credits | |

To grant credit transfer, Academic Quality Assurance Committee may request the syllabusof the course, which was completed at school. The grades are transferred in accordance with Table 4.10.

Table 4.10 Transfer of NIS Grades into Point-Rating Letter System for Evaluating Stu-dents' Academic Performance

| NIS grade | Letter Grade | Digital grade | % | Definition |
|---|---|---|---|---|
| A | A | 4.0 | 95 | excellent |
| B | B | 3.0 | 80 | good |

| | | | | | |
|---|---|---|---|---|---|
| C | C+ | 2.33 | 70 | satisfactory |
| D | D+ | 1.33 | 55 | satisfactory |
| 7 or 6 | A | 4.0 | 95 | excellent |
| 5 | B | 3.0 | 80 | good |
| 4 | C+ | 2.33 | 70 | good |
| 3 | D+ | 1.33 | 55 | satisfactory |

## Admission Policy and Procedures for Postgraduate Programs

List of Postgraduate Educational Programs of SLA:

| Code | Education Program | Duration | Medium of Instruction |
|---|---|---|---|
| **M056 Translation Studies, Simultaneous Interpretation** | | | |
| 7M02321 | Translation Studies | 2 years | English |
| 7M02301 | Translation Studies | 1 year | English |
| **M059 Foreign Philology** | | | |
| 7M02322 | Applied Linguistics | 2 years | English |
| 7M02302 | Applied Linguistics | 1 year | English |

List of documents for admission to a Program:
- an application form for the University Provost;
- an original document of higher education (while submitting documents to the admission office);
- a copy of the identity card;
- 6 photos in size 3x4;
- 086-U medical certificate form;
- a copy of KT certificate.

Table 4.11 List of Educational Program Groups Indicating Major Subjects of Complex Test for Admission to Postgraduate Programs

| Educational Program | Discipline 1 | Discipline 2 |
|---|---|---|
| Translation Studies | Translation and Interpreting Theory | Professional Foreign Language |

| Applied Linguistics | Fundamentals of Language Theory | Professional Foreign Language |
| --- | --- | --- |

Applicants for Postgraduate Programs with English as a medium of instruction take KT including Test in major subjects in English and Test for assessing readiness for postgraduate learning (in Kazakh, Russian, or English upon their choice).

Applicants who have studied abroad need to undergo recognition or nostrification procedure of their academic certificates and provide a certificate of recognition / *nostrification* of educational documents to the admission office.

Applicants having one of the international certificates of their foreign language proficiency in accordance with Common European Framework of References for Languages (Standards) are exempted from taking a foreign language KT test for admission to post- graduate programs in the following languages:

**English Language:**

✓ Test of English as a Foreign Language Institutional Testing Program (TOEFL ITP) – not less 543 points;

✓ Test of English as a Foreign Language Institutional Testing Program (TOEFL IBT) threshold score is not less than 60;

✓ Test of English as a Foreign Language Paper-based testing (TOEFL PBT) threshold score is not less 498;

✓ International English Language Tests System (IELTS), threshold score is not less than 6.0;

✓ IELTS indicator, threshold score - not less than 6.0.

**German:**

✓ Deutsche Sprachpruefung fuer den Hochschulzugang (DSH, Niveau C1/level C1),

✓ TestDaF-Prufung (Niveau C1/ level C1);

**French:**

✓ Test de Franзais International™ - (TFI) - not lower than B1 level in reading sections and listening;

✓ Diplome d'Etudes en Langue française - (DELF), level B2;

✓ Diplome Approfondi de Langue française - (DALF), level C1;

✓ Test de connaissance du française - (TCF) - not less than 50 points

Upon the decision of Academic Quality Assurance Committee transfer of academic credits can be granted to:

– master degree students who have completed postgraduate Program courses, while pursuing a bachelor degree;

– non-degree students who have completed undergraduate or postgraduate programme courses while enrolling in undergraduate or postgraduate programs.

Applicants entering the master degree program from an unrelated field of study and successfully passing the entrance exams are recommended to master the prerequisites of the programs in accordance with the requirements specified in the academic catalog of SLA.

| **Educational program** | **1st discipline** | **2nd discipline** |
| --- | --- | --- |

| Translation study | Translation theory | Fundamentals of the theory of the language being studied |
|---|---|---|
| Applied Linguistics | Language history | Theoretical grammar |

## Admission requirements for international students

Upon admission to Narikbayev MNU University, international students should carefully examine the rules of study and living conditions at the university.

### Application Deadlines

Enrollment of international citizens to education programs is carried out on the basis of the application form and the results of entrance examinations conducted by the University Admission office.

Students' applications are carefully considered, with GPA and language proficiency being the main criteria for the enrollment. Students must contact the admission office **admission@kazguu.kz** before the application deadline to receive information on the up-coming interview and the number of courses and credits.

International students who seek to enroll in undergraduate programs should complete the Application form within the following period:

For citizens of countries:

- with a visa regime until July 30 of the current year;
- with a visa-free regime until August 15 of the current year.

### English Language Requirements

The level of English of an applicant should correspond to the level of language proficiency in accordance with the Common European Framework Language System indicated in Table 4.1.

### List of Documents

Prior to interview, it is necessary to provide transcripts (a copy of the original transcripts and their translation) and a motivation letter (no more than 500 words).

After the interview, the following documents must be provided:

- a *copy of the passport;*
- *the original of a school-leaving certificate, a certificate on completion of technical and vocational (primary vocational or secondary vocational) education, diploma of post- secondary or higher education with appendix;*
- *documents submitted in a foreign language must have a notarized translation intoKazakh or Russian, a copy of the birth certificate and the mandatory presence of one of the parents (if the applicant is under 18 years old and is in Kazakhstan);*
- *certificate of no criminal record;*
- *6 photos in size 3x4;*
- *086-U medical certificate form;*
- *minutes of the decision of the admission committee.*

The applicant can provide copies of documents online by sending them to the Admission office email: admission@kazguu.kz , while the applicant agrees to provide the original documents upon the enrollment to the Admission office.

Documents on education issued by foreign educational organizations go through the nostrification procedure in the manner prescribed by law after the enrollment duringthe first semester.

The applicant receives a confirmation of the decision of the commission, instructions for obtaining a visa, the AIS Platonus login and information on obtaining medical insurance.

### Visa Information

For the timely receipt of a student visa, the applicant is recommended to contact the coordinator of the education Program.

The manager of the Admission office sends the student an official letter of invitation from MAQSUT NARIKBAYEV UNIVERSITY and visa support number for applying for a visa at the Embassy of Kazakhstan in his/her country.

When an applicant is located outside the territory of the Republic of Kazakhstan, it is possible to sign an agreement in his/her country and send the signed agreement by mailto the Admission office for further procedures (expenses for mail services are covered byapplicants). It is also possible to sign the contract online.

After obtaining a visa, an applicant must arrive to the country no later than August24 of the current year and pay the tuition fee for $1^{st}$ semester. Moreover, before arrival, the applicant must send the scanned version of the ticket and visa to the manager of the Admission office.

During the day (or the next day) of arrival in the country, the applicant must registerin the journal of the lawyer of the PSC and the migration service.

### Financial eligibility

Access to registration for disciplines is opened to a student only after tuition fee was paid.

### Medical Care and Health Insurance

All students enrolled and studying at MAQSUT NARIKBAYEV UNIVERSITY must provide a completed medical history form. All international students need to purchase an insurance policy.

### Residence

If one plans to stay in a student dormitory, it is required to check the conditions of accommodation and book a room in advance. For more information about accommodation, please contact a manager of Admission office.

# PART 5 ACADEMIC PROCESS

## Registration for Disciplines

Online registration of students for disciplines at MAQSUT NARIKBAYEV UNIVERSITYis conducted via AIS "Platonus". Dates for registration period for each semester, summer / winter schools are indicated in academic calendar published in AIS "Platonus" and at University website http://kazguu.kz/.

Prior to the registration, Higher Schools of the University conduct presentations of the courses the terms for which are specified in the academic calendar. Course description and instructors' profiles are published in AIS "Platonus" prior to the registration.

First-year students of MAQSUT NARIKBAYEV UNIVERSITY are offered the orientation period, the terms of which are specified in the academic calendar. During the orientationweek, they get acquainted with the academic procedures of MAQSUT NARIKBAYEV UNIVERSITY and meet with the staff members of the Higher Schools and departments of the university.

Together with the advisor the student chooses the courses that he/she plans to study in the upcoming academic period.

The basis for giving access to course registration are:
– Completion of all prerequisites for a particular course;
– Absence of tuition debts;
– Payment for the planned number of credits.

In exceptional cases (loss of breadwinner, death of close relatives, serious disease, etc.), the student is entitled to apply for Academic Quality Assurance Committee of the School:
– to receive permission to register for less number of credits than is specified in effective Academic Policy;
– not to register for one academic period.

The application must be submitted not later than five working days prior to the be-ginning of the academic period.

The student may within two calendar weeks after the beginning of academic period upon the permission of the advisor:
– register for other courses;
– drop a particular course.

**Late online registration or dropping the registration for courses are allowed only upon the permission of Academic Quality Assurance Committee.**

An individual schedule of the student is formed based on registration for courses inAIS "Platonus". During two calendar weeks after the beginning of academic period the student is to form the schedule for the academic period. Their attendance of classes is mandatory during this period.

Answers to frequently asked questions on registration for courses are published at the web page **https://smart.kazguu.kz/info.**

The standard academic load of a full-time student during the academic year is 60 academic credits.

The recommended number of credits per semester is **30**; the minimum number ofcredits per semester is **20**. Credits are assigned to the student only if he or she has mastered the planned learning outcomes. During the summer school, a student can study up to 20 academic credits, and up to 10 during the winter school.

In exceptional cases, by the decision of the Academic Quality Assurance Committee,a student may be allowed to take more credits. The decision to register for a minimum number of credits is also made by the Academic Quality Assurance Committee.

A student on an academic probation can register for:

- no more than 20 academic credits per semester if the GPA for the entire study period is from 1.67 to 2.0;

- no more than 15 academic credits per semester if the GPA for the entire study period is from 0 to 1.66.

If a student does not register for a minimum number of credits per semester and does not take an academic leave, he or she can be expelled from the University due to refusal to continue studying.

The University does not inform every student personally of his or her financial or academic debts as well as of the requirement to come for registration for the next academic period, for year or course retake (information on academic performance, financial debts is published on electronic resources of the University).

## Academic Consultation

Academic consultation for the students is provided by the Advising Office. Each of the advisors has certain number students to work with.

To get a consultation, the students may contact their advisor via the corporate mail or register for individual consultation at the website: http://tson.kazguu.kz/ru/moj-edvajzer/. Academic consultation is the joint work of an advisor and a student. In this joint work the advisor has to:

– know the requirements of educational Program, policy, and procedures of MAQSUT NARIKBAYEV UNIVERSITY and the Higher School;

– assist in forming future professional orientation of a student and his / her professional competences as well as discuss correlation between academic training and student priorities in life, his / her future career;

– provide students with relevant information concerning requirements of MAQSUT NARIKBAYEV UNIVERSITY, the Higher School and the Program;

– help students in planning their educational trajectory in each semester of the academic year and in making decision of their choices of the courses;

– help in orientation and adaptation to the educational process;

– help the students in planning their school hours;

– represent academic interests of students before the administration of MAQSUT NARIKBAYEV UNIVERSITY;

– trace the progress of the students assigned to him/her;

– be available to students within office hours and stipulated time sufficient to satisfy the needs of students (students meeting schedule);

– be attentive to the individual needs of certain students.

The student has to:

– know the policy, catalog and other regulatory documentation of MAQSUT NARIKBAYEV UNIVERSITY, the Higher School and the relevant educational Program;

– plan their own academic path for meeting the requirements for getting an academic degree;

– know the academic performance records, completed credits, and received grades;

– trace and in due time receive the relevant information concerning the process of studying at the university published in official sources of the university (the university website, AIS "Platonus", Canvas LMS, etc.);

– understand own responsibilities for making decisions concerning personal learning goals and objectives as well as for meeting graduation requirements of MAQSUT NARIKBAYEV UNIVERSITY;

– demonstrate personal initiative and actively participate in consultation and planning of the process of studying.

# Student Transfer and Readmission Procedures

Students can be transferred to the next academic year, from one higher educational institution to another, from one mode of study to another, from one educational programme (major) to another. They also can change the medium of instruction of their educational Program.

Student applications for transfer and readmission are reviewed by Provost of MAQSUT NARIKBAYEV UNIVERSITY during summer and winter breaks at least five days prior to the start of the next academic period.

Student can be transferred or readmitted after expulsion if they have fully completed the first academic period of the Program according to the learning agreement.

For transferred or readmitted students, the year of study is determined in consideration of prerequisites, compliance with the requirements of MAQSUT NARIKBAYEV UNIVERSITY, and educational programs.

For transfer and readmission, the education trajectory and academic year for the planned educational program is determined in consideration to the previously studied disciplines.

Students can be transferred or readmitted only during summer and winter breaks.

# Educational Program (Major) Transfer

Before applying for a transfer, the student submits a transcript to the advisor, alongwith an application for determining the education trajectory and academic year for the planned educational program.

The order to transfer a student from one education Program (major) to another is issued within 5 working days. The student is required to conclude an additional agreement to the contract for the provision of educational services. A person studying at the expense of the state educational grant, when changing the group of educational programs, is deprived of the grant, and continues to study on a fee basis. However, he / she may be transferred to an educational program with another medium of instruction or another major within the group of educational programs without being deprived of the grant.

When being enrolled to SLA educational programs with English as a medium of instruction, students need to have KEPT results (Tables 5.1 and 5.2).

Table 5.1. English Language Proficiency Requirements when Transferring Students from Another University or Another Group of Educational Programs of MNU to 6B02301 – Translation Studies and 6B02302 – Applied Linguistics Educational programs

| No. | Year | English Language Level on the Basis of KEPT Results (CEFR) | Academic IELTS | TOEFL IBT/PBT, FCE/CAE (IELTS equivalent) |
|---|---|---|---|---|
| 1 | 1st year | Intermediate B1 (60 points and higher) | 5.0 | IBT 45 PBT 450 FCE 154 |
| 2 | 2nd year | Advanced | **Not lower than 7.0** (for sections Speaking and Writing - not lower than 6.0) | IBT 101 (for sections Speaking - not lower than 19 and Writing - not lower than 23) PBT 607 FCE / CAE 185 (for sections Speaking and Writing - not lower than 169) |
| 3 | 3rd year | Advanced | **Not lower than 7.5** (for sections Speaking and Writing - not lower than 6.5) | IBT 109 (in sections Speaking - not less than 22 and Writing - not less than 26) PBT 633 CAE 191 (for sections Speaking and Writing - not lower than 176) |

Table 5.2 English Language Proficiency Requirements when Transferring Students to 6B11101 – Hospitality and 6B11102 – Tourism Educational Programs (with English as a medium of instruction)

| No. | Year | English Language Level on the Basis of KEPT Results (CEFR) | Academic IELTS | TOEFL IBT/PBT, FCE/CAE (IELTS equivalent) |
|---|---|---|---|---|
| 1 | 1st year | Pre-intermediate A2 (40 points and higher) | 3.0 | IBT 24 PBT 370 PET 120 FCE 140 |
| 2 | 2nd year | Intermediate B1 (60 points and higher) | 5.0 | IBT 45 PBT 450 FCE 154 |
| 3 | 3rd year | Intermediate B1 (65 points and higher) | 5.5 | IBT 59 PBT 496 FCE 162 CAE 162 |

## Transfer from Another University

Applicants who have studied abroad should provide the document certifying completion of courses (academic record, transcript), results of entrance tests as well as completion of the previous education level. Documents have to undergo nostrification procedure in the Republic of Kazakhstan in accordance with Recognition and Nostrification Policy of Education Documents.

Applicants, who have finished secondary or vocational educational institution in the Republic of Kazakhstan when being transferred from a foreign university or readmitted, shall also provide UNT or KT certificate with a minimum threshold number of points.

Prior to submitting an application, a student shall send a request to MNU SSC to determine the education trajectory and academic year for the planned educational pro- gram and scanned copies of documents. "Creativity. Service. Intelligence" project work does not affect the difference in academic credits for those being transferred from another university to undergraduate programs. However, the student has to complete the project after the admission (for students having been enrolled in 2019).

In case of scoring the required number of points on the entrance exams (50% or more), providing all the documents and receiving permission of the Dean (Director) of a Higher School for transfer, a student is required to submit an application to the MNU SSC addressed to the Provost of MAQSUT NARIKBAYEV UNIVERSITY for admission on a transfer basis.

An advisor assists the student in making a recommendation.

The order to transfer admission of a student is issued within five working days. The student is required to conclude an additional agreement to the contract for the provision of educational services. After the order is issued, it is necessary to submit a written re- quest to the university where the applicant studied before for sending his / her personal portfolio.

After receiving such a request, the head of the university, where an applicant has previously studied, should issue an enrolment termination order wording "expelled due to transfer to (name of the university)", and send the student portfolio to MAQSUT NARIKBAYEV UNIVERSITY.

## Transfer from course to course

To complete the training within the standard study period, the student is

recommended to comply with the requirements for the transfer from course to course.

In order to transfer to the next year, the undergraduate / postgraduate student mustfulfill the following conditions (Tables 5.3, 5.4 and 5.5):

Table 5.3 Course Completion Requirements for Full-Time Undergraduate Students

| Educational Program | Year | Minimum Number of Academic Credits | Minimum GPA |
|---|---|---|---|
| 6B11101 – Hospitality 6B11102 – Tourism 6B02301 – Translation Studies 6B02302 – Applied Linguistics 6B02303 – Kazakh-English Languages and Linguistics 6B03201 – Journalism: Analytics and Investigations 6B03101 – Psychology | 1 | 58 | 2.0 |
| | 2 | 120 | 2.0 |
| | 3 | 182 | 2.0 |
| | 4 | 240 | 2.0 |
| Physical Education | 1-2 | 8 | pass |
| CSI Project | 1-2 | 0 | pass |

Table 5.4 Course Completion Requirements for Abbreviated Undergraduate Students

| Educational Program | Year | Minimum Number of Academic Credits | Minimum GPA |
|---|---|---|---|
| 6B11102 – Tourism 6B02301 – Translation Studies 6B02302 – Applied Linguistics 6B02303 – Kazakh-English Languages and Linguistics 6B03101 – Psychology | 1 | 65 | 2.0 |
| | 2 | 130 | 2.0 |
| | 3 | 184 | 2.0 |
| Physical Education | 1-2 | 8 | pass |
| CSI Project | 1-2 | 0 | pass |

To obtain the Bachelor degree, the student must meet the following requirements:

- to complete all theoretical courses (240 academic credits for full-time programs);
- to complete all kinds of internships;
- to complete Physical Education course (8 credits);
- to complete the CSI course (for students enrolled in 2019 and later);
- to gain at least 2.0 GPA during the entire study period;
- to pass the final attestation.

**Table 5.5 Course Completion Requirements for Postgraduate Students (Research andPedagogy Area)**

| Educational Program | Year | Minimum Number of Academic Credits | Minimum GPA |
|---|---|---|---|
| Translation Studies Applied Linguistics | 1 | 60 | 2.0 |
| | 2 | 120 | 2.0 |

To obtain the Master Degree, the postgraduate student must meet the following requirements:
- to complete 60 or 120 ECTS by the end of study period;
- to complete the Internship;
- to puss a public defense of master thesis (project);
- to gain at least 2.0 GPA during the entire study period.

## ACADEMIC MOBILITY

Academic mobility involves training students for the academic period in a foreign partner University. Participation in the Program is a chance to gain experience of studying at a foreign University and experience of living abroad at the same time.

The University develops academic cooperation with foreign partner universities within the framework of international agreements and memoranda of cooperation:

- Batumi State University Shota Rustaveli, Georgia
- Eastern Mediterranean University, Northern Cyprus
- Higher School of Economics, Russia
- European University Viadrina, Germany
- Corvinus University Budapest, Hungary
- Liege University, Belgium
- Marburg University, Germany
- International University of Applied Sciences (IU), Germany
- Moscow State Psychological and Pedagogical University, Russia
- Anyan University, South Korea
- University of Dunaújváros University, Hungary
- University of Western Attica, Greece
- Mendel University in Brno, Czech Republic
- University of Ostrava, Czech Republic
- University of Piraeus, Greece
- Northern Arizona University, United States of America
- University of Toulouse, France
- Turiba University, Latvia
- University of Jaen, Spain
- Hämeenlinna University of Applied Sciences (HAMK), Finland
- Excelia Group, France

Students who have already completed at least 60 credits can participate in the academic mobility Program. To participate in the Program, students must submit the following documents to the Student Service Center (MNU SSC) online:
1) a standard application form;

2) a copy of the passport of a citizen of the Republic of Kazakhstan;

3) transcript of academic performance for the current academic year;

4) a document certifying the level of foreign language proficiency (if any);

5) two photos in size 3x4;

6) completed standard student profile;

7) for students under 18 – written consent of the applicant's parents (guardians, legal representatives) to send their child to study abroad within the academic mobility programme;

8) two reference letters (in Kazakh, Russian, or English upon their choice);

9) copies of certificates, diplomas in the chosen field of study for participation in the event of national or international level (if any);

10) copies of documents certifying the fact of belonging to the following categories of persons, if any: a document on the family composition to certify the student's multi-member family background, a document certifying the absence of parents of the student (for the category of students related to orphans or students left without parental care), a document certifying the student's disability.

Applicants' documents are submitted to the International Office for verification and competitive selection. An applicant may not be allowed to participate in the competition if they submit an incomplete set of documents, expired documents, or false documents.

Competitive selection of applicants is carried out in two stages:

Stage 1. Test for foreign language proficiency.

Stage 2. Interview with members of the Competition Committee.

The main requirements of the second stage of competitive selection of applicants to study at foreign partner universities of MAQSUT NARIKBAYEV UNIVERSITY are:

- good current academic performance (GPA 2.5 and higher);
- foreign language proficiency in accordance with the requirements of academic mobility programs.

## DUAL DEGREE PROGRAMS

SLA students have the opportunity to receive not only a Kazakhstani diploma, but also a diploma of a foreign partner University for 4 years of study in the undergraduate Program.

### Participation requirements:
- successful completion of a certain number of credits at MNU University;
- GPA 3.0 and higher;
- level of English B2 and higher.

### The Program terms and conditions:

1. Studying at MNU and a partner University according to a jointly developed curriculum in accordance with the training model stipulated in the agreement (3+1; 2+2; 1+3).

2. Students take entrance examinations in accordance with the rules of admission to MNU University.

3. Full-time study at MNU and a partner University.

4. Graduates of the Program receive two state diplomas: the MNU diploma of higher education and the state diploma of a foreign partner University.

### Partner Universities

- Northern Arizona University NAU (the USA)

- La Rochelle School of Tourism and Hospitality (France)



- International University of Applied Sciences (IU), Germany

## ACCREDIATIONS OF EDUCATIONAL PROGRAMS



**FIBAA (Foundation for International Business Administration Accreditation)** is a member of the largest European and international associations and networks in the field of quality assurance. For more than 20 years, FIBAA has been helping higher education institutions to improve and maintain a high level of quality education in the fields of economics, management, law, and social sciences.

The Tourism Educational Program has been successfully accredited and awarded the FIBAA quality mark.



**IQAA — The Kazakhstani Independent Agency for Quality Assurance in Education**

The Kazakhstani Independent Agency for Quality Assurance in Education (IQAA) has acknowledged accreditation for 19 existing educational programs of MNU University until 2021. IQAA has been founded to improve the quality of education and the competitiveness of educational institutions in Kazakhstan at the national and international levels.

# PART 6 CERTIFICATION PROGRAMS (MINORS)

As a part of the main education Program, the School of Liberal Arts offers the additional certification programs (minors) to study. These certification programs can be offered as separate programs for different categories of participants.

Certification Program (minor):
- has entry requirements: GPA, prerequisites, etc.;
- consists of several disciplines studied sequentially;
- disciplines can be studied gradually in different academic periods ("cumulative system"), but sequentially to obtain a certificate;
- are selected by a student from the academic catalog of the school;
- can be studied within the education Program (credits for minor disciplines are included in the 240 academic credits of the main Program) and / or in addition to the main education Program;
- in case all the requirements are met by the completion of the course, the student is awarded a certificate of Program completion.

Within the framework of the main education Program, the study of disciplines ofno more than two minors are allowed. If the student wants to master more than two minors,he or she appeals to the Academic Quality Assurance Committee.

In case of failure to comply with the requirements upon the completion of the certification Program, a certificate is awarded.

Training in certification programs lasts no more than 5 years.

Credits for disciplines studied within the certification Program can be transferred within the curriculum of educational programs of MNU University within 5 years from the date of registration for the course. At the end of the specified period, the final grade for this discipline is considered invalid, and the student must study it again inorder to receive credits for this course.

For certification programs that include practical courses or internships in inter-national hotels or travel companies, there are additional requirements that are mandatory to be met.

# "MEDIA LINGUISTICS" CERTIFICATION PROGRAM

This certification Program aims to study the functioning of the language in media. Students will learn to determine the status of the media language in terms of functional stylistics. This course covers methods for describing media texts of various types, the influence of sociocultural factors and language techniques on people's minds. Students will become acquainted with a system of parameters that help describe and classify all types of media texts in terms of their production, distribution, verbal and media characteristics.In addition, students will be able to develop the basic skills necessary for working in the field of media: editing, analysis, writing articles and reviewing events.

**By the end of the course, students will be able to:**
- analyze existing trends in modern media;
- edit media texts;
- write news articles;
- review events;
- analyze media texts;
- describe and classify all types of media texts.

**Admission requirements:**
- English level: Upper-Intermediate (IELTS 6.0 and higher);
- 3$^{rd}$ and 4$^{th}$ year students;
- 4 core courses;
- 1 elective course.

**Requirements for completion of the certification Program:**
- 25 academic credits
- GPA 2.67 and higher.

| Code | Program Content | Number of credits | Prerequisites | Language |
|------|-----------------|-------------------|---------------|----------|
| | **Core Courses** | **20** | | |
| MMS 3215 | Mass Media and Society | 5 | - | English |
| Styl 4307. Styl 4308 | Stylistics | 5 | Phonetics and Phonology / Lexicology,Morphology and Syntax | English |
| FTGMT 3216 | Functional Types and Genres of Media Texts | 5 | - | English |
| SW 3217 | Speech Writing | 5 | - | English |
| | **Elective Courses** | **5** | | |
| CE 3218 | Communication Ethics | 5 | - | English |
| NWR 4219 | News Reporting | 5 | - | English |
| FC 4220 | Fact Checking | 5 | - | English |
| | **TOTAL** | **25** | | |

# "TRANSLATION" CERTIFICATION PROGRAM

This certification Program is designed for students interested in mastering theirskills of translation and the use of automated translation systems and translation memory (CAT tools). The certification Program will provide an opportunity to acquire additional knowledge and skills that will enable to increase students' competitiveness in the labor market.

**By the end of the course, students will be able to:**
- gain knowledge of translation methods and techniques;
- translate texts of various subjects and genres;
- apply modern technologies for processing translations;
- clearly and logically build up written speech in Kazakh / Russian and English when translating.

**Admission requirements:**
- Level of English: Upper-Intermediate (IELTS 6.0 and higher);
- 3-4 year students (except for "Translation Studies" EP);
- 4 core courses;
- 1 elective course.

**Requirements for completion of the certification Program:**
- 25 academic credits;
- GPA 2.67 and higher.

| Code | Program Content | Number of credits | Prerequisites | Language |
|------|-----------------|-------------------|---------------|----------|
| | **Core Courses** | **20** | | |
| TIT 3221 | Translation and Interpreting theory | 5 | | English |
| Term 3222 | Terminology | 5 | | English |
| Tran I 3229 | Translation I | 5 | Translation and Interpreting theory | English |
| Tran II 4231 | Translation II | 5 | Translation I | English |
| | **Elective courses** | **10** | | |
| Tran III 4313 | Translation III | 10 | Translation II | English |
| BT 4229 | Business translation | 5 | | English |
| TT 4230 | Technical translation | 5 | | English |
| LT 4231 | Legal translation | 5 | | English |
| TF 4232 | TOLES Foundation | 5 | | English |
| TH 4233 | TOLES Higher | 5 | | English |
| | **TOTAL** | **30** | | |

# "CONFERENCE INTERPRETATION" CERTIFICATION PROGRAM

This certification Program is designed for students interested in mastering the basic skills of consecutive and simultaneous interpretation. The certification Program will enable students to acquire additional knowledge and skills and expand their career opportunities.

**By the end of the course, students will be able to:**
- get basic theoretical knowledge in the field of interpretation;
- apply knowledge of interpretation methods and techniques for consecutive and simultaneous interpretation;
- apply technologies for performing consecutive and simultaneous interpretation;
- observe professional ethics of an interpreter.

**Admission requirements:**
- Level of English: Upper-Intermediate (IELTS 6.0 and higher);
- 3-4 year students (except for "Translation Studies" EP);
- 4 core courses;
- 1 elective course.

**Requirements for completion of the certification Program:**
- 30 academic credits;
- GPA 2.67 and higher.

| Code | Program Content | Number of credits | Prerequisites | Language |
|------|-----------------|-------------------|---------------|----------|
| | **Core courses** | **20** | | |
| TIT 3221 | Translation and Interpreting theory | 5 | | English |
| Term 3222 | Terminology | 5 | | English |
| CSI I 3230 | Consecutive and Simultaneous Interpretation I | 5 | Translation and Interpreting theory | English |
| CSI II 4232 | Consecutive and Simultaneous Interpretation II | 5 | Consecutive and Simultaneous Interpretation I | English |
| | **Elective courses** | **10** | | |
| CSI III 4314 | Consecutive and Simultaneous Interpretation III | 10 | Consecutive and Simultaneous Interpretation II | English |
| | **TOTAL** | **30** | | |

## "TESOL – TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES" CERTIFICATION PROGRAM

This certification Program is designed for students interested in building up their career in the field of teaching foreign languages. Students who have mastered this minor have the right to teach English to speakers of other languages. When registering for the Minor in TESOL Program, candidates have the opportunity to choose one of the possible options for completing the Program: on the basis of MAQSUT NARIKBAEV UNIVERSITY (offline) or on the basis of Northern Arizona University (online).

**By the end of the course, students will be able to:**
- acquire deep knowledge of grammar and apply it in teaching the language;
- demonstrate theoretical and practical knowledge of modern methods and approaches in teaching a foreign language;
- apply technology in teaching a foreign language;
- develop a course curriculum and training materials.

**Admission requirements:**
- Level of English: Upper-Intermediate (IELTS 6.5 and higher);
- 3-4 year students (except for "Translation Studies" EP);
- 4 core courses;
- 1 elective course.

**Requirements for completion of the certification Program:**
- 27 academic credits (including internship);
- GPA 2.67 and higher;
- completing teaching internship (2 credits or more).

*Note:*
*1. For students of language educational programs, it is possible to have certain courses transferred on the basis of syllabi and transcripts. The decision on transfer is made by SLA AQAC.*
*2. When students register for the TESOL Program at Northern Arizona University, the disciplines of this minor are subject to transfer (provided all registration requirements are met).*

| Code | Program Content | Number of credits | Prerequisites | Language |
|------|-----------------|-------------------|---------------|----------|
| | **Core courses** | **20** | | |
| HTM 2304 HTM 2223 | History of Teaching Methods | 5 | | English |
| LA 3305 LA 3224 | Language Acquisition (Language L, Language T) | 5 | History of Teaching Methods | English |
| CDMD 3306 CDMD 3225 | Course development and Material design | 5 | History of Teaching Methods | English |
| LTA 4309 LTA 4226 | Language Testing and Assessment | 5 | History of Teaching Methods | English |
| | **Elective courses** | **5** | | |

| | | | | |
|---|---|---|---|---|
| TL2TL 3233 TL2TL 3227 | Technology in L2 Teaching and Learning | 5 | History of Teaching Methods | English |
| CLIL 3234 CLIL 3228 | Content Language Integrated Learning | 5 | History of Teaching Methods | English |
| | **Total** | **25** | | |
| | **Teaching Internship** | **2 credits or more** | | |

# MINOR IN DOMESTIC AND INBOUND TOURISM

The Minor in Domestic and Inbound Tourism offers a student an opportunity to understand the benefits of inbound and domestic tourism and make an informed decision on how to best enter this market successfully. Especially now, when the global situation with coronavirus has been revealed that people will mainly travel inside of their countries, Kazakhstan has great chances to utilize its significant recreational resources for development of its own domestic tourism. Same time, it is essential to learn dealing with the demands of international visitors as it requires specialist knowledge, cultural understanding and investment. Thus, the content of the Minor will help students to learn how to best market travel experiences to the inbound and domestic traveler.

**At the end of the Program student should be able to:**
- Understand the basic concepts of domestic and inbound tourism;
- Apply leadership and management skills in the field of tourism and travel;
- Apply best practices in the development of such types of tourism as rural, urban and niche;
- Identify and solve various challenges of the tourism and travel industry;
- Demonstrate writing, presentation and communication skills.

**Entry requirements:**
- The Program is open for 2nd, 3rd level students of MNU University (except of Hospitality Major);
- a good command of the English language - Intermediate (IELTS 5,0 and higher);
- Minimum level of GPA is 2.67.

**Exit requirements:**
- The student must master 30 credits;
- The minimum GPA required to complete this program is 2.67;
- Passing an internship at the Tourism Center of MNU University / a travel company with significant experience in organizing domestic and inbound tourism, according to the recommendation of the Head of the EP.

| Code | Program Content | Number of credits | Prerequisites | Language |
|------|----------------|-------------------|---------------|----------|
| IH 1109 | Introduction to Hospitality | 5 | - | ENG |
| EE 3222 | Eco & Ethnotourism | 5 | Basics of Tourism Studies | ENG |
| UT 3221 | Urban Tourism | 5 | Basics of Tourism Studies | ENG |
| RT 3223 | Rural tourism | 5 | Basics of Tourism Studies | ENG |
| MMTD 3225 | Marketing and management of tourist destinations | 5 | Basics of Tourism Studies /Tourism Marketing | ENG |
| CHT 4224 | Cultural Heritage and Tourism | 5 | Introduction to Hospitality/ Basics of Tourism Studies | ENG |
| | **Total** | **30** | | |
| **Internship in Tour-Operating company(after completing 3$^{rd}$ year of study)** | | | | |

# MINOR IN TOUR GUIDING

The certification Program "Tour Guiding" will enable students to be more effective in building up their career in the hospitality industry.

The purpose of the Program is to acquire practical skills in planning and organizing city and thematic tours of any format, to master the principles of tour guides' work, including etiquette, roles and responsibilities; to understand the behavior of tourists, to learn how to manage unexpected situations, to master the principles of interpreting tourist attractions, to gain significant knowledge of culture (traditions and customs), geography, history, architecture, economic and political processes in Kazakhstan. Students will also be able to take direct part in excursions to the tourist attractions of Nur-Sultan, where they will be revealed all the secrets of interesting excursions.

Significant content of the course will focus on the study of various tourist destinations and Kazakhstan's natural, and cultural and historical sites (tangible and intangible) included in the UNESCO world heritage list. Owing to real practical workshops and masterclasses from the leaders of the tourism and hospitality industry of Kazakhstan (from specialists of the National Museum, professionals of *Kazakh Tourism* JSC and representatives of UNESCO), students will learn how to apply their skills during sightseeing tours.

### By the end of the course, students will be able to:
- plan and organize a tour and tourist route that meets the needs of tourists;
- define the scope of responsibilities, roles of guides, rules and regulations, and the tourethics to be followed by both tour guides and tourists;
- apply tactics and determine the main strategy when faced with unexpected situations; manage the behavior of tourists and the tourist group;
- correctly interpret Kazakh art and culture, give an overview of Kazakh history and de-scribe various tourist destinations in Astana, Akmola region and Kazakhstan;
- provide accurate information about the main tourist attractions of Nur-Sultan and Akmola region;
- understand, identify, and evaluate the various meanings, uses, and values of heritagesites, and know the material and non-material cultural heritage of Kazakhstan;
- use public presentation and communication skills in an intercultural environment.
- collect and work with relevant valuable information;
- respond to specific requests of tourists – by organizing tourist formalities (first aid, traffic jams and other force majeure circumstances);
- apply management and leadership skills in the hospitality industry.

The certificate obtained at the end of the program will enable the student to pass an external exam on a paid basis (conducted by a tour operator company) and get the corresponding certificate of a tour guide.

### Admission requirements:
- Level of English: Intermediate (IELTS 5.0 and higher);
- GPA 2.67 and higher;
- registration is allowed for 3-4 year students of MNU University and colleges training specialists in "Tourism", "Translation Studies", "Hospitality".

### Requirements for completion of the certification Program:
- 30 academic credits (including internship);
- GPA 2.67 and higher;

To consolidate the acquired knowledge and acquire practical skills in conducting excursions, it is recommended to take an internship at the MNU Tourism Center or in a travel company with significant experience in organizing domestic and inbound tourism.

| The code | Course name | Amount of credits | Prerequisites | Language |
|---|---|---|---|---|
| LNG2201 | Professional foreign language III (B1) | 5 | Foreign Language II (A2) | ENG. |
| TG 3302 TG 3329 | Tour guide | 5 | Introduction to Hospitality / Basics of Tourism Studies | ENG. |
| CHT 4224 CHT 4223 | Cultural heritage and tourism | 5 | Introduction to Hospitality/ Basics of Tourism Studies | ENG. |
| AMM 4312 AMM 4315 | Art and Museum Management | 5 | Cultural heritage and tourism | ENG. |
| TUR 2203 | Cross-cultural communication | 5 | Introduction to Hospitality | ENG. |
| CB 2214 CB 2217 | Consumer Behavior | 5 | Marketing / Tourism marketing | ENG. |
| | **TOTAL:** | **30** | | |
| **Internship (after completion of the 3rd year of study)** | | | | |

# MINOR IN MARKETING IN TOURISM AND HOSPITALITY

The Minor in Marketing in Tourism and Hospitality offers a student an opportunityto get both theoretical and practical knowledge of one of the fast-growing directions of tourism and hospitality industries. This program is tailored to the needs and interests of the students who are interested to explore the marketing theory and practices in the tourism and hospitality management career.

### At the end of the Program student should be able to:
- apply marketing promotion techniques for tourism products;
- identify and segment markets, position goods and services that can meet the needs of target segments of the tourism market;
- effectively advertise and promote tourism services;
- apply leadership and management skills in the field of tourism and hospitality.

### Entry requirements:
- The Program is open for $2^{nd}$, $3^{rd}$ year students of MNU University of Tourism, Hospitality Majors;
- a good command of the English language - Intermediate (IELTS 5,0 and higher);
- Minimum GPA - 2.67.

### Exit requirements:
- 35 academic credits;
- The minimum GPA required to complete this program is 2.67;
- Passing an internship in international class hotels / in a travel company with significant experience in organizing domestic and inbound tourism / on the basis of partner organizations of the University.

| The code | Course name | Amount of credits | Prerequisites | Language |
|---|---|---|---|---|
| TMark 3213 | Tourism Marketing | 5 | Basics of Tourism Studies | ENG |
| CB 2214 CB 2217 | Consumer Behavior | 5 | Marketing/ Tourism Marketing | ENG |
| ASP 3226 ASP 3224 | Advertising Strategy and Promotion | 5 | Marketing/ Tourism Marketing | ENG |
| MMTD 3225 | Marketing and managementof tourist destinations | 5 | Basics of Tourism Studies and Tourism Marketing | ENG |
| DM 4227 DM 4226 | Event Management | 5 | Marketing | ENG |
| PRMM 3307 PRMM 3306 | PR & Marketing management in Tourism and Hospitality | 5 | Marketing/ Tourism Marketing | ENG |
| | **Total** | **35** | | |
| **Internship in a travel company (tour operator) / hotel / partner organization of MNU (after completing 3$^{rd}$ year of study)** | | | | |

# MINOR IN HOTEL AND RESTAURANT BUSINESS

The Minor in Hotel and Restaurant Business offers a student an opportunity to get both theoretical and practical knowledge of one of the largest industries in the world. This program is tailored to the needs and interests of the students who are interested in the hospitality management career. The Program is designed in a way that helps to practice principles of hospitality within different courses and through internship in two main departments of the hotel (as well as in other departments of the hotel).

## At the end of the Program student should be able to:
- Understand the basic concepts related to hotel and restaurant management;
- Carry out operational activities in the hotel departments (F&B department, housekeeping department, etc.);
- Recognize and solve various problems in the daily work of hotel and restaurant management.
- Demonstrate leadership, presentation and communication skills.

## Entry requirements:
- The Program is open for 2$^{nd,}$ 3$^{rd}$ year students of MNU University (except for Hospitality Major);
- a good command of the English language - Intermediate (IELTS 5,0 and higher);
- Minimum level of GPA is 2.67.

## Exit requirements:
- 35 academic credits;
- The minimum GPA required to complete this program is 2.67;
- Internship ONLY in international class hotels (in accordance with the Internship policy of SLA)

| The code | Course name | Amount of credits | Prerequisites | Language |
|----------|-------------|-------------------|---------------|----------|
| CC 4308 | Cross-cultural communication | 5 | n/a | ENG |
| | Foreign Language III (B1) | 5 | Foreign Language II (A2) | |
| HLO 3305 | Investment Management | 5 | Introduction to Hospitality | ENG |
| FBCO 4304 | Food production and safety | 5 | | ENG |
| IATH 2206 | Introduction into Accounting for Tourism & Hospitality | 5 | Introduction to Hospitality | ENG |
| ROM 3313 | Food&Beverage Management | 5 | Introduction to Hospitality | ENG |
| DSH 3315 | Event Managent | 5 | Introduction to Hospitality | ENG |
| | **Total** | **35** | | |
| **Internship at the Hotel (after completing 3$^{rd}$ year of study)** | | | | |

# "HILTON-ASTANA" CERTIFIED INTERNSHIP PROGRAM

The Certified Internship Program "HILTON-ASTANA" is designed to help students to practice operational skills in hospitality industry.

The Internship Program is organized at the one of ultramodern 5-star hotels - "HILTON-ASTANA". This Program has started in 2018 when MNU University signed the bilateral agreement and cooperation with Hilton-Astana Hotel.

Hilton is the leading global hospitality company, spanning the lodging sector from luxurious full-service hotels and resorts to extended-stay suites and mid-priced hotels, in the light of 2016 marking their presence in 100 countries and territories. Hilton Hotels in Nur-Sultan city, a capital, which has great chances to become one of the attractive tourist destinations, presented by three brands: Hampton by Hilton, Hilton Garden Inn and Hilton-Astana.

Internship at the Hilton-Astana will be a great experience for students and will enhance their career opportunities in the future. Additionally, it provides practical work experience which enhances the student's functional/technical skills as well as their conceptual knowledge about hotel specifics. Internship at the Hotel is very advantageous to the students as it better prepares them for their careers in hospitality management.

In addition to gaining functional job skills, a student has an opportunity to observe a hospitality environment in operation. Improved communication skills, networking with industry professionals, and familiarizing themselves with the entire operation will help them to build their own professional path within the hospitality industry.

### Entry Requirements
- Students should provide a Motivation Letter to enroll for Internship Program;
- The Internship Program is designed for students of Hospitality major, but is also available for students majoring in Tourism;
- Students should demonstrate a good command of English language (intermediate and above);
- Students should provide Health Certificate prior to the start of Internship;
- Minimum level of GPA is 2.67.

### Exit requirements:
- Student should follow all instructions of Hotel Supervisor and attend his/her duties and shifts according to provided schedule - attendance and punctuality are basic requirements during Hotel Internship;
- Students are expected to show tolerance and respect for Hotel's guests and staff;
- Student will get a mark after completing the entire course and this mark will be transferred to the Transcript of students;
- If student doesn't meet exit requirements, he/she will not be granted the certificate from Hilton-Astana.

| The code | Course name | Amount of credits | Language |
|---|---|---|---|
| | Introduction to hospitality | 5 | ENG. |
| | Customer service and loyalty creation | 5 | ENG. |
| | Food and beverage service | 5 | ENG. |
| | Front office management and operations | 5 | ENG. |
| | Yield and revenue management | 5 | ENG. |
| | Bar&beverage service and management | 5 | ENG. |
| | TOTAL: | 30 | |

<h1 align="center">"COGNITIVE BEHAVIORAL THERAPY" CERTIFICATION PROGRAM</h1>

The minor program is a practical-theoretical basic course from the cycle of cognitive-behavioral therapy. In the course of training, participants will be able to obtain not only theoretical knowledge, master the methodology and basis of behavioral and cognitive psychology, elements of psychotherapy, and psychological counseling, but also will be able to master the basic practical skills from modern cognitive-behavioral psychotherapy and the types and methods of psychotherapy included in this direction. The program is aimed at training speech therapists, specialists with whose help the necessary methods are determined and implemented to eliminate speech defects that are relevant for both children and adult patients. Students enrolled to the program will learn about the "staging" of sounds properly, about correct pronunciation, as well as about stuttering (logoneurosis), learn how to eliminate speech defects through speech exercises, with the help of which the required information is consolidated.

The goal of the program is the professional training of competent speech therapists who are able to effectively carry out correctional and psychological activities with all age groups based on their needs, potentialities and abilities.

**Upon completion of the course, students will be able to:**
- Learn the theoretical background necessary to master skills in the cognitive-behavioral paradigm;
- Develop basic skills of a CBT therapist in assessing the behavioral characteristics of a person with the help of relevant techniques based on the set goals;
- To determine the need for psychological influence, to prepare and conduct psychological influence;
- Investigate the mechanisms of formation of speech defects and develop corrective techniques;
- Provide psychological support for the processes leading to the planning and conduct of psychological research.

**Enrollment requirements:**
- Students of 3-4 courses;
-  Completion of 2 compulsory and 3 elective courses from the table below;
- The minimum GPA level is 2.67.

**Requirements to complete the certification program:**
- 30 academic credits;
- Minimum GPA 2.67

| The code | Course name | Amount of credits | Language |
|----------|-------------|-------------------|----------|
| OKPT 3216 | Fundamentals of Cognitive Therapy | 5 | rus/kaz |
| VVTTO 3217 | Introduction to Therapy and The Therapeutic Relationship | 5 | rus/kaz |
| KRDU 3218 | Conceptualization and restructuring dysfunctional beliefs | 5 | rus/kaz |
| KTP 3219 | Cognitive Therapy | 5 | rus/kaz |
| OPT 4220 | Fundamentals of Behavioral Therapy | 5 | rus/kaz |

| KPTTDR 4221 | CBT for anxiety and depressive disorders | 5 | rus/kaz |
|---|---|---|---|
| **TOTAL** | | **30** | |

# "HR - analytics " CERTIFICATION PROGRAM

This program is aimed at training a specialist who has knowledge of the methods of exercising influence on people, the patterns of development of the workforce; able to help in solving conflict situations, age and professional crises of employees; competent in reporting, calculation of highly qualified personnel, forecasting of the period of personnel rejuvenation and statistical accounting of data.

In addition, students will be able to develop the basic skills necessary to work with databases.

## Upon completion of the course, students will be able to:
- prepare reports regarding the age of employees;
- calculate the personnel with the highest qualifications;
- select applicants who meet all business requirements;
- determine the level of staff turnover;
- predict the period of "rejuvenation" of personnel;
- maintain staff records;
- analyze the effectiveness of management decisions.

## Enrollment requirements:
- Students of 3-4 courses;
-  Completion of 2 compulsory and 3 elective courses from the table below;
- The minimum GPA level is 2.67.

## Requirements to complete the certification program:
- 30 academic credits;
- Minimum GPA 2.67

| The code | PROGRAM | Number of credits | Prerequisites | Language |
|---|---|---|---|---|
| **Compulsory disciplines** | | **10** | | |
| IOP 3303 | Industrial-organizational psychology | 5 | Social Psychology | rus |
| PAM 4213 | Personnel assessment methods | 5 | Industrial-organizational psychology | rus |
| **Elective disciplines** | | **twenty** | | |
| IPM 3224 | Innovative management in personnel management | 5 | Industrial-organizational psychology | rus |
| F MC 3227 | Fundamentals of Management Consulting | 5 | Industrial-organizational psychology | rus |
| BM 3225 | Fundamentals of Management | 5 | Industrial-organizational psychology | rus |
| B.P. 3228 | Business planning | 5 | *** | rus |
| HR AD 3226 | Data Analysis in HR and Social Research | 5 | Quantitative Methods in Psychology, Personnel assessment methods | rus |
| IRM 4229 | Reputation management | 5 | Strategic management | rus |
| **TOTAL** | | **30** | | |

# " BRAND - analytics" CERTIFICATION PROGRAM

This course aims to teach students the basics of social media analysis using artificial intelligence. The program provides for practical work through the monitoring and analysis of social media and media Brand Analytics.

The goal of the program is to train a specialist who will warn about a threat to reputation, highlight the main thing in the media field, show information trends, form a dashboard and prepare a presentation report. The program provides a clear understanding of the process of social media analytics and its application to the tasks of PR, marketing and functional areas of companies and organizations.

## Upon completion of the course, students will be able to:
- collect and analyze information about the market for goods and services, competitors and consumer behavior;
- search for insights;
- manage reputation;
- develop recommendations, forecasts (development, dynamics of important indicators) and marketing strategies.
- advising the sales team and internal projects.

## Enrollment requirements:
- Students of 3-4 courses;
-  Completion of 2 compulsory and 3 elective courses from the table below;
- The minimum GPA level is 2.67.

## Requirements to complete the certification program:
- 30 academic credits;
- Minimum GPA 2.67

| The code | PROGRAM | Number of credits | Prerequisites | Language |
|---|---|---|---|---|
| **Compulsory disciplines** | | **10** | | |
| BSM 3230 | Fundamentals of social marketing | 5 | *** | rus |
| EBM 3231 | Employer brand management | 5 | Ergonomics and usability Fundamentals of social marketing | rus |
| **Elective disciplines** | | **twenty** | | |
| A TA 3232 | Audiovisual technologies in advertising | 5 | Psychology of motivation and emotions Psychology of knowledge Ergonomics and usability | rus |
| MIC 3233 | Marketing in integrated communications | 5 | Psychology of communication, Fundamentals of social marketing | rus |
| PSAP 3234 | Psychology of sales and advertising promotion | 5 | Psychology of social cognition Psychology of communication | rus |
| US 4235 | Website usability audit | 5 | | rus |
| **TOTAL** | | **25** | | |

# "LEGAL PSYCHOLOGY" CERTIFICATION PROGRAM

This minor is aimed at teaching students the basics of solving psychology issues that arise in the process of lawyers' activities and are related to the psychological competence and safety of a lawyer. The program provides for practical work through the analysis of texts of medical and psychological examinations, conflict situations that arise in legal practice, the development of victimological prevention measures.

The purpose of the program is to train a specialist who will be able to apply psychological knowledge in solving issues at the intersection of jurisprudence and psychology: planning victimological prevention; highlighting questions that an expert can answer at the request of a judge, lawyer or prosecutor; analysis of the conflict situation and search for the optimal behavior in it; reconstruction of the psychological characteristics of the criminal, etc.

## Upon completion of the course, students will be able to:

- analyze behavior based on its biological and evolutionary determinants;
- determine and apply the optimal algorithm of behavior in a conflict situation;
- analyze the psychological characteristics of a criminal/criminal group;
- carry out prevention, prevention of offenses, manifestations of corruption, identify and eliminate the causes and conditions that contribute to their commission
- determine diagnostic methods within the MPE.

## Enrollment requirements:

- Students of 3-4 courses;
-  The minimum GPA level is 2.67.

## Requirements to complete the certification program:

- 30 academic credits;
- Minimum GPA 2.67

| The code | PROGRAM | Number of credits | Language |
|----------|---------|-------------------|----------|
| BPEP 3234 | Theory of State and Law | 5 | rus/kaz |
| Crim 3235 | Psychology of deviant behavior | 5 | rus/kaz |
| Vict 3236 | Victimology | 5 | rus/kaz |
| MOLP 3237 | Methods for Assessing the Identity of the Offender | 5 | rus/kaz |
| SPE 4238 | Medical and psychological examination | 5 | rus/kaz |
| MPE 4239 | Practical psychology of conflicts | 5 | rus/kaz |
| **TOTAL** | | **30** | |

# PART 7 UNDERGRADUATE EDUCATIONAL PROGRAMS

## General Structure of SLA Educational Programs

| No. | Cycles and Disciplines | Academic credits |
|-----|------------------------|------------------|
| 1 | General education disciplines (GED), | 56 |
| 2 | The cycle of basic and major disciplines (BD and MD), including introductory, industry based and on-the-job internships | not less 172 |
| 3 | Bachelor Senior project or | 8-12 |
| 4 | Physical Education | 8 |
| 5 | CSI (Creativity. Service. Intelligence) | 0 |
| 6 | Learning How to Learn (for students of 2021 enrollment year) | 0 |

**Standard (recommended) duration of study:**
   - for students enrolled on the basis of secondary education – 4 years,
   - for students enrolled on the basis of secondary vocational education – 3 years.
   - for NIS / IB graduates – can be reduced to 3 years.

   Standard duration of study can be reduced by transferring academic credits for:
   - students who have vocational education in related educational programs;
   - students-graduates of the international baccalaureate Program and Nazarbayev intellectual schools.

   The duration of study in the undergraduate Program is determined by the amount of academic credits completed. When the set amount of academic credits is completed and the expected learning outcomes for the bachelor degree are achieved, the higher education Program is considered fully completed.
   The maximum period of study allowed for SLA undergraduate programs is 10 years.

# BACHELOR OF ARTS IN 6B02301 – "TRANSLATION STUDIES"

The program is aimed at training professional translators and interpreters who are proficient in working with computer-aided translation systems and other technologies for high-quality written, as well as consecutive and simultaneous translation, and who have in-depth knowledge of the theory and practice of the first and second foreign languages in various language situations.

## Learning Outcomes
**Upon completion of this Program, graduates will be able to:**
– apply the theoretical foundations of lexicology, grammar, phonetics, stylistics, the history of the English language and other sections of the linguistics of a foreign language in the translation aspect;

– demonstrate professional knowledge and practical skills in written, oral consecutive and simultaneous translation;

– apply modern technologies in written, as well as oral consecutive and simultaneous translation;

– apply research methods in work on projects in translation and linguistics;

– demonstrate effective communication skills when using the first and second foreign languages in a multilingual and multicultural environment;

– possess the skills of analysis, decision-making and problem solving;

– present ideas, facts, opinions or beliefs in accordance with the target audience, context, purpose and genre;

- use various resources to locate, search and evaluate reliable sources and information;

– observe the professional ethics of the translator and interpreter;

– demonstrate interdisciplinary skills and knowledge in the field of TESOL, media linguistics and other areas.

## General education courses (51):

| | |
|---|---|
| CHK 1101 | History of Kazakhstan (5) |
| KRL 1102 | Kazakh / Russian languages (A1, A2, B1, B2, C1) (5) |
| KRL 1103 | Kazakh / Russian languages (A1+, A2+, B1+, B2+, C1+) (5) |
| SPK 1104 | Module of Socio-Political Knowledge I (4) |
| SPK 1105 | Module of Socio-Political Knowledge II (4) |
| ICT 1106 | Information and communication technology (5) |
| Phil 1107 | Philosophy (5) |
| BFL 1108 | Basic Foreign Language (B1) (10) |
| FK (1) (2) (3) (4) | Physical Education (2) (2) (2) (2) |
| TSOIR (1) (2) | CSI (Creativity. Service. Intelligence) (0) |

## Electives General education courses (5):

| | |
|---|---|
| HTM 1209 | History of Teaching Methods (5) - **M4** |
| CE 1210 | Communication Ethics (5) - **M1** |
| TF 1211 | TOLES Foundation (5) |

**Total: 56 ECTS**

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## Basic courses (128 ECTS):

| **Fall semester** | | **Spring semester** | |
|---|---|---|---|
| GrU 1101 | Grammar In Use (5) | BFL 1203 | Basic Foreign Language (B2) (10) |
| TIT 2203 | Translation and Interpreting Theory (5) | ITI 1110 | Introduction to Translation and Interpretation (5) |
| FLT 2204 | Fundamentals of Language Theory (5) | TTP 3206 | Translation tools and Practice (5) |
| AW C1 2208 | Academic Writing (C1) (5) | AW C2 2209 | Academic Writing (C2) (5) |
| FL I 2210 | Foreign Language I (A0,A1) (10) | FL II 2211 | Foreign Language II (A2) (10) |
| FL III 3212 | Foreign Language III (B1) (5) | FL IV 3213 | Foreign Language IV (B2) (5) |
| FL V 4214 | Foreign Language V (C1) (5) | | |

| | | | |
|---|---|---|---|
| RM I 2301 | Research Methods I | RM II 2302 | Research Methods II (5) |
| Tran II 3305 | Translation II (5) | Tran I 2303 | Translation I (5) |
| CSI II 3306 | Consecutive and Simultaneous Interpretation II (5) | CSI I 2304 | Consecutive and Simultaneous Interpretation I (5) |
| Styl 4307 | Stylistics (5) - **M1** | | |
| CCC 4215 | Cross-cultural communication (5) | | |
| Socl 4216 | Sociolinguistics (3) | | |
| Term 3205 | Terminology (5) | | |

## Elective courses (40 ECTS):

| | **Осенний семестр** | | **Весенний семестр** |
|---|---|---|---|
| MMS 3215 | Mass Media and Society  (5) - **M1** | SW 3217 | Speech Writing (5) - **M1** |
| FTGMT 3216 | Functional Type and Genre of the Media Text (5) - **M1** | CDMD 3225 | Course development and Material design   (5) - **M4** |
| NWR 4219 | News Writing and Reporting - **M1** | TL2TL 3227 | Technology in L2 Teaching and  Learning   (5) - **M4** |
| FC 4220 | Fact checking (5) - **M1** | CLIL 3228 | Content and Language Integrated Learning  (5) - **M4** |
| GA 3221 | Grammar Awareness (5) | Tran III 3312 | Translation III (10) |
| TM 3322 | Theory of Meaning (5) | CSI II3313 | Consecutive and Simultaneous Interpretation III (10) |
| LA 3224 | Language Acquisition (Language L, Language T) (5) - **M4** | | |
| LTA 4226 | Language Testing and Assessment (5) - **M4** | | |
| BT 4229 | Business translation (5) | | |
| TT 4230 | Technical translation (5) | | |
| LT 4231 | Legal translation (5) | | |
| TH 4233 | Toles Higher (5) | | |
| RM III 4308 | Research Methods III (5) | | |
| BL 4309 | Basics of Lexicography (5) | | |
| CW 4310 | Creative Writing (5) | | |
| Lit 4311 | Literature (5) | | |
| Tran IV 4314 | Translation IV (5) | | |

| CSI IV 4315 | Consecutive and Simultaneous Interpretation IV (5) |
|---|---|

**M1** – Minor in MEDIA LINGUISTICS
**M4** – Minor in "TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES" (TESOL)

**General education courses (56):**

| | |
|---|---|
| CHK 1101 | History of Kazakhstan (5) |
| KRL 1102 | Kazakh / Russian languages (A1, A2, B1, B2, C1) (5) |
| KRL 1103 | Kazakh / Russian languages (A1+, A2+, B1+, B2+, C1+) (5) |
| SPK 1104 | Philosophy and Identity in Modern World I (4) |
| SPK 1105 | Philosophy and Identity in Modern World II (4) |
| ICT 1106 | Information and communication technology (5) |
| GrU 1107 | Grammar In Use (5) |
| ITI 1109 | Introduction to Translation and Interpretation (5) |
| BFL 1108 | Basic Foreign Language (B1) (10) |
| FK (1) (2) (3) (4) | Physical Education (2) (2) (2) (2) |
| TSOIR (1) (2) | CSI (Creativity. Service. Intelligence) (0) |

**Total: 56 ECTS**

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**Basic courses (118 ECTS):**

| **Fall semester** | | **Spring semester** | |
|---|---|---|---|
| TIT 2203 | Translation and Interpreting Theory (5) | BFL 1203 | Basic Foreign Language (B2) (10) |
| FLT 2204 | Fundamentals of Language Theory (5) | TTP 3206 | Translation tools and Practice (5) |
| AW C1 2208 | Academic Writing (C1) (5) | AW C2 2209 | Academic Writing (C2) (5) |
| FL I 2210 | Foreign Language I (A0,A1) (10) | FL II 2211 | Foreign Language II (A2) (10) |
| FL III 3212 | Foreign Language III (B1) (5) | FL IV 3213 | Foreign Language IV (B2) (5) |
| FL V 4214 | Foreign Language V (C1) (5) | | |
| Tran II 3305 | Translation II (5) | Tran I 2303 | Translation I (5) |
| CSI II 3306 | Consecutive and Simultaneous Interpretation II (5) | CSI I 2304 | Consecutive and Simultaneous Interpretation I (5) |
| CCC 4215 | Cross-cultural communication (5) | CCC 4215 | Cross-cultural communication (5) |
| Styl 4307 | Stylistics (5) - **M1** | | |

| Socl 4216 | Sociolinguistics (3) |
|-----------|----------------------|
| Term 3205 | Terminology (5) |

| **Elective courses (50 ECTS):** |
|---|

| | **Fall semester** | | **Spring semester** |
|---|---|---|---|
| MMS 3215 | Mass Media and Society  (5) - **M1** | SW 3217 | Speech Writing (5) - **M1** |
| RM I 2301 | Research Methods I (5) | RM II 2302 | Research Methods II (5) |
| FTGMT 3216 | Functional Type and Genre of the Media Text (5) - **M1** | CDMD 3225 | Course development and Material design   (5) - **M4** |
| NWR 4219 | News Writing and Reporting - **M1** | TL2TL 3227 | Technology in L2 Teaching and  Learning   (5) - **M4** |
| FC 4220 | Fact checking (5) - **M1** | CLIL 3228 | Content and Language Integrated Learning  (5) - **M4** |
| GA 3221 | Grammar Awareness (5) | Tran III 3312 | Translation III (10) |
| TM 3322 | Theory of Meaning (5) | CSI II3313 | Consecutive and Simultaneous Interpretation III (10) |
| LA 3224 | Language Acquisition (Language L, Language T) (5) - **M4** | HTM 2223 | History of Teaching Methods - **M4** |
| LTA 4226 | Language Testing and Assessment (5) - **M4** | | |
| BT 4229 | Business translation (5) | | |
| TT 4230 | Technical translation (5) | | |
| LT 4231 | Legal translation (5) | | |
| TH 4233 | Toles Higher (5) | | |
| RM III 4308 | Research Methods III (5) | | |
| BL 4309 | Basics of Lexicography (5) | | |
| CW 4310 | Creative Writing (5) | | |
| Lit 4311 | Literature (5) | | |
| Tran IV 4314 | Translation IV (5) | | |
| CSI IV 4315 | Consecutive and Simultaneous Interpretation IV (5) | | |

**M1** – Minor in MEDIA LINGUISTICS
**M4** – Minor in "TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES" (TESOL)

# BACHELOR OF ARTS IN "6B02302 – APPLIED LINGUISTICS"

**The Applied Linguistics Educational Program** is aimed to train a versatile, multi-skilled specialist in applied linguistics with language proficiency in two foreign languages, sound knowledge of research methodology, able to apply contemporary approaches to teaching foreign languages, to render high quality translation and interpretation, possessing skills of editing and media writing.

The educational Program is developed on the basis of the requirements of State Compulsory Education Standard of the Republic of Kazakhstan, as well as the requirements of the modern market and employers.

**Learning outcomes:**
**By the end of this Program, graduates will be able to:**
- apply knowledge of the lexical, grammatical and phonetic systems of the English language when conducting linguistic analysis;
- conduct research and engage in project activities in the field of linguistics andother industries;
- apply modern teaching and assessment methods;
- carry out effective communication in a multicultural and multilingual environment both in English and in a second foreign language;
- possess analytical skills, decision-making skills and integrated problem solving;
- express thoughts, ideas and beliefs, focusing on the specifics of the audience, con-text, purpose and style;
- work with various databases for searching, determining and evaluating reliable sources of information;
- follow professional ethics;
- manage emotional intelligence in personal and professional relationships.

**General education courses (51):**

| | |
|---|---|
| CHK 1101 | History of Kazakhstan (5) |
| KRL 1102 | Kazakh / Russian languages (A1, A2, B1, B2, C1) (5) |
| KRL 1103 | Kazakh / Russian languages (A1+, A2+, B1+, B2+, C1+) (5) |
| SPK 1104 | Module of Socio-Political Knowledge I (4) |
| SPK 1105 | Module of Socio-Political Knowledge II (4) |
| ICT 1106 | Information and communication technology (5) |
| Phil 1107 | Philosophy (5) |
| BFL 1108 | Basic Foreign Language (B1) (10) |
| FK (1) (2) (3) (4) | Physical Education (2) (2) (2) (2) |
| TSOIR (1) (2) | CSI (Creativity. Service. Intelligence) (0) |

**Elective general education courses (5):**

| | |
|---|---|
| MMS 3109 | Mass Media and Society - **M1** |
| FTGMT 3110 | Functional Type and Genre of the Media Text - **M1** |
| TIT 3110 | Translation and Interpreting Theory - **M2, M3** |

**Total: 56 ECTS**

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**Basic courses (138 ECTS):**

| | **Fall semester** | | **Spring semester** |
|---|---|---|---|
| GrU 1201 | Grammar In Use (практическая грамматика) (5) | IL 1202 | Introduction to Linguistics (5) |
| GA 2204 | Grammar Awareness (5) | BFL 1203 | Basic Foreign Language (B2) (10) |
| AW C1 2208 | Academic Writing (C1) (5) | AW C2 2209 | Academic Writing (C2) (5) |
| FL I 2210 | Foreign Language I (A0,A1) (10) | FL II 2211 | Foreign Language II (A2) (10) |
| FL III 3212 | Foreign Language III (B1) (5) | FL IV 3213 | Foreign Language IV (B2) (5) |
| FL V 4214 | Foreign Language V (C1) (5) | | |
| PP 3206 | Phonetics and Phonology (5) | MSL 2205 | Morphology, Syntax and Lexis (5) |
| LE 3207 | Literary editing (5) | CCC 3215 | Cross-cultural communication (5) |

| | | | |
|---|---|---|---|
| Socl 4216 | Sociolinguistics (3) | | |
| RM I 2301 | Research Methods I (5) | RM II 2302 | Research Methods II (5) |
| HL 2303 | History of language (5) | HTM 2304 | History of Teaching Methods (5)- **M4** |
| LA 3305 | Language Acquisition (Language L, Language T) (5) - **M4** | CDMD 3306 | Course development and Material design (5) - **M4** |
| Styl 4308 | Stylistics (5) - **M1** | CL 3307 | Corpus Linguistics (5) |
| LTA 4309 | Language Testing and Assessment (5) - **M4** | | |

## Elective courses (30 ECTS):

| | **Fall semester** | | **Spring semester** |
|---|---|---|---|
| NWR 4219 | News Writing and Reporting (5) - **M1** | SW 3217 | Speech Writing (5) - **M1** |
| FC 4220 | Fact checking (5) - **M1** | CE 3218 | Communication Ethics (5) - **M1** |
| TTP 3223 | Translation tools and Practice (5) - **M3** | Term 4222 | Terminology (5) - **M2, M3** |
| Tran II 4231 | Translation II (5) - **M2** | Tran I 3229 | Translation I (5) - **M2** |
| CSI II 4232 | Consecutive and Simultaneous Interpretation II (5) - **M3** | CSI I 3230 | Consecutive and Simultaneous Interpretation I (5) - **M3** |
| BT 4224 | Business translation (5) - **M2** | TL2TL 3233 | Technology in L2 Teaching and Learning (5) - **M4** |
| TT 4225 | Technical translation (5) - **M2** | CLIL 3234 | Content and Language Integrated Learning (5) - **M4** |
| LT 4226 | Legal translation (5) - **M2** | RM III 4309 | Research Methods III (5) |
| TF 4227 | TOLES Foundation (5) - **M2** | BL 4310 | Basics of Lexicography (5) |
| TH 4228 | Toles Higher (5) - **M2** | CW 4311 | Creative Writing (5) |
| | | Lit 4312 | Literature (5) |
| | | Tran III 4313 | Translation III (10) |
| | | CSI III 4314 | Consecutive and Simultaneous Interpretation III (10) |

**M1** – Minor in MEDIA LINGUISTICS
**M2** – Minor in TRANSLATION
**M3** – Minor in CONFERENCE INTERPRETATION
**M4** – Minor in TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES (TESOL)

## General education courses (56):

| | |
|---|---|
| CHK 1101 | History of Kazakhstan (5) |
| KRL 1102 | Kazakh / Russian languages (A1, A2, B1, B2, C1) (5) |
| KRL 1103 | Kazakh / Russian languages (A1+, A2+, B1+, B2+, C1+) (5) |
| SPK 1104 | Philosophy and Identity in Modern World I (4) |
| SPK 1105 | Philosophy and Identity in Modern World II (4) |
| ICT 1106 | Information and communication technology (5) |
| GrU 1107 | Grammar In Use (5) |
| ITI 1109 | Introduction to Translation and Interpretation (5) |
| BFL 1108 | Basic Foreign Language (B1) (10) |
| FK (1) (2) (3) (4) | Physical Education (2) (2) (2) (2) |
| TSOIR (1) (2) | CSI (Creativity. Service. Intelligence) (0) |

## Total: 56 ECTS

## Basic courses (128 ECTS):

| **Fall semester** | | **Spring semester** | |
|---|---|---|---|
| GA 2204 | Grammar Awareness (5) | BFL 1203 | Basic Foreign Language (B2) (10) |
| AW C1 2208 | Academic Writing (C1) (5) | AW C2 2209 | Academic Writing (C2) (5) |
| FL I 2210 | Foreign Language I (A0,A1) (10) | FL II 2211 | Foreign Language II (A2) (10) |
| FL III 3212 | Foreign Language III (B1) (5) | FL IV 3213 | Foreign Language IV (B2) (5) |
| FL V 4214 | Foreign Language V (C1) (5) | | |
| PP 3206 | Phonetics and Phonology (5) | MSL 2205 | Morphology, Syntax and Lexis (5) |
| CCC 3215 | Cross-cultural communication (5) | CCC 3215 | Cross-cultural communication (5) |
| RM I 2301 | Research Methods I (5) | RM II 2302 | Research Methods II (5) |
| LE 3207 | Literary editing (5) | CCC 3215 | Cross-cultural communication (5) |
| Socl 4216 | Sociolinguistics (3) | CL 3307 | Corpus Linguistics (5) |
| HL 2303 | History of language (5) | HTM 2304 | History of Teaching Methods (5)- **M4** |
| LA 3305 | Language Acquisition (Language L, Language T) (5) - **M4** | CDMD 3306 | Course development and Material design (5) - **M4** |

Styl 4308      Stylistics (5) - **M1**

LTA 4309      Language Testing and Assessment
              (5) - **M4**

<span style="color:red">**COHORT 2021/2020**</span>

**Elective courses (40 ECTS):**

|  | **Fall semester** |  | **Spring semester** |
|---|---|---|---|
| MMS 3215 | Mass Media and Society - **M1** | SW 3217 | Speech Writing (5) - **M1** |
| FTGMT 3216 | Functional Type and Genre of the Media Text - **M1** | CE 3218 | Communication Ethics (5) - **M1** |
| NWR 4219 | News Writing and Reporting (5) - **M1** | Term 4222 | Terminology (5) - **M2, M3** |
| FC 4220 | Fact checking (5) - **M1** | Tran I 3229 | Translation I (5) - **M2** |
| TTP 3223 | Translation tools and Practice (5) - **M3** | CSI I 3230 | Consecutive and Simultaneous Interpretation I (5) - **M3** |
| Tran II 4231 | Translation II (5) - **M2** | TL2TL 3233 | Technology in L2 Teaching and Learning (5) - **M4** |
| CSI II 4232 | Consecutive and Simultaneous Interpretation II (5) - **M3** | CLIL 3234 | Content and Language Integrated Learning (5) - **M4** |
| BT 4224 | Business translation (5) - **M2** | RM III 4309 | Research Methods III (5) |
| TT 4225 | Technical translation (5) - **M2** | BL 4310 | Basics of Lexicography (5) |
| LT 4226 | Legal translation (5) - **M2** | CW 4311 | Creative Writing (5) |
| TF 4227 | TOLES Foundation (5) - **M2** | Lit 4312 | Literature (5) |
| TH 4228 | Toles Higher (5) - **M2** | Tran III 4313 | Translation III (10) |
|  |  | CSI III 4314 | Consecutive and Simultaneous Interpretation III (10) |

**M1** – Minor in MEDIA LINGUISTICS
**M2** – Minor in TRANSLATION
**M3** – Minor in CONFERENCE INTERPRETATION
**M4** – Minor in TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES (TESOL)

# BACHELOR OF ARTS IN "6B02303 – KAZAKH-ENGLISH LANGUAGES AND LINGUISTICS"

**Aim of the Program:** "Kazakh-English Language and Linguistics" is aimed at training a professional linguist of the Kazakh and English languages who has the skills of modern teaching methods, translation in the Kazakh-English language pair and media writing skills.

### Learning outcomes:
**By the end of the Program, the graduate:**
- applies practical and theoretical knowledge of the Kazakh/English language in the linguistic analysis of literary and scientific texts;
- formulates and conveys his thoughts and ideas in Kazakh/English (orally and in writing), focusing on the specifics of the audience in different language environment;
- organizes and conducts research and project work in the field of linguistics and related fields;
- manages emotional intelligence in interpersonal and professional relationships;
- has the skills of critical thinking and solving professional problems and problems;
- adheres to the standards of professional and research ethics in teaching, translation and media;
- applies methods and strategies of translation / interpretation in the Kazakh-English language pair;
- applies modern methods and approaches in teaching Kazakh/English languages;
- possess editing and speechwriting skills.

## General education courses (51):

| | | |
|---|---|---|
| CHK 1101 | History of Kazakhstan (5) | |
| KRL 1102 | Kazakh / Russian languages (A1, A2, B1, B2, C1) (5) | |
| KRL 1103 | Kazakh / Russian languages (A1+, A2+, B1+, B2+, C1+) (5) | |
| SPK 1104 | Module of Socio-Political Knowledge I (4) | |
| SPK 1105 | Module of Socio-Political Knowledge  II (4) | |
| ICT 1106 | Information and communication technology (5) | |
| Phil 1107 | Philosophy (5) | |
| BFL 1108 | Basic Foreign Language (B1) (10) | |
| FK (1) (2) (3) (4) | Physical Education (2) (2) (2) (2) | |
| TSOIR (1) (2) | CSI (Creativity. Service. Intelligence) (0) | |

## Elective general education courses (5):

| | | |
|---|---|---|
| MMS 3109 | Mass Media and Society - **M1** | |
| FTGMT 3110 | Functional Type and Genre of the Media Text - **M1** | |
| TIT 3110 | Translation and Interpreting Theory - **M2, M3** | |

## Total: 56 ECTS

# COHORT 2022/2023

## Basic courses (123 ECTS):

| | Fall semester | | Spring semester |
|---|---|---|---|
| PKL 2205 | Phonetics of Kazakh Language (5) | IL 1109 | Introduction to Linguistics (Kazakh Language) (5) |
| BFL 1202 | Basic Foreign Language (B1-B2) (10) | BFL 1201 | Basic Foreign Language (A2- B1) (10) |
| AE 2204 | Academic Writing (C2) (5) | AE 2203 | Academic Writing (C2) (5) |
| KL 2207 | Processes of modern literature (5) | LT 2206 | Stylistics of the text (Kazakh Language) (5) |
| HGKL 2211 | Functional grammar (Kazakh Language) (5) | IL 2208 | Introduction to Linguistics (English Language) (5) |
| MSLKL 2210 | Morphology, Syntax and Lexis (Kazakh  Language) (5) | MSL 2209 | Morphology, Syntax and Lexis (English  Language) (5) |

| | | | |
|---|---|---|---|
| PPEL 3212 | Phonetics and Phonology (English Language) (5) | LTA 4309 | Language Testing and Assessment |
| LE 4213 | Literary editing (5) | | |
| SLing 4214 | Sociolinguistics (3) | RM II 2302 | Research Methods II (5) |
| RM I 3302 | Research Methods I (5) | HTM 2304 | History of methods of teaching foreign languages (5) - **M4** |
| HEL 3304 | History of the English language (5) | CDMD 3306 | Course development and Material design (5) - **M4** |
| LA 3305 | Language Acquisition (Language L, Language T) (English) (5) - **M4** | | |
| Styl 4309 | Stylistics (5) - **M1** | | |
| CL 3307 | Corpus Linguistics (5) | | |

**Elective courses (45 ECTS):**

| **Fall semester** | | **Spring semester** | |
|---|---|---|---|
| MMS 3215 | Mass Media and Society - **M1** | SW 3217 | Speech Writing (5) - **M1** |
| FTGMT 3216 | Functional Type and Genre of the Media Text - **M1** | CE 3218 | Communication Ethics (5) - **M1** |
| NWR 4219 | News Writing and Reporting (5) - **M1** | Term 4222 | Terminology (5) - **M2, M3** |
| FC 4220 | Fact checking (5) - **M1** | Tran I 3229 | Translation I (5) - **M2** |
| TTP 3223 | Translation tools and Practice (5) - **M3** | CSI I 3230 | Consecutive and Simultaneous Interpretation I (5) - **M3** |
| Tran II 4231 | Translation II (5) - **M2** | TL2TL 3233 | Technology in L2 Teaching and Learning (5) - **M4** |
| CSI II 4232 | Consecutive and Simultaneous Interpretation II (5) - **M3** | CLIL 3234 | Content and Language Integrated Learning (5) - **M4** |
| BT 4224 | Business translation (5) - **M2** | TKTL 3235 | Қазақ тілінің оқыту әдістемесі (5) |
| TT 4225 | Technical translation (5) - **M2** | | |
| LT 4226 | Legal translation (5) - **M2** | | |
| TF 4227 | TOLES Foundation (5) - **M2** | | |
| TH 4228 | Toles Higher (5) - **M2** | | |
| PLing 4236 | Психолингвистика | | |
| CCC 4237 | Cross-cultural communication | | |

| Tran III 4313 | Translation III (10) |
| CSI III 4314 | Consecutive and Simultaneous Interpretation III (10) |
| CW 4311 | Creative Writing (English) (5) |
| CW 4312 | Креативті жазылым (қазақ тілінде) (5) |
| RM III 4313 | Research Methods III  (5) |
| Lit 4314 | Literature (5) |

**M1** – Minor in MEDIA LINGUISTICS
**M2** – Minor in TRANSLATION
**M3** – Minor in CONFERENCE INTERPRETATION
**M4** – Minor in TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES (TESOL)

# COHORT 2021/2022

**General education courses (56):**

| CHK 1101 | History of Kazakhstan (5) |
| KRL 1102 | Kazakh / Russian languages (A1, A2, B1, B2, C1) (5) |
| KRL 1103 | Kazakh / Russian languages (A1+, A2+, B1+, B2+, C1+) (5) |
| SPK 1104 | Philosophy and Identity in Modern World I (4) |
| SPK 1105 | Philosophy and Identity in Modern World II (4) |
| ICT 1106 | Information and communication technology (5) |
| GrU 1107 | Grammar In Use (5) |
| ITI 1109 | Introduction to Translation and Interpretation (5) |
| BFL 1108 | Basic Foreign Language (B1) (10) |

| FK (1) (2) (3) (4) | Physical Education (2) (2) (2) (2) |
| TSOIR (1) (2) | CSI (Creativity. Service. Intelligence) (0) |

**Total: 56 ECTS**

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## Basic courses (123 ECTS):

| **Fall semester** | | **Spring semester** | |
|---|---|---|---|
| PKL 2205 | Phonetics of Kazakh Language (5) | IL 1109 | Introduction to Linguistics (Kazakh Language) (5) |
| BFL 1202 | Basic Foreign Language (B1-B2) (10) | BFL 1201 | Basic Foreign Language (A2- B1) (10) |
| AE 2204 | Academic Writing (C2) (5) | AE 2203 | Academic Writing (C2) (5) |
| KL 2207 | Processes of modern literature (5) | LT 2206 | Stylistics of the text (Kazakh Language) (5) |
| HGKL 2211 | Functional grammar (Kazakh Language) (5) | IL 2208 | Introduction to Linguistics (English Language) (5) |
| MSLKL 2210 | Morphology, Syntax and Lexis (Kazakh  Language) (5) | MSL 2209 | Morphology, Syntax and Lexis (English  Language) (5) |
| PPEL 3212 | Phonetics and Phonology  (English Language) (5) | LTA 4309 | Language Testing and Assessment |
| LE 4213 | Literary editing (5) | | |
| SLing 4214 | Sociolinguistics (3) | RM II 2302 | Research Methods II (5) |
| RM I 3302 | Research Methods I (5) | HTM 2304 | History of methods of teaching foreign languages (5) - **M4** |
| HEL 3304 | History of the English language (5) | CDMD 3306 | Course development and Material design (5) - **M4** |
| LA 3305 | Language Acquisition (Language L, Language T) (English) (5) - **M4** | | |
| Styl 4309 | Stylistics  (5) - **M1** | | |
| CL 3307 | Corpus Linguistics (5) | | |

## Elective courses (45 ECTS):

| **Fall semester** | **Spring semester** |
|---|---|

| | | | |
|---|---|---|---|
| MMS 3215 | Mass Media and Society - **M1** | SW 3217 | Speech Writing (5) - **M1** |
| FTGMT 3216 | Functional Type and Genre of the Media Text - **M1** | CE 3218 | Communication Ethics (5) - **M1** |
| NWR 4219 | News Writing and Reporting (5) - **M1** | Term 4222 | Terminology (5) - **M2, M3** |
| FC 4220 | Fact checking (5) - **M1** | Tran I 3229 | Translation I (5) - **M2** |
| TTP 3223 | Translation tools and Practice (5) - **M3** | CSI I 3230 | Consecutive and Simultaneous Interpretation I (5) - **M3** |
| Tran II 4231 | Translation II (5) - **M2** | TL2TL 3233 | Technology in L2 Teaching and Learning (5) - **M4** |
| CSI II 4232 | Consecutive and Simultaneous Interpretation II (5) - **M3** | CLIL 3234 | Content and Language Integrated Learning (5) - **M4** |
| BT 4224 | Business translation (5) - **M2** | TKTL 3235 | Қазақ тілінің оқыту әдістемесі (5) |
| TT 4225 | Technical translation (5) - **M2** | | |
| LT 4226 | Legal translation (5) - **M2** | | |
| TF 4227 | TOLES Foundation (5) - **M2** | | |
| TH 4228 | Toles Higher (5) - **M2** | | |
| PLing 4236 | Психолингвистика | | |
| CCC 4237 | Cross-cultural communication | | |
| Tran III 4313 | Translation III (10) | | |
| CSI III 4314 | Consecutive and Simultaneous Interpretation III (10) | | |
| CW 4311 | Creative Writing (English) (5) | | |
| CW 4312 | Креативті жазылым (қазақ тілінде) (5) | | |
| RM III 4313 | Research Methods III  (5) | | |
| Lit 4314 | Literature (5) | | |

**M1** – Minor in MEDIA LINGUISTICS
**M2** – Minor in TRANSLATION
**M3** – Minor in CONFERENCE INTERPRETATION
**M4** – Minor in TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES (TESOL)

## BACHELOR OF SERVICE MANAGEMENT IN "6B11101 – HOSPITALITY"

**Aim of the Program:** The Program of Bachelor in Hospitality with the focus on hotel management and operations aims to raise a new generation of multi-lingual hospitality professionals who are aware of all aspects of hotel service standards. In addition, the Program is aimed at training culturally diverse hospitality leaders for rapidly growing and challenging world of hospitality industry.

Taking into account the available range of courses offered during the program, student can take up to 2 Minors during the whole period of the Program and acquire Certificate Program Hilton-Astana. In addition, the graduates will be capable of learning one extra foreign language (Chinese/Spanish/Italian/German/French/Korean) within the pro- gram which makes the future professionals of the field fairly competitive candidates.

### Learning outcomes
**Upon completion of the Program the graduates will learn to:**
- conduct analysis of case studies targeting issues on hospitality and service fields;
– demonstrate effective communication skills with guests in multi-cultural environments;
– be creative and flexible in making decisions on work-related issues;
– identify and assess issues on service quality in hotel and restaurant management processes in hospitality establishments;
– apply standard safety procedures and management skills in F&B service and operations;
– stage an actual event using management, marketing and financial principles and theories;
- perform and maintain various housekeeping services for guest and facility operations;
– build professional relationships, work productively in teams, and gain leadership skills;
– apply qualitative and quantitative research skills in hospitality industry;
– work with different types of operational systems utilized within large hotel chains and restaurants;
– use the best practices of hospitality industry for developing operational and strategic plans;
– organize projects in the field of hospitality (hotel and restaurant management).

## General education courses (51):

| | |
|---|---|
| CHK 1101 | History of Kazakhstan (5) |
| KRL 1102 | Kazakh / Russian languages (A1, A2, B1, B2, C1) (5) |
| KRL 1103 | Kazakh / Russian languages (A1+, A2+, B1+, B2+, C1+) (5) |
| PICW I 1105 | Philosophy and Identity in Modern World I (4) |
| PICW II 1106 | Philosophy and Identity in Modern World II (4) |
| ICT 1106 | Information and communication technology (5) |
| BTS 1108 | Basics of Tourism Studies (5) |
| IH 1109 | Introduction to Hospitality - **M1** (5) |
| BFL 1108 | Cambridge English (B1, B2, C1) (10) |
| FK (1) (2) (3) (4) | Physical Education (2) (2) (2) (2) |
| TSOIR (1) (2) | CSI (Creativity. Service. Intelligence) (0) |

## Total: 56 ECTS

## Basic courses (135 ECTS):

| | Fall semester | | Spring semester |
|---|---|---|---|
| IH 1201 | Introduction to Hospitality - **M1** (5) | BTS 1202 | Basics of Tourism Studies (5) |
| CC 2204 | Crosscultural communications - **M2** (5) | CENG(TH) 1206 | Cambridge English (B1+, B2+, C1+) (10) |
| BETH 2207 | Business English in Tourism and Hospitality (5) | TMan 2301 | Tourism Management (5) |
| RMTH I 2208 | Research methods I (2) | RMTH I 2209 | Research methods II (3) |
| FL I 2210 | Foreign Language I (A0,A1) (10) | FL II 2211 | Foreign Language II (A2) (10) |
| FL III 3212 | Foreign Language III (B1) - **M2** (5) | FL IV 3213 | Foreign Language IV (B2) (5) |
| IATH 2214 | Introduction into Accounting for Tourism & Hospitality - **M2** (5) | MMTD 3304 | Marketing and managing tourist destinations - **M3** (5) |
| TMDD 3215 | Tourism Marketing and digital development - **M3** (5) | EM 3305 | Event Management - **M2, M3** (5) |
| Mic 3217 | Microeconomics (5) | ST 3306 | Sustainable Tourism (5) |
| CB 2216 | Consumer Behaviour - **M3** (5) | | |

| IM 3218 | Investment management  - **M2** (5) |
| UT 3302 | Urban Tourism (5) |
| EITH 4307 | Entrepreneurship and Innovation in Tourism & Hospitality - **M3** (5) |
| FBCO 4308 | Food&Beverage Management  - **M2** (5) |
| PPTH 4203 | Project planning for Tourism & Hospitality (5) |
| HRMTH 4205 | HR management in Tourism & Hospitality (5) |

**Elective courses (30 ECTS):**

| **Fall semester** | | **Spring semester** | |
|---|---|---|---|
| CCLC 4222 | Customer service and loyalty creation - **M1** (5) | TL 2219 | Tourism Law (5) |
| FPS 3220 | Food production and safety - **M2** (5) | Ecot 4223 | Ecotourism  (5) |
| | | FBS 2309 | Food and beverage service - **M1** (5) |
| | | FOMO 2310 | Front office management and operations - **M1** (5) |
| | | YRM 3311 | Yield and revenue management - **M1** (5) |
| | | BBSM 3312 | Bar&beverage service and management  - **M1** (5) |

**COHORT 2022/2023**

**M1 - Minor in Service management/Dual program**
**M2 - Minor in Hotel & Restaurant Business**
**M3 - Minor in Marketing in Tourism & Hospitality**

## General education courses (56):

| | |
|---|---|
| CHK 1101 | Contemporary history of Kazakhstan (5) |
| KRL 1102 | Kazakh / Russian languages (A1, A2, B1, B2, C1) (5) |
| KRL 1103 | Kazakh / Russian languages (A1+, A2+, B1+, B2+, C1+) (5) |
| SPK 1104 | Module of Socio-Political Knowledge I (4) |
| SPK 1105 | Module of Socio-Political Knowledge II (4) |
| ICT 1106 | Information and communication technology (5) |
| Phil 1107 | Philosophy (5) |
| BFL 1108 | Basic Foreign Language (B1) (10) |
| FK (1) (2) (3) (4) | Physical Education (2) (2) (2) (2) |
| TSOIR (1) (2) | CSI (Creativity. Service. Intelligence) (0) |

## Elective general education courses (5):

| | |
|---|---|
| BL 3109 | Business and leadership (5) |

## Total: 56 ECTS

## Basic courses (120 ECTS):

| | Fall semester | | Spring semester |
|---|---|---|---|
| BETH 2207 | Business English in Tourism and Hospitality (5) | CENG(TH) 1206 | Cambridge English (B1+, B2+, C1+) (10) |
| RMTH I 2208 | Research methods I (2) | RMTH I 2209 | Research methods II (3) |
| FL I 2210 | Foreign Language I (A0,A1) (10) | FL II 2211 | Foreign Language II (A2) (10) |
| FL III 3212 | Foreign Language III (B1) - **M2** (5) | FL IV 3213 | Foreign Language IV (B2) (5) |
| IATH 2214 | Introduction into Accounting for Tourism & Hospitality - **M2** (5) | TMan 2301 | Tourism Management (5) |
| PPTH 4203 | Project planning for Tourism & Hospitality (5) | MMTD 3304 | Marketing and managing tourist destinations - **M3** (5) |
| CC 3308 | Crosscultural communications - **M2** (5) | ST 3306 | Sustainable Tourism (5) |
| IM 3218 | Investment management - **M2** (5) | CB 2217 | Consumer Behaviour - **M3** (5) |
| Mic 3217 | Microeconomics (5) | | |

| FBCO 4308 | Food & Beverage Management - **M2** (5) |
|-----------|----------------------------------------|
| EITH 4307 | Entrepreneurship and Innovation in Tourism & Hospitality - **M3** (5) |

**Elective courses (30 ECTS):**

| | **Fall semester** | | **Spring semester** |
|---|---|---|---|
| CCLC 4222 | Customer service and loyalty creation - **M1** (5) | Ecot 4223 | Ecotourism (5) |
| FPS 3220 | Food production and safety - **M2** (5) | TL 2219 | Tourism Law (5) |
| FBS 2309 | Food and beverage service - **M1** (5) | FBS 2309 | Food and beverage service - **M1** (5) |
| BL 3109 | Business and leadership - **M2** (5) | FOMO 2310 | Front office management and operations - **M1** (5) |
| UT 3302 | Urban Tourism (5) | YRM 3311 | Yield and revenue management - **M1** (5) |
| | | BBSM 3312 | Bar&beverage service and management - **M1** (5) |

# COHORT 2021

**M1 - Minor in Service management/Dual program**
**M2 - Minor in Hotel & Restaurant Business**
**M3 - Minor in Marketing in Tourism & Hospitality**

**General education courses (51):**

| | |
|---|---|
| CHK 1101 | Contemporary history of Kazakhstan (5) |
| KRL 1102 | Kazakh / Russian languages (A1, A2, B1, B2, C1) (5) |
| KRL 1103 | Kazakh / Russian languages (A1+, A2+, B1+, B2+, C1+) (5) |
| PICW I 1105 | Philosophy and Identity in Modern World I (4) |
| PICW II 1106 | Philosophy and Identity in Modern World II (4) |
| ICT 1106 | Information and communication technology (5) |
| BTS 1108 | Basics of Tourism Studies (5) |
| IH 1109 | Introduction to Hospitality - **M1** (5) |
| BFL 1108 | Cambridge English (B1, B2, C1) (10) |
| FK (1) (2) (3) (4) | Physical Education (2) (2) (2) (2) |
| TSOIR (1) (2) | CSI (Creativity. Service. Intelligence) (0) |

**Total: 56 ECTS**

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**Basic courses (120 ECTS):**

| | **Fall semester** | | **Spring semester** |
|---|---|---|---|
| BETH 2207 | Business English in Tourism and Hospitality (5) | CENG(TH) 1206 | Cambridge English (B1+, B2+, C1+) (10) |
| RMTH I 2208 | Research methods I (2) | RMTH I 2209 | Research methods II (3) |
| FL I 2210 | Foreign Language I (A0,A1) (10) | FL II 2211 | Foreign Language II (A2) (10) |
| FL III 3212 | Foreign Language III (B1) - **M2** (5) | FL IV 3213 | Foreign Language IV (B2) (5) |
| IATH 2214 | Introduction into Accounting for Tourism & Hospitality - **M2** (5) | TMan 2301 | Tourism Management (5) |
| PPTH 4203 | Project planning for Tourism & Hospitality (5) | MMTD 3304 | Marketing and managing tourist destinations - **M3** (5) |
| CC 3308 | Crosscultural communications - **M2** (5) | ST 3306 | Sustainable Tourism (5) |
| IM 3218 | Investment management - **M2** (5) | CB 2217 | Consumer Behaviour - **M3** (5) |
| Mic 3217 | Microeconomics (5) | | |

| FBCO 4308 | Food & Beverage Management - **M2** (5) |
| EITH 4307 | Entrepreneurship and Innovation in Tourism & Hospitality - **M3** (5) |

## Elective courses (40 ECTS):

| | **Fall semester** | | **Spring semester** |
|---|---|---|---|
| CCLC 4222 | Customer service and loyalty creation - **M1** (5) | Ecot 4223 | Ecotourism (5) |
| FPS 3220 | Food production and safety - **M2** (5) | TL 2219 | Tourism Law (5) |
| FBS 2309 | Food and beverage service - **M1** (5) | FBS 2309 | Food and beverage service - **M1** (5) |
| BL 3109 | Business and leadership - **M2** (5) | FOMO 2310 | Front office management and operations - **M1** (5) |
| UT 3302 | Urban Tourism (5) | YRM 3311 | Yield and revenue management - **M1** (5) |
| | | BBSM 3312 | Bar&beverage service and management - **M1** (5) |

**M1 - Minor in Service management/Dual program**
**M2 - Minor in Hotel & Restaurant Business**
**M3 - Minor in Marketing in Tourism & Hospitality**

# BACHELOR OF SERVICE MANAGEMENT IN "6B11102 TOURISM"

**Aim of the Program**: The Program focuses on providing basic skills and knowledge in the field of management and business processes in the tourism industry atboth national and global levels. Students will gain practical experience in evaluating tour-ism projects, organizing and managing cultural and business events, and developing operational and strategic plans for tourism-related projects.

### Learning Outcomes
**By the end of this Program, graduates will be able to:**
- identify the main strengths and weaknesses of local and regional tourism management organizations;
- analyze cases for solving management and marketing tasks in the tourism industry;
- evaluate the case studies in the field of tourism;
- solve tourism issues taking into account the principles of sustainable development;
- communicate effectively in at least two or more foreign languages;
- organize and conduct events of any scale and subject, including cultural, businessand mega events;
- use the best marketing practices to develop business plans, operational and strategic plans in the field of tourism and travel;
- conduct empirical research;
- apply knowledge of legislation and regulations in the field of tourism and services;
- develop strategies for the planning and development of tourist destinations and tourist areas;
- have teamwork skills and interpersonal communication skills.

**General education courses (56):**

| | |
|---|---|
| CHK 1101 | Contemporary history of Kazakhstan (5) |
| KRL 1102 | Kazakh / Russian languages (A1, A2, B1, B2, C1) (5) |
| KRL 1103 | Kazakh / Russian languages (A1+, A2+, B1+, B2+, C1+) (5) |
| SPK 1104 | Module of Socio-Political Knowledge I (4) |
| SPK 1105 | Module of Socio-Political Knowledge  II (4) |
| ICT 1106 | Information and communication technology (5) |
| Phil 1107 | Philosophy (5) |
| BFL 1108 | Basic Foreign Language (B1) (10) |
| FK (1) (2) (3) (4) | Physical Education (2) (2) (2) (2) |
| TSOIR (1) (2) | CSI (Creativity. Service. Intelligence) (0) |

**Elective general education courses (5):**

| | |
|---|---|
| BL 3109 | Business and leadership (5) |

**Total: 56 ECTS**

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**Basic courses (130 ECTS):**

| | **Fall semester** | | **Spring semester** |
|---|---|---|---|
| IH 1201 | Introduction to Hospitality - **M1** (5) | BTS 1202 | Basics of Tourism Studies  (5) |
| CC 2204 | Crosscultural communications - **M2** (5) | CENG(TH) 1206 | Cambridge English (B1+, B2+, C1+) (10) |
| BETH 2207 | Business English in Tourism and Hospitality (5) | TMan 2301 | Tourism Management (5) |
| RMTH I 2208 | Research methods I (2) | RMTH I 2209 | Research methods II (3) |
| FL I 2210 | Foreign Language I (A0,A1) (10) | FL II 2211 | Foreign Language II (A2) (10) |
| FL III 3212 | Foreign Language III (B1) - **M2** (5) | FL IV 3213 | Foreign Language IV (B2) (5) |
| IATH 2214 | Introduction into Accounting for Tourism & Hospitality - **M2** (5) | MMTD 3304 | Marketing and managing tourist destinations - **M3** (5) |

| | | | |
|---|---|---|---|
| TMDD 3215 | Tourism Marketing and digital development - **M3** (5) | EM 3305 | Event Management - **M2, M3** (5) |
| Mic 3217 | Microeconomics (5) | NT 3306 | Niche Tourism (5) |
| CB 2216 | Consumer Behaviour - **M3** (5) | | |
| IM 3218 | Investment management - **M2** (5) | | |
| UT 3302 | Urban Tourism (5) | | |
| EITH 4307 | Entrepreneurship and Innovation in Tourism & Hospitality - **M3** (5) | | |
| PPTH 4203 | Project planning for Tourism & Hospitality (5) | | |
| HRMTH 4205 | HR management in Tourism & Hospitality (5) | | |

### Elective courses (35 ECTS):

| **Fall semester** | | **Spring semester** | |
|---|---|---|---|
| CCLC 4222 | Customer service and loyalty creation - M1 | TL 2219 | Tourism Law |
| Ecot 4223 | Ecotourism | TG 4220 | Tour guiding - M2, M4 |
| ST 3306 | Sustainable Tourism (5) | TTATT 2221 | Technics and Tactics of active types of Tourism |
| CHT 4224 | Cultural heritage and Tourism - M1, M2 | TO 2309 | Tour operating - M4 |
| ST 3308 | Sales techniques - M4 | LM 2310 | Logistics management - M1, M4 |
| | | GDS 2311 | Global Distribution System - M4 |
| | | AMM 4312 | Arts & Museum Management - M2 |

**\*M1**    Minor in Domestic/Inbound tourism
**\*M2**    Minor in Tour guiding
**\*M3**    Minor in Marketing in Tourism & Hospitality
**\*M4**    Minor in Hotel & Restaurant Business

**General education courses (56):**

| | | |
|---|---|---|
| CHK 1101 | Contemporary history of Kazakhstan (5) | |
| KRL 1102 | Kazakh / Russian languages (A1, A2, B1, B2, C1) (5) | |
| KRL 1103 | Kazakh / Russian languages (A1+, A2+, B1+, B2+, C1+) (5) | |
| PICW I 1105 | Philosophy and Identity in Modern World I (4) | |
| PICW II 1106 | Philosophy and Identity in Modern World II (4) | |
| ICT 1106 | Information and communication technology (5) | |
| BTS 1108 | Basics of Tourism Studies (5) | |
| IH 1109 | Introduction to Hospitality - **M1** (5) | |
| BFL 1108 | Cambridge English (B1, B2, C1) (10) | |
| FK (1) (2) (3) (4) | Physical Education (2) (2) (2) (2) | |
| TSOIR (1) (2) | CSI (Creativity. Service. Intelligence) (0) | |

**Total: 56 ECTS**

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**Basic courses (120 ECTS):**

| | **Fall semester** | | **Spring semester** |
|---|---|---|---|
| BETH 2207 | Business English in Tourism and Hospitality (5) | CENG(TH) 1206 | Cambridge English (B1+, B2+, C1+) (10) |
| RMTH I 2208 | Research methods I (2) | RMTH I 2209 | Research methods II (3) |
| FL I 2210 | Foreign Language I (A0,A1) (10) | FL II 2211 | Foreign Language II (A2) (10) |
| FL III 3212 | Foreign Language III (B1) - **M2** (5) | FL IV 3213 | Foreign Language IV (B2) (5) |
| IATH 2214 | Introduction into Accounting for Tourism & Hospitality - **M2** (5) | TMan 2301 | Tourism Management (5) |
| PPTH 4203 | Project planning for Tourism & Hospitality (5) | MMTD 3304 | Marketing and managing tourist destinations - **M3** (5) |
| CC 3308 | Crosscultural communications - **M2** (5) | ST 3306 | Sustainable Tourism (5) |
| IM 3218 | Investment management - **M2** (5) | CB 2217 | Consumer Behaviour - **M3** (5) |
| Mic 3217 | Microeconomics (5) | | |

| FBCO 4308 | Food & Beverage Management - **M2** (5) |
| EITH 4307 | Entrepreneurship and Innovation in Tourism & Hospitality - **M3** (5) |

## Elective courses (35 ECTS):

| | **Fall semester** | | **Spring semester** |
|---|---|---|---|
| CCLC 4222 | Customer service and loyalty creation - M1 | TL 2219 | Tourism Law |
| Ecot 4223 | Ecotourism | TG 4220 | Tour guiding - M2, M4 |
| ST 3306 | Sustainable Tourism (5) | TTATT 2221 | Technics and Tactics of active types of Tourism |
| CHT 4224 | Cultural heritage and Tourism - M1, M2 | TO 2309 | Tour operating - M4 |
| ST 3308 | Sales techniques - M4 | LM 2310 | Logistics management - M1, M4 |
| | | GDS 2311 | Global Distribution System - M4 |
| | | AMM 4312 | Arts & Museum Management - M2 |

**M1 - Minor in Domestic/Inbound tourism**
**M2 - Minor in Tour guiding**
**M3 - Minor in Marketing in Tourism & Hospitality**
**M4 - Minor in Tour operating**

## General education courses (56):

| CHK 1101 | Contemporary history of Kazakhstan (5) |
| KRL 1102 | Kazakh / Russian languages (A1, A2, B1, B2, C1) (5) |
| KRL 1103 | Kazakh / Russian languages (A1+, A2+, B1+, B2+, C1+) (5) |
| PICW I 1105 | Philosophy and Identity in Modern World I (4) |
| PICW II 1106 | Philosophy and Identity in Modern World II (4) |
| ICT 1106 | Information and communication technology (5) |
| BTS 1108 | Basics of Tourism Studies (5) |

| | | | |
|---|---|---|---|
| IH 1109 | Introduction to Hospitality - **M1** (5) | | |
| BFL 1108 | Cambridge English (B1, B2, C1) (10) | | |
| FK (1) (2) (3) (4) | Physical Education (2) (2) (2) (2) | | |
| TSOIR (1) (2) | CSI (Creativity. Service. Intelligence) (0) | | |

**Total: 56 ECTS**

**Basic courses (120 ECTS):**

| | **Fall semester** | | **Spring semester** |
|---|---|---|---|
| BETH 2207 | Business English in Tourism and Hospitality (5) | CENG(TH) 1206 | Cambridge English (B1+, B2+, C1+) (10) |
| RMTH I 2208 | Research methods I (2) | RMTH I 2209 | Research methods II (3) |
| FL I 2210 | Foreign Language I (A0,A1) (10) | FL II 2211 | Foreign Language II (A2) (10) |
| FL III 3212 | Foreign Language III (B1) - **M2** (5) | FL IV 3213 | Foreign Language IV (B2) (5) |
| IATH 2214 | Introduction into Accounting for Tourism & Hospitality - **M2** (5) | TMan 2301 | Tourism Management (5) |
| PPTH 4203 | Project planning for Tourism & Hospitality (5) | MMTD 3304 | Marketing and managing tourist destinations - **M3** (5) |
| CC 3308 | Crosscultural communications - **M2** (5) | ST 3306 | Sustainable Tourism (5) |
| IM 3218 | Investment management - **M2** (5) | CB 2217 | Consumer Behaviour - **M3** (5) |
| Mic 3217 | Microeconomics (5) | | |
| FBCO 4308 | Food & Beverage Management - **M2** (5) | | |
| EITH 4307 | Entrepreneurship and Innovation in Tourism & Hospitality - **M3** (5) | | |

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**Elective courses (45 ECTS):**

| | **Fall semester** | | **Spring semester** |
|---|---|---|---|
| CCLC 4222 | Customer service and loyalty creation - **M1** (5) | Ecot 4223 | Ecotourism (5) |
| FPS 3220 | Food production and safety - **M2** (5) | TL 2219 | Tourism Law (5) |

| FBS 2309 | Food and beverage service - **M1** (5) | FBS 2309 | Food and beverage service - **M1** (5) |
|---|---|---|---|
| BL 3109 | Business and leadership  - **M2** (5) | FOMO 2310 | Front office management and operations - **M1** (5) |
| UT 3302 | Urban Tourism (5) | YRM 3311 | Yield and revenue management - **M1** (5) |
| | | BBSM 3312 | Bar&beverage service and management  - **M1** (5) |

**M1 - Minor in Domestic/Inbound tourism**
**M2 - Minor in Tour guiding**
**M3 - Minor in Marketing in Tourism & Hospitality**
**M4 - Minor in Tour operating**

# COHORT 2020

### General education courses (56):

| CHK 1101 | Contemporary history of Kazakhstan (5) |
|---|---|
| KRL 1102 | Kazakh / Russian languages (A1, A2, B1, B2, C1) (5) |
| KRL 1103 | Kazakh / Russian languages (A1+, A2+, B1+, B2+, C1+) (5) |
| PICW I 1105 | Philosophy and Identity in Modern World I (4) |
| PICW II 1106 | Philosophy and Identity in Modern World II (4) |
| ICT 1106 | Information and communication technology (5) |
| BTS 1108 | Basics of Tourism Studies (5) |
| IH 1109 | Introduction to Hospitality - **M1** (5) |
| BFL 1108 | Cambridge English (B1, B2, C1) (10) |
| FK (1) (2) (3) (4) | Physical Education (2) (2) (2) (2) |
| TSOIR (1) (2) | CSI (Creativity. Service. Intelligence) (0) |

### Total: 56 ECTS

### Basic courses (120 ECTS):

| | **Fall semester** | | **Spring semester** |
|---|---|---|---|
| BETH 2207 | Business English in Tourism and Hospitality (5) | CENG(TH) 1206 | Cambridge English (B1+, B2+, C1+) (10) |

| | | | |
|---|---|---|---|
| RMTH I 2208 | Research methods in Tourism & Hospitality I (2) | RMTH I 2209 | Research methods in Tourism & Hospitality II (3) |
| FL I 2210 | Foreign Language I (A0,A1) (10) | FL II 2211 | Foreign Language II (A2) (10) |
| FL III 3212 | Foreign Language III (B1) - **M2** (5) | FL IV 3213 | Foreign Language IV (B2) (5) |
| IATH 2214 | Introduction into Accounting for Tourism & Hospitality - **M2** (5) | TMan 2301 | Tourism Management (5) |
| TMark 3213 | Tourism Marketing and digital development - **M3** (5) | CC 3214 | Cost Control (5) |
| ITG 2205 | International Tourism Geography (5) | NT 3304 | Niche Tourism (5) |
| CC 3308 | Crosscultural communications - **M2** (5) | CB 2217 | Consumer Behaviour - **M3** (5) |
| HRMTH 3219 | HR management in Tourism & Hospitality (5 | | |
| Mic 3217 | Microeconomics (5) | | |
| EM 3305 | Event Management - **M2, M3** (5) | | |
| UT 3302 | Urban Tourism (5) | | |
| EITH 4307 | Entrepreneurship and Innovation in Tourism & Hospitality - **M3** (5) | | |

**Elective courses (45 ECTS):**

| **Fall semester** | | **Spring semester** | |
|---|---|---|---|
| TL 2219 | Tourism Law (5) | TTATT 2217 | Technics and Tactics of active types of Tourism (5) |
| TG 3302 | Tour guiding - **M2, M4** (5) | Ecot 4223 | Ecotourism - **M1** (5) |
| PPTH 3218 | Project planning for Tourism & Hospitality (5) | MMTD 3225 | Marketing and managing tourist destinations - **M1, M3** (5) |
| CCLC 4222 | Customer service and loyalty creation - **M1** (5) | LM 2310 | Logistics management - **M1, M4** (5) |
| ST 3308 | Sales techniques - **M4** (5) | TO 2309 | Tour operating - **M4** (5) |
| GDS 2311 | Global Distribution System - **M4** (5) | ST 3310 | Sustainable Tourism (5) |
| AMM 4312 | Arts & Museum Management - **M2** (5) | | |
| CHT 4224 | Cultural heritage and Tourism - **M1, M2** (5) | | |

**M1 - Minor in Domestic/Inbound tourism**
**M2 - Minor in Tour guiding**
**M3 - Minor in Marketing in Tourism & Hospitality**
**M4 - Minor in Tour operating**

# BACHELOR OF SOCIAL SCIENCE IN "6B03101-PSYCHOLOGY

The aim of the program is to prepare a highly sought-after specialist in cognitive, organizational, consultative and social psychology. Graduates of the program will be able to carry out research work in the field of psychology, as well as practical work in providing psychological assistance or organizational counseling. Students can learn an additional specialization (minor) in speech pathologist, brand analyst and HR analyst with a certificate of their own design. After completing the program, graduates are eligible to apply for the European qualification EuroPSY.

**Learning outcomes:**
**Upon completion of this program, the graduate will:**
- Solve problems in professional activities on the basis of analysis and synthesis;
- Evaluate the need for resources and plan their use in solving problems in professional activity;
- Have the skills of searching, selecting, analyzing and processing relevant information for solving scientific and professional tasks by using modern technologies in different sources;
- Communicate effectively, based on the goals and situation of the communication;
- Critically evaluate and rethink the accumulated experience (own and others), reflect on professional and social activities;
- Perceive, realize and critically evaluate one's professional activity in terms of normative, ethical and professional standards;
- To measure and assess the development, psychophysiological parameters and psychological characteristics of the person (individual, personality, individuality) and the group by means of relevant methods/methods on the basis of the objective;
- Determine the need for psychological interventions, prepare and carry out the psychological interventions and measure their effectiveness;
- To carry out psychological support of the processes leading to the planning and carrying out of psychological research, processing, meaningful interpretation and presentation of the results.

**General education courses (56):**

| | |
|---|---|
| CHK 1101 | Contemporary history of Kazakhstan (5) |
| KRL 1102 | Kazakh / Russian languages (A1, A2, B1, B2, C1) (5) |
| KRL 1103 | Kazakh / Russian languages (A1+, A2+, B1+, B2+, C1+) (5) |
| PICW I 1105 | Philosophy and Identity in Modern World I (4) |
| PICW II 1106 | Philosophy and Identity in Modern World II (4) |
| ICT 1106 | Information and communication technology (5) |
| GP 1108 | Philosophy (5) |
| BFL 1108 | Basic Foreign Language (B1) (10) |
| FK (1) (2) (3) (4) | Physical Education (2) (2) (2) (2) |
| TSOIR (1) (2) | CSI (Creativity. Service. Intelligence) (0) |

**Elective general education courses (5):**

| | |
|---|---|
| FMen 3110 | Principles of Management - **M2** (5) |
| FMark 3111 | Principles of Marketing - **M3** (5) |
| BCPT 3112 | Fundamentals of Cognitive Therapy - **M1** (5) |
| TSL 3113 | Theory of State and Law **M4** (5) |
| GTL 2211 | Basics of Law (5) |

**Total: 56 ECTS**

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**Basic courses (122 ECTS):**

| | **Fall semester** | | **Spring semester** |
|---|---|---|---|
| GP 1201 | General Psychology (5) | PPP 1203 | Psychology of cognitive processes (5) |
| PLIR 1202 | Psychology of Personality and Individual Differences (5) | OP 2204 | Basics of Psychodiagnostics (5) |
| VPPR 2205 | Developmental and Differential Psychology (5) | PC 2206 | Psychology of Communication (5) |
| KP 2207 | Cognitive Psychology (5) | MIP 2212 | Research Methods in Psychology II (5) |

| | | | |
|---|---|---|---|
| PD 3208 | Psychoanalytic diagnostics (5) | KP 4214 | Clinical Psychology (5) |
| SP 2209 | Social Psychology (5) | PP 3308 | Positive Psychology (5) |
| EM 2210 | Efficient thinking (5) | CM 2301 | Conflict management (5) |
| MIP 2211 | Research Methods in Psychology I (5) | OPK 2302 | Psychological Counselling (5) |
| PEOPD 2213 | Legal and Ethical Foundations of Psychological Practice (5) | VGK 2303 | Introduction to group counseling (5) |
| SSP 3215 | Systemic family therapy (5) | OPPK 3304 | The main Approaches in Psychological Counseling (5) |
| PPK 3216 | Psychological Workshop: Coaching (4) | CP 3306 | Consulting workshop - II (4) |
| CP 3305 | Consulting workshop - I (4) | | |
| ARTT 4307 | Art Therapy (5) | | |
| OABAT 4309 | Fundamentals of ABA Therapy (5) | | |

## Elective courses (50 ECTS):

| **Fall semester** | | **Spring semester** | |
|---|---|---|---|
| VVTTO 3217 | Introduction to Therapy and The Therapeutic Relationship (5) | KRDU 3218 | Conceptualization and restructuring dysfunctional beliefs - **M1** (5) |
| OPT 4220 | Fundamentals of behavioral therapy - **M1** (5) | KTP 3219 | Cognitive therapy - **M1** (5) |
| KPTTDR 4221 | CBT for anxiety and depressive disorders - **M1** (5) | MPOP 3224 | Personnel selection and evaluation methods - **M2** (5) |
| IOP 3223 | Organizational Psychology - **M2** (5) | IMUP 3225 | Innovative management in personnel management - **M2** (5) |
| ADHRSI 4226 | Data Analysis in HR and Social Research - **M2** (5) | UBR 3230 | Employer Brand Management - **M3** (5) |
| OUK 4227 | Fundamentals of Management Consulting - **M2** (5) | AVTR 3231 | Audiovisual technologies in advertising - **M3** (5) |
| MIK 3229 | Marketing in Integrated Communications - **M3** (5) | Vict 3236 | Victimology - **M4** (5) |
| PPRP 4232 | Psychology of sales and advertising promotion - **M3** (5) | MOLP 3237 | Methods for assessing the identity of the offender - **M4** (5) |
| UAS 4233 | Usability audit of websites - **M3** (5) | PMK 3312 | Mass communication psychology (5) |

| PDP 3235 | Psychology of deviant behavior - **M4** (5) | RMKPSO 3313 | Constellations as a Method of Correcting Psychological States and Relationships (5) |
|---|---|---|---|
| SPE 4238 | Forensic psychological expertise - **M4** (5) | | |
| KRLDP 4239 | Correction and rehabilitation of persons with delinquent behavior - **M4** (5) | | |
| SM 3310 | Stress management (5) | | |
| ASPRO 3311 | Situation Analysis and Decision-Making (5) | | |
| TA 4314 | Transactional Analysis (5) | | |
| CBTZP 4315 | Cognitive-behavioral psychotherapy (5) | | |
| OCKSPT 4316 | Fundamentals of crisis counseling and psychotrauma (5) | | |

*M1 - COGNITIVE BEHAVIORAL THERAPY
*M2 - BRAND ANALYST
*M3 - HR ANALYST
*M4 - LEGAL PSYCHOLOGY

# COHORT 2021

## General education courses (56):

| CHK 1101 | Contemporary history of Kazakhstan (5) |
|---|---|
| KRL 1102 | Kazakh / Russian languages (A1, A2, B1, B2, C1) (5) |
| KRL 1103 | Kazakh / Russian languages (A1+, A2+, B1+, B2+, C1+) (5) |
| SPK 1104 | Module of Socio-Political Knowledge I (4) |
| SPK 1105 | Module of Socio-Political Knowledge II (4) |
| ICT 1106 | Information and communication technology (5) |
| Phil 1107 | General Psychology (5) |
| PLIR 1202 | Psychology of Personality and Individual Differences (5) |
| GED 1107 | Cambridge English (B1, B2, C1) (10) |
| FK (1) (2) (3) (4) | Physical Education (2) (2) (2) (2) |

TSOIR (1) (2)        CSI (Creativity. Service. Intelligence) (0)

**Total: 56 ECTS**

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## Basic courses (122 ECTS):

| | Fall semester | | Spring semester |
|---|---|---|---|
| VPPR 2205 | Developmental and Differential Psychology (5) | GED 1109 | Cambridge English (A2+, B1+, B2+,C1+, C2+) (10) |
| KP 2207 | Cognitive Psychology (5) | PPP 1203 | Psychology of cognitive processes (5) |
| SP 2209 | Social Psychology (5) | OP 2204 | Basics of Psychodiagnostics (5) |
| EM 2210 | Efficient thinking (5) | PC 2206 | Psychology of Communication (5) |
| MIP 2211 | Research Methods in Psychology I (5) | PD 3208 | Psychoanalytic diagnostics (5) |
| PEOPD 2213 | Legal and Ethical Foundations of Psychological Practice (5) | MIP 2212 | Research Methods in Psychology II (5) |
| SSP 3215 | Systemic family therapy (5) | KP 4214 | Clinical Psychology (5) |
| PPK 3216 | Psychological Workshop: Coaching (5) | CM 2301 | Conflict management (5) |
| CP 3305 | Consulting workshop - I (4) | OPK 2302 | Psychological Counselling (5) |
| ARTT 4307 | Art Therapy (5) | VGK 2303 | Introduction to group counseling (5) |
| SSP 3215 | Systemic family therapy (5) | OPPK 3304 | The main Approaches in Psychological Counseling (5) |
| CP 3306 | Consulting workshop - II (4) | | |
| PP 3308 | Positive Psychology (5) | | |

## Elective courses (50 ECTS):

| | Fall semester | | Spring semester |
|---|---|---|---|
| VVTTO 3217 | Introduction to Therapy and The Therapeutic Relationship (5) | KRDU 3218 | Conceptualization and restructuring dysfunctional beliefs - **M1** (5) |
| OPT 4220 | Fundamentals of behavioral therapy - **M1** (5) | KTP 3219 | Cognitive therapy - **M1** (5) |

| | | | |
|---|---|---|---|
| KPTTDR 4221 | CBT for anxiety and depressive disorders - **M1** (5) | MPOP 3224 | Personnel selection and evaluation methods - **M2** (5) |
| FMen 3110 | Fundamentals of Management - **M2** (5) | IMUP 3225 | Innovative management in personnel management - **M2** (5) |
| FMark 3111 | Fundamentals of marketing - **M3** (5) | UBR 3230 | Employer Brand Management - **M3** (5) |
| IOP 3223 | Organizational Psychology - **M2** (5) | AVTR 3231 | Audiovisual technologies in advertising - **M3** (5) |
| ADHRSI 4226 | Data Analysis in HR and Social Research - **M2** (5) | Vict 3236 | Victimology - **M4** (5) |
| OUK 4227 | Fundamentals of Management Consulting - **M2** (5) | MOLP 3237 | Methods for assessing the identity of the offender - **M4** (5) |

*M1 - COGNITIVE BEHAVIORAL THERAPY
*M2 - BRAND ANALYST
*M3 - HR ANALYST
*M4 - LEGAL PSYCHOLOGY

# COHORT 2020

**General education courses (56):**

| | |
|---|---|
| CHK 1101 | Contemporary history of Kazakhstan (5) |
| KRL 1102 | Kazakh / Russian languages (A1, A2, B1, B2, C1) (5) |
| KRL 1103 | Kazakh / Russian languages (A1+, A2+, B1+, B2+, C1+) (5) |
| SPK 1104 | Module of Socio-Political Knowledge I (4) |
| SPK 1105 | Module of Socio-Political Knowledge II (4) |
| ICT 1106 | Information and communication technology (5) |
| Phil 1107 | General Psychology (5) |
| PLIR 1202 | Psychology of Personality and Individual Differences (5) |
| GED 1107 | Cambridge English (B1, B2, C1) (10) |
| FK (1) (2) (3) (4) | Physical Education (2) (2) (2) (2) |

TSOIR (1) (2)        CSI (Creativity. Service. Intelligence) (0)

**Total: 56 ECTS**

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## Basic courses (115 ECTS):

| **Fall semester** | | **Spring semester** | |
|---|---|---|---|
| VPPR 1202 | Introduction to psychology-1 (5) | GED 1109 | Cambridge English (A2+, B1+, B2+,C1+, C2+) (10) |
| VPPR 2205 | Developmental and Differential Psychology (5) | VPPR 1203 | Introduction to psychology-2 (5) |
| KP 2207 | Cognitive Psychology (5) | OP 2204 | Basics of Psychodiagnostics (5) |
| PA 3207 | Psychoanalytic diagnostics (5) | PL 2205 | Psycholinguistics (5) |
| SP 2209 | Social Psychology (5) | KN 2207 | Cognitive neuroscience (5) |
| Log 2209 | Logic (5) | Epist 2212 | Epistemology (5) |
| KMP 2210 | Qualitative methods in psychology 1 - (5) | KMP 2211 | Qualitative methods in psychology 2 (5) |
| PEOPD 2212 | Legal and Ethical Foundations of Psychological Practice (5) | ASPRO 3311 | Situation Analysis and Decision Making in Organizations (5) |
| SSP 3215 | Systemic family therapy (5) | VGK 2303 | Introduction to group counseling (5) |
| OPC 2302 | Psychological Counselling (5) | OPPK 3304 | The main Approaches in Psychological Counseling (5) |
| CM 2301 | Conflict management (5) | PP 3308 | Positive Psychology (5) |

## Elective courses (53 ECTS):

| **Fall semester** | | **Spring semester** | |
|---|---|---|---|
| BCPT 3112 | Fundamentals of Cognitive Therapy (5) | KRDU 3218 | Conceptualization and restructuring dysfunctional beliefs - **M1** (5) |
| VVTTO 3217 | Introduction to Therapy and The Therapeutic Relationship | KTP 3219 | Cognitive therapy - **M1** (5) |
| OPT 4220 | Fundamentals of behavioral therapy - **M1** (5) | MPOP 3224 | Personnel selection and evaluation methods - **M2** (5) |
| KPTTDR 4221 | CBT for anxiety and depressive disorders - **M1** (5) | IMUP 3225 | Innovative management in personnel management - **M2** (5) |

| FMen 3110 | Fundamentals of Management - **M2** (5) | UBR 3230 | Employer Brand Management - **M3** (5) |
|---|---|---|---|
| IOP 3223 | Organizational Psychology - **M2** (5) | IOP 3223 | Organizational Psychology - **M2** (5) |
| ADHRSI 4226 | Data Analysis in HR and Social Research - **M2** (5) | Vict 3236 | Victimology - **M4** (5) |
| OUK 4227 | Fundamentals of Management Consulting - **M2** (5) | MOLP 3237 | Methods for assessing the identity of the offender - **M4** (5) |
| FMark 3111 | Fundamentals of marketing - **M3** (5) | PMK 3312 | Psychology of Mass Communication (6) |
| MIK 3229 | Marketing in integrated communications - **M3** (5) | RMKPSO 3313 | Constellations as a Method of Correcting Psychological States and Relationships (5) |
| PPRP 4233 | Usability Audit of Websites - **M3** (5) | | |
| BPEP 3234 | Theory of State and Law - **M4** (5) | | |

*M1 – SPEECH PATHOLOGIST
*M2 – BRAND ANALYST
*M3 – HR ANALYST
*M4 – LEGAL PSYCHOLOGY

# PART 8 POSTGRADUATE EDUCATIONAL PROGRAMS

## General Structure of Postgraduate Educational Programs of SLA

| Discipline Cycles and Types of Activities | 1 year | 2 year |
|---|---|---|
| **Basic Disciplines** | **10** | **35** |
| *including teaching training* | *-* | *4* |
| **Major Disciplines** | **25** | **49** |
| *including industry based internship* | *4* | *-* |
| *including research internship* | *-* | *4* |
| **Scientific research / Experimental research** | **13** | **24** |

| | | |
|---|---|---|
| **Master graduate project / Master thesis** | **12** | **12** |
| **Total** | **60** | **120** |

# MASTER OF LIBERAL ARTS / MASTER OF ARTS IN "7M02321 TRANSLATION STUDIES" / "7M02301 TRANSLATION STUDIES"

The goal of the program is to train specialists in the field of interpretation and audio-visual translation, who have the skills to work with modern technologies for the implementation of high-quality simultaneous, consecutive translation and the skills to conduct research in translation studies and other related fields.

### Learning outcomes
**Upon completion of this program, graduates will be able to:**
- apply qualitative and quantitative research methods;
- have the skills of audio-visual translation;
- use programs and systems for automated translation and translation memory;
– have advanced skills of simultaneous and consecutive translation;
- work with terminological projects;
– have analytical skills and complex problem solving skills.

| Semester | Course Code | Course Name | Credits |
|---|---|---|---|
| **1** | | **7M02301 – "TRANSLATION STUDIES" (1 year)** | |
| | | **Basic Disciplines – core (university) component** | **3** |
| | LP 1201 | Leadership Psychology | 3 |
| | | **Basic Disciplines – elective component** | **5** |
| | AT 1203 | Advanced Translation | 5 |
| | | **Major Disciplines – university component** | **12** |
| | CATT 1301 | CAT tools and terminology | 5 |
| | ACI 1302 | Advanced Consecutive Interpretation | 5 |
| | RI 1303 | Research Practice | 2 |
| | | **Major Disciplines – elective component** | **5** |
| | SD 1305 | Sociolinguistics and Dialectology | 5 |
| | AW 1306 | Academic Writing | 5 |
| | IC 1307 | Intercultural Communication | 5 |
| | **Research Project I** | | **5** |
| | **TOTAL FOR SEMESTER** | | **30** |
| **2** | | **Basic Disciplines – core (university) component** | **5** |
| | RM 1202 | Research Methods I | 5 |
| | | **Major Disciplines – elective component** | **5** |
| | ASI 1304 | Advanced Simultaneous Interpretation | 5 |
| | **Research Project II** | | **8** |
| | **Master's Graduate project** | | **12** |
| | **TOTAL FOR SEMESTER** | | **30** |

| Semester | Course Code | Course Name | Credits |
|:---:|:---|:---|:---:|
| | | **7M02321 – "TRANSLATION STUDIES" (2 years)** | |
| | | **1 year** | |
| 1 | | **Basic Disciplines – core (university) component** | **11** |
| | LP 1201 | Leadership Psychology | 3 |
| | HFRM 1202 | History and Philosophy of Research Methods | 3 |
| | HEP 1203 | Higher Education Pedagogy | 5 |
| | | **Basic Disciplines – elective component** | **10** |
| | AW 1206 | Academic Writing | 5 |
| | SD 1207 | Sociolinguistics and Dialectology | 5 |
| | IC 1208 | Intercultural Communication | 5 |
| | IAT 1209 | Introduction to Audiovisual Translation | 5 |
| | | **Major Disciplines – university component** | **5** |
| | AT 1301 | Advanced Translation | 5 |
| | | **Major Disciplines – elective component** | **5** |
| | CATT 1303 | CAT Tools and Terminology | 5 |
| | | **TOTAL FOR SEMESTER** | **31** |
| 2 | | **Basic Disciplines – core (university) component** | **5** |
| | RM 1204 | Research Methods I | 5 |
| | | **Basic Disciplines – elective component** | **5** |
| | TW 1210 | Thesis Writing | 5 |
| | STAT 1211 | Strategies and Tools in Audiovisual Translation | 5 |
| | | **Major Disciplines – elective component** | **20** |
| | TAT 1304 | Technologies in audiovisual translation | 5 |
| | IDVO1305 | Introduction to dubbing and voice-over | 5 |
| | Scr 1306 | Script-discourse | 5 |
| | Subt 1307 | Subtitling | 5 |
| | ICI 1311 | Intermediate Consecutive Interpretation | 5 |
| | ISI 1312 | Intermediate Simultaneous Interpretation | 5 |
| | AITS 1315 | Applied Interpreting and Translations Studies | 5 |
| | LT 1316 | Localization and Terminology | 5 |
| | **Research Project I** | | **2** |
| | | **TOTAL FOR SEMESTER** | **32** |
| | | **2 year** | |

| 3 | | Basic Disciplines – core (university) component | 4 |
|---|---|---|---|
| | TI 1205 | Teaching Practice | 4 |
| | | Major Disciplines – university component | 4 |
| | RI 2302 | Research Practice | 4 |
| | | Major Disciplines – elective component | 15 |
| | PAT 2308 | Pragmatics of audiovisual translation | 5 |
| | PrAT 2309 | Practice of audiovisual translation | 5 |
| | TIC 2310 | Translation and Intercultural Communication | 5 |
| | ACI 2313 | Advanced Consecutive Interpretation | 5 |

| | | | |
|---|---|---|---|
| | ASI 2314 | Advanced Simultaneous Interpretation | 5 |
| | SD 2217 | Sociolinguistics and Dialectology | 5 |
| | **Research Project II** | | **4** |
| | **TOTAL FOR SEMESTER** | | **27** |
| | | | |
| **4** | **Research Project III** | | **18** |
| | **Master's Thesis Defense** | | 12 |
| | **TOTAL FOR SEMESTER** | | **30** |

# MASTER OF ARTS IN "7M02322 APPLIED LINGUISTICS"

The "Applied Linguistics" postgraduate Program is aimed to train a highly qualified linguist who can apply deep knowledge of the English language system and corpus linguistics to conduct reliable language analysis and research in the field of applied linguistics, who has the skills to create educational materials using modern methods and approaches in teaching English.

**Learning Outcomes:**
- apply profound knowledge of the English language system and language corpuswhen conducting linguistic analysis;
- conduct research in the field of applied linguistics using databases and language corpora;
- apply modern approaches and methods in teaching foreign languages;
- use a comprehensive understanding of the language to create a student-oriented learning environment;
- possess analytical skills and complex problem solving skills;
- express their thoughts, ideas, and beliefs based on the specific character of the audience, context, goal, and style;
- to put into practice interdisciplinary knowledge in the field of subject-oriented language training;
- comply with professional ethics;
- manage emotional intelligence in personal and professional relationships.

| Semester | Course Code | Course Name | Credits |
|---|---|---|---|
| | | **7M02322 - "APPLIED LINGUISTICS" (2 years)** | |
| | | **1 year** | |
| **1** | | **Basic Disciplines – core (university) component** | **11** |
| | LP 1201 | Leadership Psychology | 3 |
| | HFRM 1202 | History and Philosophy of Research Methods | 3 |
| | HL 1203 | History of Linguistics | 5 |
| | | **Basic Disciplines – elective component** | **5** |
| | AW 1207 | Academic Writing | 5 |
| | | **Major Disciplines – university component** | **5** |
| | GA 1301 | Grammar Awareness | 5 |
| | | **Major Disciplines – elective component** | **9** |
| | SD 1307 | Sociolinguistics and Dialectology | 5 |
| | PCS 1308 | Professional communication skills | 4 |
| | | **TOTAL FOR SEMESTER** | **30** |
| **2** | | **Basic Disciplines – core (university) component** | **10** |
| | RM 1205 | Research Methods I | 5 |
| | SLTP 1204 | Second Language Teaching and Pedagogy | 5 |
| | | **Basic Disciplines – elective component** | **5** |
| | TW 2208 | Thesis Writing | 5 |
| | | **Major Disciplines – university component** | **5** |
| | CLIL 1306 | CLIL | 5 |
| | | **Major Disciplines – elective component** | **10** |
| | IP 1309 | Issues of psycholinguistics | 5 |
| | FCL 1310 | Foundations of cognitive linguistics | 5 |
| | LALT 1311 | Language Acquisition (Language L, Language T) | 5 |
| | **Research Project I** | | **2** |
| | | **TOTAL FOR SEMESTER** | **32** |
| | | **2 year** | |
| | | **Basic Disciplines – core (university) component** | **4** |
| | TE 1206 | Teaching Internship | 4 |
| | | **Major Disciplines – university component** | **20** |
| | CLLT 1302 | Corpus Linguistics and Language Teaching | 5 |
| | RI 2304 | Research Practice | 5 |

| | | | |
|---|---|---|---|
| **3** | CDM 2303 | Course Design and Management | 5 |
| | CALL 2305 | Computer-assisted language learning | 5 |
| | **Research Project II** | | 4 |
| | **TOTAL FOR SEMESTER** | | **28** |
| | | | |
| **4** | **Research Project III** | | 18 |
| | **Master's Thesis Defense** | | 12 |
| | **TOTAL FOR SEMESTER** | | **30** |

# PART 9 CATALOG OF DISCIPLINES
## offered by School of Liberal Arts for students of other Higher Schools

– **for ALL Educational Programs:**

| No. | Course Name | Course Code | Credits |
|-----|-------------|-------------|---------|
| 1 | Contemporary History of Kazakhstan | GED 1101 | **5** |
| 2 | Kazakh A1 | GED 1102 | **5** |
| 3 | Kazakh A2 | | |
| 4 | Kazakh B1 | | |
| 5 | Kazakh B2 | | |
| 7 | Kazakh C1 | | |
| 8 | Kazakh A1+ | GED 1103 GED 1106 | **5** |
| 9 | Kazakh A2+ | | |
| 10 | Kazakh B1+ | | |
| 11 | Kazakh B2+ | | |
| 12 | Kazakh C1+ | | |
| 13 | Russian A1 | GED 1102 | **5** |
| 14 | Russian A2 | | |
| 15 | Russian B1 | | |
| 16 | Russian B2 | | |
| 17 | Russian C1 | | |
| 18 | Russian A1+ | GED 1103 GED 1106 | **5** |
| 19 | Russian A2+ | | |
| 20 | Russian B1+ | | |
| 21 | Russian B2+ | | |
| 22 | Russian C1+ | | |
| 23 | Learning how to learn | GED 1124 | **0** |

–

– **for educational programs of HIGHER SCHOOL OF ECONOMICS:**

| No. | Course Name | Course Code | Credits | Prerequisites |
|-----|-------------|-------------|---------|---------------|
| 1 | Cambridge English: B1 Preliminary** | GED 1104 | 10 | - |
| 2 | Cambridge English: B2 First** | | | - |

| 3 | Cambridge English: C1 Advanced** | | | - |
|---|---|---|---|---|
| 4 | Cambridge English: B1+ Preliminary** | GED 1105 | 10 | GED 1104 Cambridge English: B1 Preliminary** |
| 5 | Cambridge English: B2+ First** | | | GED 1104 Cambridge English: B2 First** |
| 7 | Cambridge English: C1+ Advanced** | | | GED 1104 Cambridge English: C1 Advanced** |
| 8 | Cambridge English: A2 Key*** | GED 1104 | 20 | - |
| 9 | Global Perspectives and Identity I | GED 1119 | 3 | - |
| 10 | Global Perspectives and Identity II | GED 1120 | 3 | Global Perspectives and Identity I |

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## for educational programs of MNU LAW SCHOOL:

‒ **educational Program "International Law"**

| No. | Course Name | Course Code | Credits | Prerequisites |
|---|---|---|---|---|
| 1 | Cambridge English: B1 Preliminary* | GED 1106 | 6 | - |
| 2 | Cambridge English: B2 First* | | | - |
| 3 | Cambridge English: C1 Advanced* | | | - |
| 4 | Cambridge English: B1+ Preliminary* | GED 1107 | 5 | GED 1106 Cambridge English: B1 Preliminary* |
| 5 | Cambridge English: B2+ First* | | | GED 1106 Cambridge English: B2 First* |
| 7 | Cambridge English: C1+ Advanced* | | | GED 1106 Cambridge English: C1 Advanced* |
| 8 | International Legal English I | GED 1112 | 5 | GED 1107 Cambridge English: B1+ and higher IELTS 5,0 and higher |
| 9 | International Legal English II | GED 1113 | 5 | GED 1107 Cambridge English: B1+ and higher IELTS 5,0 and higher |
| 10 | TOLES Foundation | GED 1114 | 5 | GED 1110 Introduction to Legal English or GED 1109 Cambridge English: A2+ and higher or IELTS 3,0 and higher |

| No. | Course Name | Course Code | Credits | Prerequisites |
|---|---|---|---|---|
| 11 | TOLES Higher | GED 1115 | 5 | GED 1111 English for Specific Purposes or GED 1114 TOLES Foundation or TOLES Foundation certificate 60 points and higher |
| 12 | TOLES Advanced | GED 1116 | 5 | GED 1115 TOLES Higher or TOLES Higher certificate 60 points and higher |
| 13 | Business English | GED 1117 | 5 | Cambridge English: A2+ and higher or IELTS 5,0 and higher |
| 14 | Philosophy and Identity in the Modern World I | GED 1121 | 4 | - |
| 15 | Philosophy and Identity in the Modern World II | GED 1122 | 4 | Philosophy and Identity in the Modern World I |

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 − **educational programs "Law" and "Law and Law Enforcement"**

| No. | Course Name | Course Code | Credits | Prerequisites |
|---|---|---|---|---|
| 1 | Cambridge English: A1 Starter | GED 1108 | 5 | - |
| 2 | Cambridge English: A2 Key | | | - |
| 3 | Cambridge English: B1 Preliminary | | | - |
| 4 | Cambridge English: B2 First | | | - |
| 5 | Cambridge English: A1+ Starter | GED 1109 | 5 | GED 1108 Cambridge Eng-lish: A1 Starter |
| 7 | Cambridge English: A2+ Key | | | GED 1108 Cambridge English: A2 Key |
| 8 | Cambridge English: B1+ Preliminary | | | GED 1108 Cambridge English: B1 Preliminary |
| 9 | Cambridge English: B2+ First | | | GED 1108 Cambridge English: B2 First |
| 10 | Introduction to Legal English (TOLES pre-Foundation) | GED 1110 | 5 | GED 1109 Cambridge English A1+ and higher |
| 11 | English for Specific Purposes (TOLES Foundation) | GED 1111 | 3 | GED 1110 Introduction to Legal English or GED 1109 Cambridge English: A2+ and higher or IELTS 3,0 and higher |

| 12 | TOLES Higher | GED 1115 | 5 | GED 1111 English for Specific Purposes or GED 1114 TOLES Foundation or TOLES Foundation certificate 60 points and higher |
|----|--------------|----------|---|-------------------------------------------------------------------------------------------------------------------------|
| 13 | TOLES Advanced | GED 1116 | 5 | GED 1115 TOLES Higher or TOLES Higher certificate 60 points and higher |
| 14 | Business English | GED 1117 | 5 | Cambridge English: A2+ and higher or IELTS 5,0 and higher |
| 15 | Philosophy and Identity in the Modern World I | GED 1121 | 4 | - |
| 16 | Philosophy and Identity in the Modern World II | GED 1122 | 4 | Philosophy and Identity in the Modern World I |

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# DESCRIPTION OF DISCIPLINES

## for ALL Educational Programs

**Course Title: Contemporary History of Kazakhstan**
**Code: GED 1101     ECTS: 5**
**Description:** Contemporary History of Kazakhstan is a course on the main stages of the history of Kazakhstan that focuses students' attention on the issues of formation and development of independent statehood in Kazakhstan, its national heritage and continuity of ethnogenesis. The main objectives of the course are to teach students key historical stages of the country, basic scientific methodology of historical knowledge to develop critical judgments about key events and figures in the history of Kazakhstan. New format of the course suggests studying history through the analysis of political and social activities of leaders and outstanding individuals of those periods and their contribution to the formation of Kazakh statehood and enrichment of Kazakh culture.
**Prerequisites: -**

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**Course Title: Kazakh language (levels A1/ A1+; A2/A2+; B1/ B1+; B2/B2+; C1/C1+)**
**Code: GED 1102 / GED 1103**
**ECTS: 10 (5/5)**
**Description:** The course develops future specialists' communication competence – the ability to apply language in various every-day and professional situations by focusing on speaking, writing, listening, and reading skills.
**Prerequisites: - /GED 1102**

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**Course Title: Russian language (levels A2/A2+; B1/ B1+; B2/B2+; C1/C1+) Code: GED 1102 / GED 1103**
**ECTS: 10 (5/5)**
**Description:** The course develops future specialists' communication competence – the ability to apply language in various every-day and professional situations by focusing on speaking, writing, listening, and reading skills.
**Prerequisites: - /GED 1102**

***

**Course Title: Information and Communication Technology**
**Code: IKT 1104ECTS: 5**
**Description:** This course is aimed at developing practical skills of ICTs in professional life, upgrading practical knowledge and skills of working with ICTs, software and information networks.
**Prerequisites: -**

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**Course Title: Philosophy: Global Perspectives and Identity I / Philosophy: Global Perspectives and Identity II**
**Code: GED 1121/ GED 1122  ECTS: 4/4**
**Description:** The course studies an Individual in the frames of contemporary questions and challenges, which are faced daily. We will consider important issues of existence and moral development of a person, values formation in the global world and how to save the identity. The following questions will be answered: do we need a philosophy, can it give any ready answers on personal and global problems, how an individual can exist in the state of inner and external conflict? How does a person treat freedom, is he/she ready to accept and use freedom? What is the meaning of justice and honesty for a modern person? Is artificial intelligence the maximum limit a humanity can reach? We will also consider the legacy of our ancestor as a dialogue of morality, humaneness, honesty as a base for the personal realization.
Philosophy is the field of knowledge, which will teach students how to think and will create conditions for your continuous development as an Individual.
**Prerequisites: - / Philosophy: Global Perspectives and Identity I**

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**Course Title: Philosophy**
**Code: Phil 1101     ECTS: 5 Description:** The role of philosophy in the system of preparation of a modern specialist is determined by the object of its study, which is a person and his/her relations with nature and society. Philosophy develops philosophical and worldview methodological culture, moral principles, sets the foundation for students' theoretical and worldview formation. The aim of philosophy is to introduce students to the historical experience of world philosophical thought, including Kazakh philosophy, give

insight to modern philosophical culture, contribute to the development and enhancement of independent analytical skills in humanitarian field.

**Prerequisites: -**

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**Course Title: Global Perspectives and Identity I-II**
**Code: GED 1119     ECTS: 3/3**
**Description:** The course is aimed at studying the Human in various phenomena, both on macro and micro levels. It focuses on theoretical and practical study of individual behavior and interaction/interinfluence with global processes. Understanding of liberal, sociocultural experience will allow a student adequately react to contemporary challenges and build personal, professional, academic and ethnical identity. This course will allow students to develop soft skills such as critical thinking, verbal and written communication, efficient work in team, search for like-minded peers, which creates opportunities for intellectual and emotional development and conducting small-scale research.

**Prerequisites: - /Global Perspectives and Identity I**

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**Course Title: "Physical Education"**
**Course Description:** The course focuses on an individual's Physical Education development and the ability to use various means of physical culture and sport to maintain and strengthen health and healthy lifestyle accordingly. Students obtain knowledge and skills on self-control and learn to independently evaluate the functional state of their organism.

**Prerequisites:-**

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**Course Title: Learning how to learn Code: GED 1120     ECTS: 0**
**Description:** The course is aimed at developing skills of active and efficient participation in academic process, acquiring effective strategies for learning, required for solving various tasks in academic and professional environment. During the course, students will learn note-taking strategy, listening, reading, time-management, take exams, work with vast amount of data and develop memorization skills. The course is focused on decreasing anxiety level and procrastination. It also helps allocate resources and academic priorities properly. In addition, it

provides practical and effective strategies for time-management.

The course will help students reflect on his/her weaknesses and strengths, set up priorities, manage expectations and become more effective in a workplace

**Prerequisites:-**

# Description of Disciplines for HSE Programs

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**Course Title: Cambridge English: B1 Preliminary**
**Code: GED 1104      ECTS: 10**
**Description:** This course is designed in accordance with Cambridge English: Preliminary program (PET). The course gives students the confidence to communicate effectively in real-life situations. The course is built for basic users (CEFR A2) with pre-intermediate level and helps students to progress further to B1 level. The course aims to develop communicative skills of speaking, listening, reading and writing, extend vocabulary and grammar range. This course shows you have mastered the basics.
**Prerequisites: -**

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**Course Title: Cambridge English: B2 First**
**Code: GED 1104      ECTS: 10**
**Description:** First Certificate in English is designed for students with B1 level to help them study effectively in English. The course teaches and develops reading, writing, listening, and speaking skills as well as essential grammar and vocabulary. More specifically it offers:
- authentic reading texts and listening tasks providing training in the reading and listening techniques and strategies;
- a systematic approach to speaking tasks providing models for students to follow and clear outcomes for improved performance;
- a step-by-step approach to writing tasks with models to work from and sample answers;
-comprehensive coverage of all major grammar and vocabulary areas tested in the First Certificate Exam.
**Prerequisites: -**

\*\*\*

**Course Title: Cambridge English: C1 Advanced**
**Code: GED 1104      ECTS: 10**
**Description:** The course is designed for students with B2-C1 levels of English. The course teaches and develops reading, writing, listening, and speaking skills, as well as essential grammar and vocabulary. Upon the completion of the course, students will demonstrate the variety of reading skills, including understanding specific information, text organization features, tone and text structure.

Students will be able to write diverse essays, show understanding of feeling, attitude, opinion, purpose, agreement, and gist. Students will be able to interact in conversational English.
**Prerequisites: -**

\*\*\*

**Course Title: Cambridge English: B1+ Preliminary**
**Code: GED 1105      ECTS: 10**
**Description:** This course is designed for students to improve their ability to study effectively in English. The course will help them develop skills and knowledge in reading and understanding authentic academic texts, listening to lectures and presentations, writing different essay types, participating in seminar and group discussions, preparing and giving presentations. It improves such study skills as note-taking, critical thinking and working independently.
**Prerequisites: GED 1104 Cambridge English: B1 Preliminary ECTS: 10**

\*\*\*

**Course Title: Cambridge English: B2+ First**
**Code: GED 1105      ECTS: 10**
**Description:** That is a stimulating and thorough preparation course for students with B2 level of English, upon completion of which those who are eager have an opportunity to take the First Certificate exam (internationally recognized exam which does not have an expiration date) from Cambridge ESOL. The course teaches and develops academic reading, writing, listening, and speaking skills as well as analytical and critical thinking skills.
**Prerequisites: GED 1104 Cambridge English: B2 First   ECTS: 10**

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**Course Title: Cambridge English: C1+ Advanced**
**Code: GED 1105      ECTS: 10**
**Description:** The course is designed for students with C1 level of English, upon completion of which they will be able to take the Certificate in Advanced English (internationally recognized exam which does not have an expiration date) from Cambridge ESOL. The course teaches and develops reading, writing, listening, and speaking skills, as well as

essential grammar and vocabulary. Upon the completion of the course, students will demonstrate the variety of reading skills, including understanding and analysing specific information, text organization features, time and text structure. Students will be able to write diverse essays in accordance with APA style, show understanding of feeling attitude, opinion, purpose, agreement, and gist. Students will be able to interact in academic English.

**Prerequisites: GED 1104**
**Cambridge English: C1 Advanced**
**ECTS: 10**

# Description of Disciplines for KLS Programs

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**Course Title: Cambridge English: B1 Preliminary\***
**Code: GED 1106      ECTS: 6**
**Description:** This course is designed in accordance with Cambridge English: Preliminary program (PET). The course gives students the confidence to communicate effectively in real-life situations. The course is built for basic users (CEFR A2) with pre-intermediate level and helps students to progress further to B1 level. The course aims to develop communicative skills of speaking, listening, reading and writing, extend vocabulary and grammar range. This course shows you have mastered the basics.
**Prerequisites: -**

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**Course Title: Cambridge English: B2 First\***
**Code: GED 1106      ECTS: 6**
**Description:** First Certificate in English is designed for students with B1 level to help them study effectively in English. The course teaches and develops reading, writing, listening, and speaking skills as well as essential grammar and vocabulary. More specifically it offers:
- authentic reading texts and listening tasks providing training in the reading and listening techniques and strategies;
- a systematic approach to speaking tasks providing models for students to follow and clear outcomes for improved performance;
- a step-by-step approach to writing tasks with models to work from and sample answers;
-comprehensive coverage of all major grammar and vocabulary areas tested in the First Certificate Exam.
**Prerequisites: -**

***

**Course Title: Cambridge English: C1 Advanced\***
**Code: GED 1106      ECTS: 6**
**Description:** The course is designed for students with B2-C1 levels of English. The course teaches and develops reading, writing, listening, and speaking skills, as well as essential grammar and vocabulary. Upon the completion of the course, students will demonstrate the variety of reading skills, including understanding specific information, text organization features, tone and text structure.

Students will be able to write diverse essays, show understanding of feeling, attitude, opinion, purpose, agreement, and gist. Students will be able to interact in conversational English.
**Prerequisites: -**

***

**Course Title: Cambridge English: B1+ Preliminary \***
**Code: GED 1107      ECTS: 5**
**Description:** This course is designed for students to improve their ability to study effectively in English. The course will help them develop skills and knowledge in reading and understanding authentic academic texts, listening to lectures and presentations, writing different essay types, participating in seminar and group discussions, preparing and giving presentations. It improves such study skills as note-taking, critical thinking and working independently.
**Prerequisites: GED 1106 Cambridge English: B1 Preliminary ECTS: 6**

***

**Course Title: Cambridge English: B2+ First \***
**Code: GED 1107      ECTS: 5**
**Description:** That is a stimulating and thorough preparation course for students with B2 level of English, upon completion of which those who are eager have an opportunity to take the First Certificate exam (internationally recognized exam which does not have an expiration date) from Cambridge ESOL. The course teaches and develops academic reading, writing, listening, and speaking skills as well as analytical and critical thinking skills.
**Prerequisites: GED 1106 Cambridge English: B2 First ECTS: 6**

***

**Course Title: Cambridge English: C1+ Advanced\***
**Code: GED 1107      ECTS: 5**
**Description:** The course is designed for students with C1 level of English, upon completion of which they will be able to take the Certificate in Advanced English (internationally recognized exam which does not have an expiration date) from Cambridge ESOL. The course teaches and develops reading, writing, listening, and speaking skills, as well as essential grammar and vocabulary. Upon the completion of the course, students will demonstrate the variety of reading skills, including understanding and analysing specific

information, text organization features, time and text structure. Students will be able to write diverse essays in accordance with APA style, show understanding of feeling attitude, opinion, purpose, agreement, and gist. Students will be able to interact in academic English.
**Prerequisites: GED 1106 Cambridge English: C1 Advanced ECTS: 6**

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**Course Title: Cambridge English: A1 Starter**
**Code: GED 1108        ECTS: 5**
**Description:** The course is for students with A0 level, which provides skills and language highly relevant in daily life. The main aim of the course is to help students to achieve an overall English language proficiency of beginner basic user. It will help students to interact in a simple way and answer simple questions in daily life. The course enables to develop and practice all 4 language skills: listening, reading, writing and speaking.
The course is intended to accomplish its goal within one semester of 15 weeks.
**Prerequisites: -**

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**Course Title: Cambridge English: A2 Key**
**Code: GED 1108 ECTS: 5**
**Description:** This one-term course is designed to give students grounding in English pronunciation, grammar, and essential vocabulary in order to understand the basic concepts of the English language. The main aim of the course is to build and develop students' communication skills and extend grammar and vocabulary range.
**Prerequisites: -**

\*\*\*

**Course    Title: Cambridge    English:**
**B1 Preliminary**
**Code: GED 1108 ECTS: 5**
**Description:** This course is designed in accordance with Cambridge English: Preliminary program (PET). The course gives students the confidence to communicate effectively in real-life situations. The course is built for basic users (CEFR A2) with pre-intermediate level and helps students to progress further to B1 level. The course aims to develop communicative skills of speaking, listening, reading and writing, extend vocabulary and grammar range. This course shows you have mastered the basics.
**Prerequisites: -**

\*\*\*

**Course Title: Cambridge English: B2 First**
**Code: GED 1108 ECTS: 5**
**Description:** First Certificate in English is designed for students with B1 level to help them study effectively in English. The course teaches and develops reading, writing, listening, and speaking skills as well as essential grammar and vocabulary. More specifically it offers:
-authentic reading texts and listening tasks providing training in the reading and listening techniques and strategies;
-a systematic approach to speaking tasks providing models for students to follow and clear outcomes for improved performance;
-a step-by-step approach to writing tasks with models to work from and sample answers;
-comprehensive coverage of all major grammar and vocabulary areas tested in the First Certificate Exam.
**Prerequisites: -**

\*\*\*

**Course    Title: Cambridge    English:**
**A1+ Starter**
**Code: GED 1109 ECTS: 5**
**Description:** The course focuses on developing communicative skills of speaking, listening, reading and writing. It also covers essential grammar, vocabulary and idioms.
The main goals of the course are: to study and develop grammar rules used in formal and informal style; to acquire relevant vocabulary; to develop effective listening and reading skills; to build confidence in speaking and pronunciation skills necessary for further study of English course.
**Prerequisites: GED 1108 Cambridge English: A1 Starter        ECTS: 5**

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**Course Title: Cambridge English: A2+ Key**
**Code: GED 1109 ECTS: 5**
**Description:** The course focuses on developing communicative skills of speaking, listening, reading and writing. It also covers essential grammar, vocabulary and idioms.
The main goals of the course are: to study and develop grammar rules used in formal and informal style; to acquire relevant vocabulary; to develop effective listening and reading skills; to build fluency and confidence in speaking and pronunciation skills necessary for further study of English course.
**Prerequisites: GED 1108 Cambridge English: A2 Key    ECTS: 5**

***
**Course Title: Cambridge English: B1+ Preliminary**
**Code: GED 1109 ECTS: 5**
**Description:** This course is designed for students to improve their ability to study effectively in English. The course will help them develop skills and knowledge in reading and understanding authentic academic texts, listening to lectures and presentations, writing different essay types, participating in seminar and group discussions, preparing and giving presentations. It improves such study skills as note-taking, critical thinking and working independently.
**Prerequisites: GED 1108 Cambridge English: B1 Preliminary ECTS: 5**

***
**Course Title: Cambridge English: B2+ First**
**Code: GED 1109 ECTS: 5**
**Description:** That is a stimulating and thorough preparation course for students with B2 level of English, upon completion of which those who are eager have an opportunity to take the First Certificate exam (internationally recognized exam which does not have an expiration date) from Cambridge ESOL. The course teaches and develops academic reading, writing, listening, and speaking skills as well as analytical and critical thinking skills.
**Prerequisites: GED 1108 Cambridge English: B2 First ECTS: 5**

***
**Course Title: Introduction to Legal English**
**Code: GED 1110 ECTS: 5**
**Description:** The course is aimed at developing lexical and grammatical range of students in the field of law by comparing English and Kazakh legislature. This course prepares students for the core course English for Specific Purposes. Upon completion of the course, students will use professional English language in written and spoken speech; take part in discussions on law-related matters, read and extract necessary information, summarize and paraphrase information from legal texts.
**Prerequisites: GED 1109 Cambridge English: A1+ Starter** and higher **ECTS: 5**

***
**Course Title: English for Specific Purposes**
**Code: GED 1111 ECTS: 3**
**Description:** The course is a smart start in studying international legal English in the field of private law while improving the skills of general English and is intended for those who speak English A2 (Pre-intermediate) and above. The main objective of this program is to study legal terms through the use of special vocabulary, mastering the modern style of legal English, the exact use of grammatical structures, words and expressions in the legal context, including in the context of written contracts.
**Prerequisites: GED 1110 Introduction to Legal English ECTS: 5 or GED 1109 Cambridge English: A2+ and higher ECTS: 5 or IELTS 3.0 and higher**

***
**Course Title: TOLES Foundation Code: GED 1114 ECTS: 5**
**Description**: This course is an excellent start for learning legal English in private international law along with improving general English skills and can be studied by those who have A2 (Pre-intermediate) and higher levels. The main objective of this course is to present and practice legal terms through increasing vocabulary, apply precise grammar constructions and introduce modern style of legal writing.
**Prerequisites: GED 1110 Introduction to Legal English ECTS: 5**
**or GED 1109 Cambridge English: A2+ and higher ECTS: 5**
**or IELTS 3.0 and higher**

*** **Course Title: TOLES Higher Code: GED 1115 ECTS: 5**
**Description:** The course is for those students who have B2 (Intermediate) and higher, and have already passed TOLES Foundation. The course involves complex authentic legal texts and documents. The main objective of this course is to increase legal vocabulary through learning set expressions, collocations, synonyms, prepositions, and etc. that allow students to be able to interpret legal terms and give their definitions. The course program also includes audio materials in the form of interview on the topics related to day-to-day lawyers practice. **Prerequisites: GED 1111 English for Specific Purposes ECTS: 3**
**or GED 1114 TOLES Foundation ECTS: 5**
**or TOLES Foundation Certificate Score 60 and higher**

***
**Course Title: TOLES Advanced Code: GED 1116 ECTS: 5**

**Description:** The course is for those students who have B2 (Intermediate) and higher level of English and have already passed English for specific purposes and TOLES Higher.

The course develops legal skills that are considered as "golden standard" of Legal English.

The course TOLES Advanced is a final stage of Professional English and teaches to understand and solve practical problems that lawyers face in their day-to-day practice, including understanding the difference between formal and informal legal expressions in a proper way and application of "legalese" and "plain English" while working with clients.

**Prerequisites: GED 1115 TOLES Higher ECTS: 5**

**or TOLES Higher Certificate Score 60 and higher**

*****

**Course Title***: Business English Code: GED 1117     ECTS: 5**

**Description:** This one-term course centers around developing students' employability skills, ability to work in team, while developing a social project, understanding fundamental principles of success, raising personal effectiveness, management and leadership skills, that are vital to everyday business practices in a globalised world.

**Prerequisites: GED 1109 Cambridge English: A2+ and higher ECTS: 5**

**or IELTS 3.0 and higher**

**Description of Disciplines for «Translation Studies», «Applied Linguistics» and «Kazakh-English Languages and Linguistics» educational programs**

**(2019 and 2020 year of enrollment)**

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**Course Title: Basic Foreign Language (B1)**
**Code: BFL 1108     ECTS: 12/10**
**Description:** The course is designed to develop essential language skills for learners who are preparing to study in English as a language of instruction up to Intermediate level. The course will help students to understand more complex pieces of reading, understand longer speeches from video and audio lectures, write clearly and describe common topics in detail, give opinions and outline advantages and disadvantages of general phenomena and situations.
**Prerequisites: -**

\*\*\*

**Course Title: Basic Foreign Language (B2)**
**Code: BFL 1201     ECTS: 10**
**Description:** The course is aimed to improve students' English language command up to Upper-Intermediate level through systematic expansion of vocabulary and grammar range, and through practicing four language skills. Students will learn topic-based vocabulary and grammar with the inclusion of pronunciation and intonation drills. Students will practice speaking and writing skills through discussions and creative pieces of writing.
**Prerequisites: Basic Foreign Language (B1)**

\*\*\*

**Course Title: Introduction to Linguistics**
**Code: IL 1109   ECTS: 5**
**Description:** This course answers the questions what language is and what knowledge language consists of. The course studies the nature of a language and branches of linguistics (English).
**Prerequisites: Basic Foreign Language (B1)**

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**Наименование: Grammar In Use**
**Code: GrU 1107     ECTS: 5 Description:** During the course students learn specific grammatical features of English and apply them in practice. With the skills gained, students can convey their ideas in accordance with English grammar and stylistics.
**Prerequisites: -**

\*\*\*

**Course Title: Sociolinguistics**
**Code: Soc 4214 ECTS: 5**
**Description:** This course examines the ways in which relationships and structures in society influence language and vice versa. It examines variations in language that are determined by region, sex, social level, and cultural groupings. The course is intended to encourage students to think about language issues in their own society and to conduct sociolinguistic research.
**Prerequisites: Basic Foreign Language (B2)**

\*\*\*

**Course Title: Academic English C1 Code: AW C1 2206   ECTS: 5**
**Description:** The course will provide students with the practical tools for working with academic texts and present their own ideas both orally and in writing within the academic context. Within the course students will expand their academic vocabulary, read scholarly articles and write summaries, argumentative and problem-solution essays. Besides, the course will introduce students to APA citation and formatting style.
**Prerequisites: Basic Foreign Language (B2)**

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**Course Code:** 1210 **ECTS:** 5
**Course Name:** Introduction to Linguistics (Kazakh Language)
**Course Description:** This course studies the fundamental knowledge about the linguistics of Kazakh language. Students will learn about the branches of linguistics (phonetics, morphology, syntax and lexis), acquire the skills to research the importance of the language and its relevance in the contemporary world. Students will systematically study the basics of written language, linguistic phenomena and its change, the reason of these transformations.

**Course Code:** 1210 **ECTS:** 5
**Course Name:** Phonetics of Kazakh Language
**Course Description:**       During the       course students will get acquainted with the phonetics of the Kazakh language, phonetic patterns and characteristics of speech, its features in the process of (regional) pronunciation. This course is aimed at developing the skills of applying the methods of phonetic analysis, identifying graphic peculiarities in parsing words and the ability to correctly convey sounds in the process of communication.
**Prerequisites:** Introduction to Linguistics

**Course Code:** 1210 **ECTS:** 5

**Course Name:** Morphology, Syntax and Lexis (Kazakh Language)
**Description:** The course studies the morphological, lexical and syntactic features of the Kazakh language. The theoretical knowledge obtained by students can be used in the process of lexical, morphological and syntactic analysis. Mastering this discipline contributes to the development of analytical skills, skills of morphologically and stylistically competent speech construction.

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**Course Title: Academic English C2 Code: AW C2 2206   ECTS: 5**
**Description:** The course will provide students with the practical tools for working with academic texts and presenting their own ideas both orally and in writing within the academic context. Within the course students will expand their academic vocabulary, read scholarly articles and write comparison and contrast essays, cause and effect essay, process essay. Besides, the course will teach students to use APA citation and formatting style for avoiding plagiarism.
**Prerequisites: Academic English C1**

***

**Course Title: Foreign Language I (A0,A1) Code: FL I 2208 ECTS: 10**
**Description:** This course is intended for students with a zero level of proficiency in second foreign language. The goal is to develop foreign language communicative competence. Students will learn most common words and phrases needed for everyday communication; they will study common grammatical structures, and will be able to participate in conversations.
**Prerequisites: -**

***

**Course Title: Foreign Language II (A2) Code: FL II 2209      ECTS: 10**
**Description:** This course is aimed at developing skills and abilities in skimming and scanning in reading; oral and written speech. Grammatical material covers the basic grammatical phenomena, the mastery of which is necessary in order to express one in language and to read and understand texts and stories.
**Prerequisites: Foreign Language I (A0,A1)**

***

**Course Title: Foreign Language III (B1) Code: FL III 3210      ECTS: 5**
**Description:** This course contributes to the development of socio-cultural knowledge and

skills. The course covers a large share of modern vocabulary. There is further development of already existing skills and abilities in speaking. In writing, the emphasis is on developing the ability to write letters and essays.
**Prerequisites: Foreign Language II (A2)**

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**Course Title: Foreign Language IV (B2) Code: FL IV 3211      ECTS: 5**
**Description:** The objectives of this course are developing and enhancing language knowledge as well as students' extra-linguistic knowledge, expanding the range of language understanding, enriching the active vocabulary, and improving oral and written language within lexical and grammatical topics.
**Prerequisites: Foreign Language III (B1)**

***

**Course Title: Foreign Language V (C1) Code: FL V 4212      ECTS: 5**
**Description:** The course is designed to develop essential skills and academic language. Course topics include different types of essays, paraphrasing, and academic summaries. Besides, students will practice in reading of academic texts and scholarly articles, improve their listening skills through watching authentic video materials and enhance speaking and presentation skills through preparing presentations.
**Prerequisites: Foreign Language IV (B2)**

***

**Course Title: Research Methods I Code: RM I 2301      ECTS: 5**
**Description:** This course studies qualitative methods in social science focused on investigation of concepts, meanings, and understandings via gathering and analyzing non-numerical data. The program of the course involves the study of the qualitative data collection tools, types of statistical analyses, interpretation of the results of research, and practical tasks.
**Prerequisites: -**
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**Course Title: Research Methods II Code: RM II 2302    ECTS: 5**
**Description:** This course studies quantitative methods in social science focused on systematic empirical investigation of observable phenomena via statistical analyses. The program of the course involves the study of the main tools to collect quantitative data, types of statistical analyses as well as interpretation of the results of research, and practical tasks.
**Prerequisites: Research Methods I**

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**Course Title: Research Methods III Code: RM III 4309 ECTS: 5**
**Description:** The following course is designed to educate students about more sophisticated methods of research to investigate more complex phenomena. During the course students will be taught mixed method research and learn different kinds of mixed-method research to answer research questions.
**Prerequisites: Research Methods I, II**

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**Course Title: Cross-cultural communication**
**Code: CCC 3213/4213       ECTS: 5**
**Description:** The course will introduce students to the cross-cultural communication phenomenon as an important issue in the era of globalization and internationalization. Students will know the basic concepts and categories that constitute cross-cultural communication as a science. Moreover, students will study the peculiarities and the ways of effective communication between people from different cultures.
**Prerequisites: -**

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**Course Title: Lexis, Morphology and Syntax**
**Code: MSL 2203       ECTS: 6**
**Description:** The main focus of this course is put on the study of language typology. It covers the main features of all grammar forms in morphology (study of word forms), lexis (study of vocabulary) and syntax (study of sentence structure). Students will develop their analytical and problem-solving skills through

various types of linguistic analysis such as morphological, lexical and syntactic analyses
**Prerequisites: -**

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**Course Title: Course development and Material design**
**Code: CDMD 3306/3225       ECTS: 5**
**Description:** The course is aimed to teach students to design course and class materials taking into account students' differences and individual needs. Within the given course, students will learn how to design syllabus, develop effective learning outcomes in accordance with Bloom's taxonomy, determine and order the content of the course, select and develop the materials that meet the course goal and learning outcomes and develop the assignments.
**Prerequisites: -**

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**Course Title: Phonetics and Phonology Code: PP 3204   ECTS: 5**
**Description:** The course covers the subject, aims and main branches of the theoretical phonetics of the English language, theories and classification of phonemes, syllabic and accentual structure of English words, peculiarities and functions of English intonation, phonetic characteristics of speech and territorial varieties of English pronunciation. Students will develop their analytical and problem-solving skills through practicing phonetic and phonological analyses of English words.
**Prerequisites: -**

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**Course Title: Grammar Awareness**
**Code: GA 3221/2202 ECTS: 5**
**Description:** This course aims to improve the English grammar awareness and enhance students' ability to apply this knowledge and awareness to their own professional context. Topics relate to all parts of speech, phrase and clause structure, transitivity, tense, aspect, modality, and sentence structure. The course will help students to develop their analytical and problem-solving skills through conducting grammatical analysis of texts.
**Prerequisites: -**

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**Course   Title:   Language   Testing   and**

**Assessment Code: LTA 4309/4226  ECTS: 5**
**Description:** This course is focused on studying language testing and assessment, the impact that testing and assessment have on learners, and the role of testing and assessment in schools and society. The course answers the questions: What is the test/assessment for? What is 'good' and 'bad' test? How to establish test criteria? and other aspects of test design and development.
**Prerequisites: -**

***

**Course Title: Language Acquisition (Language L, Language T)**
**Code: LA 3305/3224 ECTS: 5**
**Description:** The course will introduce students with the fundamental concepts and process of language acquisition. Students will study modern methods and approaches to language learning and also the difference between the first and the second languages acquisition. Students will be setting forth and testing hypotheses to explain the process of second language acquisition.
**Prerequisites: -**

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**Course Title: Technology in L2 Teaching and Learning**
**Code: TL2TL 3233    ECTS: 5**
**Description:** Students will use a range of language learning software, and web-based resources for language learning and teaching. Students will evaluate computer- and web-based language learning materials, and will learn how to design and produce their own web-pages and computer- and web-based language learning materials using basic authoring tools.
**Prerequisites: -**

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**Course Title: Content Language Integrated Learning (CLIL)**
**Code: CLIL 3234/3225    ECTS: 5**
**Description:** The course will cover the main concepts of CLIL. Students will be introduced with CLIL approaches in teaching subjects other than English using it as the language of instruction.
**Prerequisites: -**

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**Course Title: History of Language Code: HL 2303    ECTS: 5**
**Description:** The course is focused on the study of the aim, tasks and the connections of the History of English language with other branches of linguistics. The course covers the main periods of the development from the Old English Period to the Formation of the National Literary English language and historical events connected with them. The course will help students to develop analytical skills through conducting comparative analyses of old and middle English texts.
**Prerequisites:**

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**Course Title: Literature**
**Code: Lit 4312/4311 ECTS: 5**
**Description:** This course aims to give students insight into the history of literature of the English speaking countries and to systematize students' knowledge about the most important historical and literary events, and works of the most profound English, American, Australian, Scottish writers and poets.
**Prerequisites: -**

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**Course Title: Creative Writing**
**Code: CW 4311/4310 ECTS: 5**
**Description:** This course emphasizes the importance of engaging with the wider world of literature in order to develop student own writing. Students will have the opportunity to study writing from the past and learn from contemporary creative practitioners.
**Prerequisites: Literature**

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**Course Title: Stylistics**
**Code: Styl 4308/4307    ECTS: 5**
**Description:** This course will acquaint students with the methods and theories of stylistics, from dialogue to discourse and from metre to metaphor. Students will know about literary and linguistic 'triggers' for the interpretation of literary and non-literary texts such as morphology, speech sounds, graphology, lexis, semantics, syntax, point of view, and pragmatics.
**Prerequisites: Phonetics and Phonology/ Lexis, Morphology and Syntax**

***

**Course Title: News Writing and Reporting**
**Code: NWR 4219    ECTS: 5**
**Description:** This course teaches students how to report and write news stories that are accurate, fair and complete. Students will learn the basic elements of reporting—how to observe events, how to interview people, and how to use other research tools. Students will also learn how to write and structure news stories for different media platforms including

print, broadcast and online.
**Prerequisites: -**

\*\*\*

**Course Title: Mass Media and Society Code: MMS 3215      ECTS: 5**
**Description:** This course is an introduction to the mass media and their impact on society. This course addresses many positive and negative implications associated with society's reliance on social media platforms. Using a perspective rooted in digital literacy, the course examines how social media is used in both personal and professional contexts, and how we might use social media to communicate competently, ethically, and strategically.
**Prerequisites: -**

\*\*\*

**Course Title: Communications Law and Fact Checking**
**Code: FC 4220   ECTS: 5**
**Description:** The course is designed to review the history, development, and interpretation of the Law of the Republic of Kazakhstan "on Mass Media" by our court system and its impact upon journalists, professional communicators, and citizens, along with the ethical principles that underpin effective communication practices. Topics include privacy, defamation, press freedom, media regulations, and the law of emerging technologies. It will also teach students to check factual assertions in various media sources in order to determine the veracity and correctness of the factual statements in the text.
**Prerequisites: -**

\*\*\*

**Course Title: Functional types and genres of media texts**
**Code: FTGMT 3216    ECTS: 5**
**Description:** This course introduces students to universal typological classification encompassing a variety of media texts. Students study the peculiarities of media texts and mechanisms of text perception in different communicative contexts. Students will learn to analyze media texts from the perspective of thematic structure and linguistic-cultural factor.
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**Course Title: Communication Ethics Code: CE 3218      ECTS: 5**
**Description:** This course provides students with an overview of ethical standards relevant to social behavior and an in-depth study of contemporary ethical issues facing communicators. Concepts of truth, confidentiality, conflict of interest, social justice,

and other issues will be addressed.
**Prerequisites: -**

\*\*\*

**Course Title: English Language and Translation**
**Code: ALP 3220      ECTS: 5**
**Description:** The course is aimed to improve the level of English for those who choose Translation Minor. The course will cover the issues in translation of specific grammar and vocabulary. Students will learn how to work with different types dictionaries and how to make up glossaries.
**Prerequisites: -**

\*\*\*

**Course Title: Business Translation/ Interpretation**
**Code: BT 4224/4229 ECTS: 5**
**Description:** This course is designed to help students build upon their fundamental English language communication skills by using professional and formal business tools such as letters, reports, and oral presentations in structured business environments and to help them find the ways to translate special commercial documents from English into Russian/Kazakh and vice versa.
**Prerequisites: -**

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**Course Title:          Legal Translation/Interpretation**
**Code: LT 4225/4231  ECTS: 5**
**Description:** The purpose of the course is to develop and enhance students' practical liaison translation and interpretation skills of the topic-specific legal texts and to give insight into means, methods and techniques of translation transformations while performing liaison translation/interpretation. **Prerequisites: -**
\*\*\*

**Course Title: Basics of Lexicography**
**Code: BL 4310/4309 ECTS: 5**
**Description:** The course is focused on the historical development of English lexicography as a linguistic science, issues of lexicography and types of dictionaries. Besides, students will know about the basics of compiling dictionaries and will practice compiling explanatory dictionaries of topic-specific terms.
**Prerequisites: -**

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**Course Title:** Introduction to Translation and Interpretation
**Code: ITI 1109  ECTS: 5**
**Description:** The main goal of this course is to

give students basic knowledge of the profession, its retrospective and perspective, professional and ethical qualities the interpreter/translator should possess. The course will help students to better understand their profession and direct students in their choice of a prospective area to work in (translation or interpreting).
**Prerequisites:** Basic Foreign Language B2

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**Course Title: Consecutive and Simultaneous Interpretation I**
**Code: CSI I 2304      ECTS: 5**
**Description:** The course aims to provide students with knowledge of the principles, key methods and skills of consecutive and simultaneous interpreting.
The course focuses on the development of consecutive and simultaneous interpretation skills and abilities of interpreting texts of different character from English into Russian and the other way round, identifying and solving translation problems.
**Prerequisites:** Introduction to Translation and Interpreting, Basic Foreign Language B2, Translation and Interpretation Theory

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**Course Title: Consecutive and Simultaneous Interpretation II**
**Code: CSI II 3306      ECTS: 5**
**Description:** The course provides intensive training in consecutive and simultaneous interpretation techniques with the emphasis on interpreting texts of intermediate level of difficulty. The course will cover a wide range of scenarios in consecutive and simultaneous interpretation in order to prepare students for the real-life situations. Students will go through a lot of self-practice to consolidate the skills learnt and achieve the professionalism in interpretation.
**Prerequisites:** Introduction to Translation and Interpreting, Translation and Interpretation Theory, Consecutive and Simultaneous Interpretation I

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**Course Title: Consecutive and Simultaneous Interpretation III**
**Code: CSI III 3313      ECTS: 10**
**Description:** The course focuses on the developing and expanding conference interpreting skills and knowledge; memory training for conference interpreting; developing the capacity to summarize and synthesize; learning approaches to acquiring and expanding vocabulary relevant to specific areas of knowledge; developing language knowledge (mother tongue and other languages); expanding and deepening general knowledge and acquiring an appropriate level of intercultural awareness.
**Prerequisites: Prerequisites: Introduction to Translation and Interpreting, Translation and Interpretation Theory, Consecutive and Simultaneous Interpretation II**

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**Course Title: Consecutive and Simultaneous Interpretation IV**
**Code: CSI IV 4315      ECTS: 5**
**Description:** The course is developed for senior students who desire to improve their proficiency in consecutive and simultaneous interpreting. This course is aimed at improving the knowledge, skills and competencies in various types of simultaneous interpretation: simultaneous interpretation with text, simultaneous interpretation without text, simultaneous interpretation with equipment, simultaneous interpretation without equipment, simultaneous interpretation of dialogues and monologues, remote simultaneous and consecutive interpretation as well as computer-assisted translation tools in terms of preparation for simultaneous and consecutive interpretation.
**Prerequisites:** Introduction to Translation and Interpreting, Translation and Interpretation Theory, Consecutive and Simultaneous Interpretation III

\*\*\*

**Course Title: Fundamentals of Language Theory**
**Code: FLT 2203      ECTS: 5**
**Description:** The areas of the theory of English discussed within the course include history (studying evolution of the English language, theoretical phonetics, theoretical grammar, and lexicology. In addition, the course provides an insight into the main paradigms in linguistics, which the theory of language has been developing within.
**Prerequisites:** Basic Foreign Language B2

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**Course Title: History of Teaching Methods**
**Code: HTM 2223      ECTS: 5**
**Description:** The course is aimed to teach students classical and contemporary foreign language teaching methods and approaches. Students of the course will be able to formulate teaching and learning goals, choose the appropriate and effective study materials based

on the methods used and apply them in the classroom.
**Prerequisites:** Introduction to Linguistics, Grammar Awareness

***
**Course Title: Speech Writing**
**Code: SW 3217 ECTS: 5**
**Description:** The course focuses on writing for public speaking**.** Students will learn about the difference between argument and rhetorical technique and how to identify strength and logical fallacies in arguments. Students will learn how to apply various stylistic devices to write persuasive speeches.
**Prerequisites:** Academic Writing C2, Creative writing, Stylistics Description:

**\*\*\* Course Title: Terminology**
**Code: Term 3222**
         **ECTS: 5 Description:** This course introduces the theoretical basis and application of terminology in specialized translation. The course covers learning terminology tools and resources used by the international translators community. Moreover, Terminology course includes learning such important aspects for terminological projects, like: 1. Terminology Project Management; 2. Localization; 3. Standartization; 4. Quality Management.
**Prerequisites:**

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**Course Title: Translation and Interpreting Theory**
**Code: TIT 1202 ECTS: 5**
**Description:** The purpose of the course is to establish and enhance the basic knowledge about and understanding of translation and interpreting. Students will learn about the key differences between and approaches to both translation and interpreting. The course focuses on linguistic and translational theories that are applied to perform professional interpretation/translation from English and into it. The material compiled in succession assists in training highly qualified experts in the translation theory and practice.
**Prerequisites:** Introduction to Translation and Interpreting, Basic Foreign Language B2

**\*\*\* Course Title: Translation I**
**Code: Tran I 2203     ECTS: 5 Description:**
**Description:** The course focuses on introducing students to the sphere of translation. Students will learn about the process of translation of texts and what it involves. Students will know about the principles of a pre-text analysis using

the schemes of some specific texts.
**Prerequisites: Introduction to Translation and Interpreting, Theory of Translation**

**\*\*\* Course Title: Translation II**
**Code: Tran II 3305    ECTS: 5**
**Description:** The course focuses on developing the translation skills. Students will learn how to work out and use translation strategies. During the course students will practice doing a pre-text analysis, identifying communicative tasks of a text and try to find translation solutions for the specific translation tasks.
**Prerequisites:** Introduction to Translation and Interpreting, Theory of Translation, Translation I

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**Course Title: Translation III**
**Code: Tran IV 4314    ECTS: 5**
**Description:** The course will help to enhance students' professional skills through translating various texts. Students will practice doing the pre-text analysis, compiling topical glossaries, editing, and proofreading their translations. Additionally, students will practice applying CAT tools to enhance their translation capacity.
**Prerequisites:** Introduction to Translation and Interpreting, Theory of Translation and Interpreting, Translation II

**\*\*\* Course Title: Translation IV**
**Code: Tran I 2203    ECTS: 5 Description:**
The course is developed for senior students who desire to enhance their proficiency in translation. Students will practice translating texts of advanced level using their own translation strategies, choosing and applying specific approaches to translation and utilizing an appropriate tool to solve a translation task.
**Prerequisites:** Introduction to Translation and Interpreting, Theory of Translation and Interpreting, Translation III

***
**Course Title: Translation tools and Practice**
**Code: TTP 4223      ECTS: 5**
**Description:** The course focuses on the available CAT tools and their application in practice. It teaches students to understand its utilities and applications and trains them in the skills required to use this system at all stages of the translation process. Students internalize how to select the appropriate CAT tool(s) for the use in translation, in accordance with the task being undertaken, and to utilize information from library, internet and database sources.
**Prerequisites:** Introduction to Translation and Interpreting, Translation and Interpreting

Theory

**Description of Disciplines for «Translation Studies» education programme (2017 and 2018 year of enrollment)**

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**Course Title: Basic Foreign Language (B1)**
**Code:** ENG1108 **ECTS:** 10
**Description:** The course is designed to develop essential language skills for learners who are preparing to study in English as a language of instruction up to Intermediate level. The course will help students to understand more complex pieces of reading, understand longer speeches from video and audio lectures, write clearly and describe common topics in detail, give opinions and outline advantages and disadvantages of general phenomena and situations.
**Prerequisites: -**

\*\*\*
**Course Title: Basic Foreign Language (B2)**
**Code:** ENG1209 **ECTS:** 10
**Description:** The course is aimed to improve students' English language command up to Upper-Intermediate level through systematic expansion of vocabulary and grammar range, and through practicing four language skills. Students will learn topic-based vocabulary and grammar with the inclusion of pronunciation and intonation drills. Students will practice speaking and writing skills through discussions and creative pieces of writing.
**Prerequisites: Basic Foreign Language (B1)**

\*\*\*
**Course Code:** ENG1210 **ECTS:** 5
**Course Name:** English for Communication
**Course Description:** This course introduces students to the practical approach of the English Communication. In addition, the course covers other communicative issues regarding everyday-life situations, feeling and opinion expressions and role-play performance.
**Prerequisites:** English B1

\*\*\* **Course Code:** ENG1111 **ECTS:** 5
**Course Name:** Listening and Speaking
**Course Description:** The course "Language Core Skills" provides students with cutting- edge and interactive methods to master their language skills. This course is designed for those students who desire to enhance their language skills and allows them to practice each skill in multiple contexts.
**Prerequisites:** Basic knowledge of language

\*\*\* **Course Code:** GED 1108 **ECTS:** 5

**Course Name:** Critical thinking
**Course Description:** This course examines the system of sound arguments and opinions on the basis of analysis of issues and problems with the formulation of conclusions of correct decisions as well as the application of the obtained results in real life and workplace. Critical thinking involves a balanced, open-minded approach to any statements, the ability not to take anything for granted without proof, to be open to new ideas and opinions. Critical thinking is a rational argument about what to believe in and what to do. Critical thinking promotes the development of students' self-management skills as well as the abilities necessary for life- long learning
**Prerequisites: -**

\*\*\*
**Course Code:** BUS2201, BUS 3201 **ECTS:** 5
**Course Name:** Business Communications
**Course Description:** The process of interaction with people is based on building communications, which are essential for the professional and social success. The main purpose of this course is to shape students' understanding of the effective communications and their technics, as well as application of the knowledge and skills gained in their practical activity for managing social behaviour of individuals and groups.
**Prerequisites:** none

\*\*\* **Course Code:** BUS3204 **ECTS:** 5
**Course Name:** Business Ethics
**Course Description:** The course focuses on examining ethical issues within the future professional activity. To gain such an understanding requires to study topics such as the moral content of human action; recognizing and analysing ethical issues in various types of professional activity; understanding core business values and promoting ethical behaviour; the social responsibilities of modern businesses as well as ethics in a global context.
**Prerequisites:** Ethics and Philosophy
\*\*\*
**Course Code:** TLNG3213 **ECTS:** 5
**Course Name:** Academic Writing
**Course Description:** This course prepares undergraduate students for future career opportunities by developing critical thinking, writing, collaboration and research skills that are considered as a core need in employability on the international level. It gives students the opportunity to deliver thoughts, analyse and express viewpoints toward various topics.
**Prerequisites:** English and Cross-Cultural Communication

\*\*\*
**Course Code:** TLNG2202 **ECTS:** 5
**Course Name:** Fundamentals of Language Theory
**Course Description:** This course introduces the fundamentals of language and linguistics with a focus on the nature of language. The topics as phonetics, phonology, morphology, semantics, syntax, and pragmatics will be the core elements of the course. Key concepts to be covered include, sound production and sound sys- tem (phonology), inflection and derivation, case marking, morphemes, word-formation and structure (morphology), sentence structure (syntax), meaning of words and expressions (semantics), second language learning. It will also discuss its application (applied linguistics), language acquisition and learning, dialects, registers, social aspects of language (language variation), and language change.
**Prerequisites:** none

\*\*\*
**Course Code:** INT 3302 **ECTS:** 5
**Course Name:** Introduction to Consecutive Translation
**Course Description:** The course introduces students to the fundamentals of consecutive translation, to the consecutive interpretation technique and more specifically to note taking, focusing on public speaking, discourse analysis and memory exercises. The following themes as "Presentation of the profession of conference interpreter, the different types of interpreting techniques and the general competences" will be covered in this course. After the presentation of recommendations for note taking for consecutive interpreting, students will start developing their own technique before rendering consecutively simple oral interventions.
**Prerequisites:** English and Cross-Cultural Communication

\*\*\* **Course Code:** INT 4306 **ECTS:** 5
**Course Name:** Consecutive-Advanced
**Course Description:** The course 'Consecutive Advanced' is designed for senior students of Translation Studies Bachelor degree programme. Objectives and competences are acquiring, developing and expanding basic conference interpreting skills and knowledge; memory training for conference interpreting; developing the capacity to summarize and synthesize; learning approaches to acquiring and expanding vocabulary relevant to specific areas of knowledge; developing language knowledge (mother tongue and other languages); expanding and deepening general

knowledge and acquiring an appropriate level of intercultural awareness.
**Prerequisites:** Introduction to Consecutive Translation

\*\*\* **Course Code:** INT 3303 **ECTS:** 5
**Course Name:** Introduction to Simultaneous
**Course Description:** The course is based on extensive practice of simultaneous interpretation as well as associated techniques such as shadowing and sight translation. It is designed to learn basic techniques for simultaneous interpretation, usage of special equipment and be aware of preparation approaches involved. In the framework of the course the students are engaged into field job of interpretation, its difficulties and challenges, to build up on the necessary skills, improving quality of interpretation. The main goal is to acquire knowledge, skills and abilities associated with a translator's job, learn how to work with dictionaries and glossaries, to proper prepare for translation/interpretation, address the questions of translator ethics and to be able to accurately fill in necessary documentation.
**Prerequisites:** Introduction to Consecutive Translation

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**Course Code:** INT 4307 **ECTS:** 5
**Course Name:** Simultaneous Advanced **Course Description:** The course 'Simultaneous Translation II' is developed for senior students who desire to improve their proficiency in simultaneous translation. Objectives and competences developing the capacity to summarize and synthesize; learning approaches to acquiring and expanding vocabulary relevant to specific areas of knowledge; developing skills for simultaneous interpretation in the context of technical and political meetings or conferences.
**Prerequisites:** Introduction to Simultaneous

\*\*\*
**Course Code:** TLGN2203 **ECTS:** 5
**Course Name:** Second Foreign Language (German, French, Spanish, Chinese, Italian) A1 and A2
**Course Description:** This is a core course de- signed for Bachelor students of Translation Studies Department as the primary stage of the second foreign language acquisition. The course is aimed to develop linguistic and communicative competences of students by forming basic skills to use phonological, grammatical and lexical phenomena and principles of the second foreign language in communication.
**Prerequisites:** none

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**Course Code:** TLNG3213 **ECTS:** 5
**Course Name:** Second Foreign Language (German, French, Spanish, Chinese, Italian) B1B2 **Course Description:** This is an elective course designed for Bachelor students of Translation Studies Department as the intermediate stage of the second foreign language acquision. The course is aimed to develop communicative competences of students by enlarging and deepening their receptive and productive language material. For successful completion of the course it is required for students to have at least A2 reference level of the target language according to Common European Framework of Reference for Languages.
**Prerequisites:** Second Foreign Language (German, French, Spanish, Chinese, Italian) A1A2

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**Course Code:** TLNG2204, LNG3203 **ECTS:** 5
**Course Name:** Business English
**Course Description:** This course is designed to help students build upon their fundamental English language communication skills by using professional and formal business tools such as letters, reports, and oral presentations in structured business environments and to help them find the ways to translate special commercial documents from English into Russian and vice versa.
**Prerequisites:** English B1

\*\*\*

**Course Code:** TRN 2201 **ECTS:** 5
**Course Name:** Introduction to Translation Studies
**Course Description:** The course covers a wide range of issues and debates in translation studies and aims to provide students with an over view of various topics as the history of translation studies, different translation theories and various approaches to translating.
**Prerequisites:** none

\*\*\*

**Course Code:** TLNG2202 **ECTS:** 5
**Course Name:** Fundamentals of Language Theory
**Course Description:** This course introduces the fundamentals of language and linguistics with a focus on the nature of language. The topics as phonetics, phonology, morphology, semantics, syntax, and pragmatics will be the core elements of the course. Key concepts to be covered include, sound production and sound sys- tem

(phonology), inflection and derivation, case marking, morphemes, word-formation and structure (morphology), sentence structure (syntax), meaning of words and expressions (semantics), second language learning. It will also discuss its application (applied linguistics), language acquisition and learning, dialects, registers, social aspects of language (language variation), and language change.
**Prerequisites:** none

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**Course Code:** TLNG4219 **ECTS:** 5
**Course Name:** English and American Literature
**Course Description:** This course is developed to acquaint students with the history of British Literature. Students will obtain a great opportunity to have insights into how British literature was developed in different periods and became a part of history.
**Prerequisites:** English and Cross-Cultural Communication B1B2

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**Course Code:** TLNG4217 **ECTS:** 5
**Course Name:** Advanced English for Industry Professions
**Course Description:** This course is designed for those students who desire to have in-depth Advanced English training and enhance their technical English and meet the needs of the industry and labour market.
**Prerequisites:** Professionally-oriented English C1

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**Course Code:** TRN 3310 **ECTS:** 5
**Course Name:** Subtitling: Documentaries and Non-fiction genres
**Course Description:** This course is focused on analysing subtitled clips of a wide diversity of non-fiction genres, news programmed, programs on national and international current affairs, which involve a variety subtitling features. In addition, the work consists of subtitling assignments with group analysis and evaluation.
**Prerequisites:** English for Professional Purposes, English Society and Culture;

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**Course Code:** INT 4305 **ECTS:** 5
**Course Name:** Interpretation
**Course Description:** This course is focused on developing knowledge and understanding, skills and competencies of students in various types of interpretation and building upon interpretation competencies developing a systematic, reflective approach to interpreting tasks in real-

world settings and outlines the use of different modes of interpreting under professional working conditions and focusing on active listening and analysis, effective use of memory, and delivery of the target message. Students will have the opportunity to practice consecutive and simultaneous interpretation in economic, political, scientific, medicine and other fields by means of audio-visual materials, contextual meaningful situations and expand their vocabulary that is considered as an integral part of interpreter/translator profession.
**Prerequisites:** Introduction to Translation Studies

***
**Course Code:** TRN 3305 **ECTS:** 5
**Course Name:** Translation
**Course Description:** The course is designed to determine and solve range of translation tasks by themselves, conduct self-monitoring and self-correction, which match to the modern requirements for the preparation of Bachelor students of Translation and Interpreting Studies Department. Self-work assignments of the students are oriented on strengthening the skills of the analysis of the original text (analysis before translation), and the final text (analysis of the translation). **Prerequisites:** Russian/Kazakh for Professional Purposes, Fundamentals of Language Theory

***
**Course Code:** TLNG3211 **ECTS:** 5
**Course Name:** English for Professional Purposes
**Course Description:** This is a core course designed for Bachelor students of Translation Studies Department as the next stage of the basic foreign language acquisition. The main difference from the basic foreign language in terms of cross-cultural communication course consists in taking into account peculiarities of the future profession. The course is aimed to develop communicative and to form professional competences of students by enlarging and deepening their receptive and productive language material on topics connected with the profession of a translator / interpreter.
**Prerequisites:** English B2

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**Course Code:** TRN2210, TRN3215, TRN3314, TRN4309, **ECTS:** 5
**Course Name:** Selected Topics in Translation Studies
**Course Description:** These courses will cover specific topics related to Translation Studies.

The students' may consider this course as a transfer from other universities.
**Prerequisites:** Translation Theory

*** **Course Code:** LNG2202 **ECTS: 5**
**Course Name:** Professional Kazakh/Russian
**Course Description:** This course is designed to teach the language of specialization, expanding professional horizons of students, in-depth knowledge of the specifics of their future profession. The study material should be presented in view of the operative documents for teaching Kazakh, Russian, such as the "Law on languages in the Republic of Kazakhstan", the competence of the language policy of Kazakhstan.
**Prerequisites:** Kazakh/Russian B2

*** **Course Code:** TRN3307 **ECTS:** 5
**Course Name:** Applied Literary Translation
**Course Description:** This course presents students to the translation from English into Kazakh/ Russian of works in the fields of literature. It is designed for students of Translation Studies Bachelor degree programme. Objectives and competences are to develop competence in understanding and translating literary texts in English and Kazakh (Russian); to develop cultural and language competences for English and Kazakh (Russian); to develop technical and professional translation skills for literary translation; to develop competence in text formation and editing, complying with the norms and conventions of the English and Kazakh (Russian); languages;
**Prerequisites:** English Society and Culture; English and American Literature.

***
**Course Code:** TRN 3308 **ECTS:** 5
**Course Name:** Technical Texts Translation
**Course Description:** This course is oriented on acquiring and practicing the skills required for translation of technical texts in different fields. The main aims of the course are to develop a basic proficiency in written technical translation into English or Russian/Kazakh; to develop an understanding of how to manage terminological and other linguistic resources, to develop a critical approach to the translation.
**Prerequisites:** English and Cross-Cultural Communication B2, Fundamentals of Language Theory.

*** **Course Code:** MGT2303 **ECTS:** 5
**Course Name:** Principles of Leadership **Course Description:** The course is aimed to target highly mature and motivated students who plan

to pursue managerial career in organizations of both private and government sec- tors. The course is modelled as an integrated framework that consists of the best leadership practices presentations and lectures. The students will also be exposed to learning first- hand experience of great leaders from industry, government and wide range of social sector enterprises.
**Prerequisites:** Principles of Management

**\*\*\***
**Course Code:** TLNG3314 **ECTS:** 5
**Course Name:** Public Speaking
**Course Description:** This course prepares students to develop and strengthen skills in pre- paring oral presentations in a variety of situations. It will also sharpen skills in critical listening. This course is practice-oriented. It is essential to possess speaking clearly and comfortably in public. The aim of this course is to pro- vide students with a basic theoretical back- ground and tactics that work for and against the speaker. The feedback will be given from the instructor and classmates
**Prerequisites:** none

**\*\*\* Course Code:** IRF2201 **ECTS:** 5
**Course Name:** Fundamentals of International Relations
**Course Description:** The goal of this course is to help students acquire basic understanding of International Relations theories. World politics is complex and International Relations theories help us to make sense of different phenomena and processes that govern international relations between states and other actors of world politics. The purpose of this course is to intro- duce the field of IR, to organize what is known and theorized about IR, and to convey the key concepts used by political scientists to discuss relations among nations. Students are expected to acquire basic notions of different theoretical schools of International Relations. They will be able to identify main theoretical and methodological approaches in the study of international politics; understand basic concepts and analytical frameworks as well as detect theoretical underpinnings of contemporary debates on major issues of world politics.
**Prerequisites:** none

**\*\*\* Course Code:** IR 3203 **ECTS**: 5
**Course Name:** Globalization and International Organizations
**Course Description:** This course covers the is- sues of the main trends and consequences of globalization in the politics, economics, social sphere, culture and education. The students will acquire the major international organizations such as World Bank and the U.N. specialized agencies. At the end of this course students will be able to forecast the future global development and effect of globalization.
**Prerequisites:** none

**\*\*\***
**Course Code:** IR 3304 **ECTS: 5**
**Course Name:** Negotiations and Public Diplomacy
**Course Description:** The course provides an introduction into public diplomacy. It deals with the practice of public diplomacy and negotiations. The course provides a discussion of global issues and current world problems, such as peace and security, climate change and inter- national trade and role of public diplomacy in its solution. It discusses the increased role of Public Diplomacy and Negotiations in International Relations.
**Prerequisites:** Fundamentals of International Relations

**\*\*\* Course Code:** MGT2201 **ECTS:** 5
**Course Name:** Organizational Behaviour
**Course Description:** Organizational behaviour studies the behaviour of people in the organization and assesses its impact on performance. The course of "Organizational Behaviour" focuses on human resource management as an object. Minimum level of knowledge and skills mastered within this course include: possession of theoretical issues of individual behaviour in the organization, groups' formation and development and their behaviour; ability to understand the essence of the organizational culture in the company, balance between "leadership" and "power", impact of conflict on the organization; skills of managing interpersonal and intergroup relations, as well as organizational change.
**Prerequisites:** none

**\*\*\***
**Course Code:** TLNG3214 **ECTS:** 5
**Course Name:** English and American Studies
**Course Description:** Over the course students will discover the unique identities of English and American studies to enhance your under- standing and appreciation of American geography, literature, history, and culture. This course offers students a unique opportunity to learn in a collaborative setting. Students benefit from having the exploration of different types of for- mal and creative project activities. Upon the completion of this course you will gain a variety of critical approaches.

**Prerequisites:** none

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**Course Code:** TLNG2207 **ECTS:** 5
**Course Name:** English Society and Culture
**Course Description:** The course 'British Culture and Society' is designed for senior students of Translation Studies Bachelor degree programme. Objectives and competences are awareness of the complexity of the notion culture and British culture; awareness of the plurality of British culture through the outline of British history; awareness of the differences and similarities between Kazakhstani and British societies; ability to understand the function of literary texts in British society; to develop the ability to understand the complex interconnectedness of culture in the British Isles; ability to critically approach different aspects of the United Kingdom.
**Prerequisites:** English for Communication; English B2.

**Course Code:** TLNG4213 **ECTS:** 5
**Course Name:** Professional English and Cross-Cultural Communication
as one of the major industries in the world; investigates its institutional organization, the motivations and flows of travellers, and global and local interactions and implications.
**Prerequisites:** Basics of Tourism Studies

## Description of Disciplines for "Hospitality" and "Tourism" educational programs

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**Course Code:** BTS 1108/2203 **ECTS:** 5 **Course Name:** Basics of Tourism Studies **Course Description:** The course introduces the history of tourism and its development, its economic value and prospective, basics of territorial organization and destination management. The course objective is to provide students with systematic understanding of tour- ism as a subject of their future profession.
**Prerequisites:** none

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**Course Code:** IH 1109/2204 **ECTS:** 5
**Course Name:** Introduction to Hospitality and Tourism History
**Course Description:** This course provides an overview of the hospitality and tourism industry, its growth and development, industry segments and their distinguishing characteristics, trends and current concerns. Students are introduced to career opportunities and the employability skills needed to succeed in specific hospitality fields. It also covers the history of tourism, including pilgrimage, the Grand Tour, the growth of railroads and airlines, and the more recent expansion of the leisure economy.
**Prerequisites:** Basics of Tourism Studies

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**Course Code:** ITG 2205/2207 **ECTS:** 5
**Course Name:** International Tourism Geography
**Course Description:** International Tourism Geography addresses the need to understand the cultural, environmental, historical and political context in which international tourism takes place. This course examines the history, components, and spatial structure of travel and tourism as a socioeconomic phenomenon and

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**Course Code:** TMan 2207/08 **ECTS:** 5
**Course Name:** Tourism Management
**Course Description:** Overview of travel and tourism in Kazakhstan and abroad with a focus on terminology, demographics, economic, sociocultural and environmental impacts of tourism and travel, and the industry's management issues in a global context. This course explores all aspects of travel and tourism, lodging, foodservice, meetings, conventions, exhibitions, leisure and recreation.
**Prerequisites:** Basics of Tourism Studies

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**Course Code:** TMar 3213/14 **ECTS:** 5/7
**Course Name:** Tourism Marketing
**Course Description:** This course will provide students with an understanding of the marketing process as it applies to travel and tourism. While general concepts of marketing for travel and tourism are similar to the marketing of other products and services, the travel and tourism industry has unique characteristics that create a variety of problems and opportunities specific to and important for tourism marketing professionals.
**Prerequisites:** Basics of Tourism Studies

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**Course Code:** EE 3221/22 TTATT 2217 **ECTS:** 5
**Course Name:** Eco & Ethotourism (Active Tourism Techniques and Tactics)
**Course Description:** This course introduces students to the concept of ecotourism and its economic, cultural and environmental impacts at different scales. With reference to specific lo- cations and activities, students will be aware of

the methods through which ecotourism can be marketed and managed, together with its potential adverse impacts. Through studying this course, students will also get insights to one of the emerging and promising types of tourism – ethnotourism. During course students will also gain practical skills to design tour itinerary – they will learn technique and methodology of organizing cycling, hiking, rafting, climbing, horse riding tours and other tourist activities usually used for organising eco and ethnotours. **Prerequisites:** Basics of Tourism Studies

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**Course Title: Foreign Language I (A0,A1) Code: FL I 2208ECTS: 10**
**Description:** This course is intended for students with a zero level of proficiency in second foreign language. The goal is to develop foreign language communicative competence. Students will learn most common words and phrases needed for everyday communication; they will study common grammatical structures, and will be able to participate in conversations.
**Prerequisites: -**

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**Course Title: Foreign Language II (A2) Code: FL II 2209      ECTS: 10**
**Description:**         This     course     is aimed         at developing skills and abilities in skimming and scanning in reading; oral and written speech. Grammatical material         covers     the     basic grammatical phenomena, the mastery of which is necessary in order to express one in language and to read and understand texts and stories.
**Prerequisites: Foreign Language I (A0,A1)**

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**Course Title: Foreign Language III (B1) Code: FL III 3210      ECTS: 5**
**Description:** This course contributes to the development of socio-cultural knowledge and skills. The course covers a large share of modern     vocabulary.     There     is     further development of already existing skills and abilities in speaking. In writing, the emphasis is on developing the ability to write letters and essays.
**Prerequisites: Foreign Language II (A2)**

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**Course Title: Foreign Language IV (B2) Code: FL IV 3211      ECTS: 5**
**Description:** The objectives of this course are developing and enhancing language knowledge

as well as students' extra-linguistic knowledge, expanding     the     range     of     language understanding, enriching the active vocabulary, and improving oral and written language within lexical and grammatical topics.
**Prerequisites: Foreign Language III (B1)**

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**Course Title: Foreign Language V (C1) Code: FL V 4212      ECTS: 5**
**Description:** The course is designed to develop essential skills and academic language. Course topics include different types of essays, paraphrasing,     and     academic     summaries. Besides, students will practice in reading of academic texts and scholarly articles, improve their     listening     skills     through     watching authentic     video     materials     and     enhance speaking     and     presentation     skills     through preparing presentations.
**Prerequisites: Foreign Language IV (B2)**
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**Course Code:** TG 3302/3229 **ECTS:** 3/5
**Course Name:** Tour Guiding
**Course Description:** This course focuses on developing of skills required to design and deliver engaging walking tours in and out of the city. Students will develop the research skills, the interpretation skills, writing a prepared script and the public-speaking and logistical skills necessary to become an effective walking tour guide. It presents technique and methodology of leading an actual tour.
**Prerequisites:** Introduction to Hospitality and Tourism History

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**Course Code:** EM 3303      **ECTS:** 5
**Course Name:** Event Management
**Course Description:** The subject of discipline is based on the study of practical experience of western     and     domestic     companies     in     the planning, promotion, evaluation, and analysis of events "event" potential. Content of the course include following key points: emerging role     of     events     in     promoting     destination, typology of events, review of national event strategic plans, impacts and the legacy of the events,     strategic     plan     of     event,     event conceptualization,     project     management     of event, delivering of event and evaluation.
**Prerequisites:** none

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**Course Code:** HRM 3301/4306      **ECTS:** 5
**Course Name:** Hotel Management
**Course Description:** The Hotel Management course is focused on operating process of the hotel     administration,     accounts,     marketing,

housekeeping, front office or front of house, food and beverage management, catering and maintenance. Course aims to deliver students latest knowledge of underlying management principles and broad understanding of the operational aspects of the international hotel industry.
**Prerequisites:** Introduction to Hospitality and Tourism History (preferably, but not necessarily)

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**Course Code:** HLO 3305/3314   **ECTS:** 5
**Course Name:** Hotel Lodging Operations
**Course Description:** This course provides students with the understanding of the functions and operations of hotels. Course consists of three main parts, as the room division operations, Food and beverage units operations, staff and support departments operations.
**Prerequisites:** Hotel Management

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**Course Code:** AMM 4312/4315 **ECTS:** 5
**Course Name:** Arts and Museum Management
**Course Description:** Art and Museum Management combines classroom seminars with practicums held on-site at museums and galleries. Classroom sessions interrogate museum theory and discuss topics such as: heritage and identity; the politics of representation; muse- ums and the community. At the practicums, students engage with professionals from National Museum of the Republic of Kazakhstan, who will take students on-site walkabouts that will cover exhibition spaces as well as behind the scenes. The combination of seminars and site visits provides students with the special opportunity to see how creative, conceptual, and managerial thinking are realised in museum displays and outreach programs.
**Prerequisites:** Tourism Management

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**Course Code:** CHT 4223/4224   **ECTS:** 5
**Course Name:** Cultural Heritage
**Course Description:** This course will focus on exploration of theoretical, epistemological, and methodological approaches to the concept of heritage and will discuss how heritage has been defined and studied over time in various con- texts. Main themes of the Cultural Heritage course will be related to contemporary heritage practices and issues related to defining, managing, representing, and utilizing diverse forms of heritage. Students will receive an introduction to international and national

cultural heritage regulations, laws, and policies focused on the management, preservation, and protection of cultural resources.
**Prerequisites:** none

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**Course Title: Cross-cultural communication**
**Code:** CC 3308/4308   **ECTS: 5**
**Description:** The course will introduce students to the cross-cultural communication phenomenon as an important issue in the era of globalization and internationalization. Students will know the basic concepts and categories that constitute cross-cultural communication as a science. Moreover, students will study the peculiarities and the ways of effective communication between people from different cultures.
**Prerequisites: -**

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**Course Code:** GSM 4215/4319 **ECTS**: 5 **Course Name:** Guest Satisfaction Management **Course Description:** This course is designed to prepare future employees and managers to meet customers' expectations. Review of customer service philosophy and techniques, services marketing, quality issues, service design and delivery, customer interaction systems, complaint handling and service recovery, customer relationships, loyalty management, and operations are addressed.
**Prerequisites:** none

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**Course Code:** ROM 3302/3313   **ECTS**: 5
**Course Name:** Room Operations Management
**Course Description:** This course will discover basic skills necessary for the operations in housekeeping and front office. Concepts and techniques of rooms sales forecasting, revenue budgeting, analysis of rooms sales and profit, break-even analysis, rooms pricing and yield management.
**Prerequisites:** none

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**Course Code:** SPAM 4317 **ECTS:** 5
**Course Name:** Hotel SPA Management
**Course Description:** During this course, students will learn the rising financial contribution the spa industry is having on the leisure industry in chain hotels. Course will help to pre- pare, present and monitor a consolidated spa budget. Students will learn how to effectively use marketing techniques to create a market demand and will learn the systems and processes necessary to deliver consistent high quality service.

**Prerequisites:** none

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**Course Code:** HTM 4318     **ECTS:** 5
**Course Name:** Hotel Training Management
**Course Description:** This course entirely concentrated on self-development program, students also will understand the importance of coaching in the hotels and developing new skills relevant for Tourism and Hospitality industry.
**Prerequisites:** none

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**Course Code:** PRMM 3306/3307 **ECTS:** 5
**Course Name:** PR & Marketing Management in Hospitality Industry
**Course Description:** This course explores the practice of public relations in hospitality industry which is used to craft a hotel's image in or- der to achieve desired outcome. Public relations activities include press relations, product publicity, corporate communications, lobbying and advisory services. Today, however, the ever-growing challenge for marketing communications professionals is that savvy audiences are in control of what, when and how the information will be consumed - the ever-increasing influence of social media technology dominates the public relations spectrum. This course will show which tactics use for public relations and how to keep content marketing valuable to the user, and how to maintain successful marketing communications practices.
**Prerequisites:** none

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**Course Code:** FBCO 4304/4316 **ECTS:** 5
**Course Name:** Food, Beverage, & Catering Operations
**Course Description:** This course provides students with practical skills and knowledge for effective management of food service operations. It presents basic service principles while emphasizing the importance of meeting the needs and, whenever possible, exceeding the expectations of guests.
**Prerequisites:** Hotel Management

\*\*\*

**Course Code:** TL 4228/4229 **ECTS:** 5
**Course Name:** Tourism Law
**Course Description:** This course examines basic principles of law applicable to tourism and hospitality; international and national tourism legislation and various law issues such as consumer protection, product and service li- ability, employment, and environmental issues.

**Prerequisites:** none

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**Course Code:** MMTD 3225 **ECTS:** 5
**Course Name:** Destination Marketing and Management
**Course Description:** This course takes a destination management and marketing approach to tourism, and focuses on the planning of destination experiences, and the management of sustainable destinations. Students will identify, and analyse in detail, how these two principles have been integrated in a variety of destinations to enhance global competitiveness. Topics include the roles and functions of governments and destination management organizations (DMOs); planning and product development; policy and regulation; positioning and branding; resources, networks and partner- ships; destination leadership.
**Prerequisites:** Principles of Marketing

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**Course Code:** IATH 2206/30/31 **ECTS:** 5
**Course Name:** Introduction to Accounting
**Course Description:** The course is aimed at the orientation of students in the field of ac- counting, analysis and audit. Moreover the course discusses the ethical standards for an accountant and auditor professions. This course determines the role of accountants in the company's management system, the application of accounting, the relationship with other business processes, and the content of international certification programs in the field of accounting.
**Prerequisites:**

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**Course Code:** ECN2204 **ECTS:** 5
**Course Name:** Microeconomics
**Course Description:** Microeconomics is an introductory course that teaches the fundamentals of economic theory on a micro-level, such as the consumer behaviour theory, the firm theory, the supply and demand analysis, the competition and market structures, externalities and basics of the welfare economics, rationality and full information. Students will comprehend and learn to analyse microeconomic concepts to address theoretical issues and acquire basic economic thinking skills.
**Prerequisites:** -

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**Course Code:** TUR3310 **ECTS:** 5
**Course Name:** IT in Tourism: GDS Abacus

**Course Description:** The course is designed to develop knowledge and skills for working with GDS Abacus reservation system at the basic level. Successful completion of the course will prepare students for professional certifications "Abacus, Entry and Basic Levels (Abacus Central Asia, GDS)".
**Prerequisites:** ICT (Foundation)

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**Course Code:** TUR3213 **ECTS:** 5
**Course Name:** Sales Management in Hotels
**Course Description:** This online course will discover the basic Sales Management functions and key selling skills such as communication skills, sales presentation, negotiation skills and retail communication (sales displays). The content of the course will focus on marketing strategy for hospitality industry, its main competitors. You will learn how to use pricing strategies and techniques in hospitality. Also important topics such as Publicity and Promotion; Advertising, Soft & Hard Sell, Role of Copy Writer, Attributes of Good Advertising, PR Tools, Functioning of Guest Relation Department - will be covered.
**Prerequisites:** none

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**Course Code:** MKT4304 **ECTS:** 5
**Course Name:** Brand Management
**Course Description:** The most valuable asset of almost any company today is its brand associated with products and services produced. Strong brand can influence the purchasing decisions by providing the possibility for differentiation. Effective brand management is crucial for maintaining long-term profitability. This course is designed to develop students' under- standing of the importance of the brand, obtaining the knowledge and skills of the process of the brand designing, assessing, and managing. Topics include: consideration of the brand from the customer's point of view; the process of the brand designing and assessment; the brand portfolio management; and the brand management in the long-run.
**Prerequisites:** Principles of Marketing

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**Course Code:** MKT4205 **ECTS:** 5
**Course Name:** Consumer Behaviour
**Course Description:** The purpose of the course is to examine different consumer decision models and its influence on marketing decisions of the business. Areas of the study include consumer learning, motivation, and attitude. The main aim is to use theoretical knowledge in order to predict how changes in consumer behaviour may affect marketing activities.
**Prerequisites:** Principles of Marketing

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**Course Code:** MKT4206 **ECTS:** 5
**Course Name:** Advertising Strategy
**Course Description:** Course explains the nature and importance of advertising strategy for the company. Students will learn various aspects of communication strategy, advantages and disadvantages of different advertising vehicles. Students will examine how to reach target audience with use of consumer-targeting techniques.
**Prerequisites:** Principles of Marketing

***

**Course Code:** MKT4209 **ECTS:** 5 **Course Name:** Digital Marketing
**Course Description:** This course examines fast growing and rapidly changing field of digital marketing. Students will be provided with a foundation and key concepts, understanding of online marketing strategies, various instruments of online marketing. The course will ad- dress such topics as user generated content, SEO, social networks, mobile and web analytics, geo, and mobile marketing.
**Prerequisites:** Principles of Marketing

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**Course Code:** FIN5322 **ECTS:** 4/5
**Course Name:** Bloomberg Market Concepts
**Course Description:** Bloomberg Market Concepts (BMC) is an 8-hour self-paced e-learning course consisting of 4 modules – Economics, Currencies, Fixed Income and Equities. The Bloomberg terminal is one of the most widely used data retrieval and analytical tools in trading rooms worldwide. Familiarity with this software is mandatory within the financial services industry, for entry-level staff all the way up to senior managers. This course is designed for students who need a basic introduction to the vast array of functions in order to become more familiar with a higher level of functionality and complexity.
**Prerequisites:** none

***

**Course Code:** MGT3305 **ECTS:** 5
**Course Name:** Human Resource Management (HRM)
**Course Description:** This basic course of HRM explains how to build an effective system of managing people within organization. It considers HRM as an element of company's mission

and strategy, stresses the staff as the most important resource requiring development and investment. In line with this concept, we will discuss formation of human resources pol- icy, strategic approach to the human resource management. The course explores traditional functions of human resource management: personnel planning, recruitment and placement, wages and incentives. The purpose of the course is to familiarize students with modern methods of HRM, and develop their skills on planning the staff, recruiting, hiring, and evaluating.

**Prerequisites:** Principles of Management

\*\*\*

**Course Code:** GED 1108 **ECTS:** 5
**Course Name:** Critical thinking
**Course Description:** This course examines the system of sound arguments and opinions on the basis of analysis of issues and problems with the formulation of conclusions of correct decisions as well as the application of the obtained results in real life and workplace. Critical thinking involves a balanced, open-minded approach to any statements, the ability not to take anything for granted without proof, to be open to new ideas and opinions. Critical thinking is a rational argument about what to believe in and what to do. Critical thinking promotes the development of students' self-management skills as well as the abilities necessary for life- long learning
**Prerequisites: -**

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**Course Code:** BUS2201, BUS 3201 **ECTS:** 5
**Course Name:** Business Communications
**Course Description:** The process of interaction with people is based on building communications, which are essential for the professional and social success. The main purpose of this course is to shape students' understanding of the effective communications and their technics, as well as application of the knowledge and skills gained in their practical activity for managing social behaviour of individuals and groups.
**Prerequisites:** none

\*\*\*

**Course Code:** BUS3204 **ECTS:** 5
**Course Name:** Business Ethics
**Course Description:** The course focuses on examining ethical issues within the future professional activity. To gain such an understanding requires to study topics such as the moral con- tent of human action; recognizing and analysing ethical issues in

various types of professional activity; understanding core business values and promoting ethical behaviour; the social responsibilities of modern businesses as well as ethics in a global context.
**Prerequisites:** Ethics and Philosophy

\*\*\*

**Course Code:** TLNG2204, LNG3203 **ECTS:** 5
**Course Name:** Business English
**Course Description:** This course is designed to help students build upon their fundamental English language communication skills by using professional and formal business tools such as letters, reports, and oral presentations in structured business environments and to help them find the ways to translate special commercial documents from English into Russian and vice versa.
**Prerequisites:** English B1

\*\*\*

**Course Code:** LNG2202 **ECTS: 5**
**Course Name:** Professional Kazakh/Russian
**Course Description:** This course is designed to teach the language of specialization, expanding professional horizons of students, in-depth knowledge of the specifics of their future profession. The study material should be presented in view of the operative documents for teaching Kazakh, Russian, such as the "Law on languages in the Republic of Kazakhstan", the competence of the language policy of Kazakhstan.
**Prerequisites:** Kazakh/Russian B2

\*\*\*

**Course Code:** MGT2201 **ECTS:** 5
**Course Name:** Organizational Behaviour
**Course Description:** Organizational behaviour studies the behaviour of people in the organization and assesses its impact on performance. The course of "Organizational Behaviour" focuses on human resource management as an object. Minimum level of knowledge and skills mastered within this course include: possession of theoretical issues of individual behaviour in the organization, groups' formation and development and their behaviour; ability to understand the essence of the organizational culture in the company, balance between "leadership" and "power", impact of conflict on the organization; skills of managing interpersonal and intergroup relations, as well as organizational change.
**Prerequisites:** none

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**Course Code:** MGT2303 **ECTS:** 5

**Course Name:** Principles of Leadership **Course Description:** The course is aimed to target highly mature and motivated students who plan to pursue managerial career in organizations of both private and government sec- tors. The course is modelled as an integrated framework that consists of the best leadership practices presentations and lectures. The students will also be exposed to learning first- hand experience of great leaders from industry, government and wide range of social sector enterprises.
**Prerequisites:** Principles of Management

***
**Course Code:** TLNG3314 **ECTS:** 5
**Course Name:** Public Speaking
**Course Description:** This course prepares students to develop and strengthen skills in pre- paring oral presentations in a variety of situations. It will also sharpen skills in critical listening. This course is practice-oriented. It is essential to possess speaking clearly and comfortably in public. The aim of this course is to pro- vide students with a basic theoretical back- ground and tactics that work for and against the speaker. The feedback will be given from the instructor and classmates
**Prerequisites:** none

***
**Course Code:** BUS3205, BUS3305 **ECTS:** 5
**Course Name:** Entrepreneurship
**Course Description:** The course is required and does not have prerequisites. The aim of the course is to engage students in entrepreneurial activities through delivering a structured set of topics focused on developing business skills and technics. The course will present all aspects of launching a business: starting with the development of business idea and finishing with calculation of the cost of attracting customers. Through the use of up to date case studies students will discuss success stories and challenges of domestic and foreign start-up projects.
**Prerequisites:** none

***
**Course Code:** ECN1201 **ECTS:** 5
**Course Name:** Principles of Economics **Course Description:** This course is developed to form basic skills of analysing economic situations and behaviour of economic agents. Completion of this course will allow to: navigate in current information flows and adapt to rapidly changing economic environment; analyse and evaluate on a basic level the social and economic information; plan and carry out own

activity based on the results of this analysis; be able to work independently with literature on economic issues.
**Prerequisites:** none

***
**Course Code:** ECN1202 **ECTS:** 5
**Course Name:** Mathematics for Business and Economics - I
**Course Description:** This course is aimed at developing mathematical apparatus for model- ling, analysing and solving economic and business problems on a basic level. Course outline includes: linear and simultaneous equations; quadratic and polynomial equations; limits and inequalities; differtiation; partial derivatives; integration; matrix algebra; exponents and logarithms.
**Prerequisites:** none

***
**Course Code:** FIN2301, FIN2201 **ECTS:** 5
**Course Name:** Principles of Finance
**Course Description:** The purpose of this course is to develop the analytical skills for making corporate investment and financial decisions and risk analysis. Topics covered include the concept of present value and the opportunity cost of capital, discounted cash flow analysis and other valuation techniques; and is- sues short- and long-term financial management, risk and return, the CAPM model; planning capital investments, risk analysis and other concepts, theories.
**Prerequisites:** Principles of Economics (Foundation)

***
**Course Code:** MGT4310 **ECTS:** 5
**Course Name:** Strategic Management
**Course Description:** The course is based on the principles of:
• Study of strategic management as an enterprise management system and scientific approaches;
• Practical applicability of all the elements and methods of strategic management as a competitive advantage;
• Cases and additional tasks to be performed by using information from the practice of domes- tic companies.
Course materials will allow students to form a comprehensive picture of the main point and purpose of strategic management and develop skills in the use of management tools, plans of the company, analysis of the effectiveness of their practical application. As a part of the practical training and self-study, students will carry out individual and team assignments.

**Prerequisites:** Operations Management, Corporate Finance

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**Course Code:** MKT3202 **ECTS:** 5
**Course Name:** Marketing Research
**Course Description:** This course explains the importance of the marketing research to the company. Students will be taught marketing research from the managerial approach rather than statistical. Though, students should know all steps of the marketing research with emphasis on the problem identification, research design, presentation of the results and decision-making based on the research data.
**Prerequisites:** Principles of Marketing

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**Course Code:** MKT5302 **ECTS:** 5
**Course Name:** PR & Marketing Communications
**Course Description:** The course is designed to provide a deep explanation of a role of marketing communications in marketing strategy. Stu- dents will discuss various issues related to marketing communications: planning, development, control, measurement of outcomes. During the course student will analyze the role of marketing intermediaries in the implementation of marketing communications strategy.
**Prerequisites:** none

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**Course Code:** ECN2208 **ECTS:** 5
**Course Name:** Statistics
**Course Description:** The program presents the fundamentals of some quantitative techniques essential in financial analysis. The aim of the course is to introduce the basic concepts of probability and mathematical statistics, and development necessary skills to analyse economic and financial data. No financial analysis is possible without use of quantitative methods, and mastering them is crucial to be able to keep focus on economic background of the problem rather than technicalities. Selection of efficient quantitative techniques, performance of correct calculations, and provision of adequate economic interpretation of the results, all are integral parts of investment decision-making process, both in corporate finance and at financial markets.
**Prerequisites:** Principles of Economics (Foundation)

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**Course Code:** ECN2309 **ECTS:** 5

**Course Name:** Econometrics -I
**Course Description:** The course covers the basic concepts and tools needed for the econometric analysis and economic forecast. Stu- dents are supposed to get a general notion of the nature and scope of econometrics. The material contains the description of basic approaches to regression analysis with a focus on its application to economic issues. The topics covered include: simple regression analysis; residual statistics; hypothesis testing; multiple regression; alternate functional forms; dichotomous variables; properties of ordinary least- squares estimators; multicollinearity; heteroskedasticity; serial correlation.
**Prerequisites:** Statistics

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**Course Code:** BETH 2202 **ECTS:** 5
**Course Name:** Business English in Tourism and Hospitality
**Course Description**: This course is designed to assist students in developing basic English communication skills using professional and business tools such as letters, reports and oral presentations in a structured business environment, and in translating specific commercial documents from English to Russian and vice versa.
**Prerequisites:** -

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**Course Code:** CEM 3307 **ECTS:** 5
**Course Name:** Catering and Event Management **Course Description:** This course will intro- duce the student to a comprehensive look at planning, starting and operating any event in hospitality and tourism business. Whether on premise, off-premise, mobile, inside a hotel, part of a restaurant or run from a home kitchen, the student will learn the necessary skills from competence in cooking to managerial skills as an event manager (how to design the concept of the event, how to deliver project management of event, how to stage event and evaluate its results.
**Prerequisites:** -
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**Course Code:** CC 3214 **ECTS:** 3
**Course Name:** Cost control
**Course Description:** This course introduces the basic techniques and control procedures used in the hospitality industry to maximize profit and minimize costs. Hospitality Cost Control examines and discusses methods employed to protect & uphold the investors/owners strategic financial goals. Students will focus on all aspects of hospitality control objectives; from food & beverage costs,

purchasing, labor costs, menu pricing, establishing room rates, cash flow, theft & loss prevention, to computer applications. The principles of effective budgeting, important hospitality financial ratios and the factors that determine hospitality profitability will also be reviewed.
**Prerequisites:** -

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**Course Code:** DSH 3309 **ECTS:** 5
**Course Name:** Delivering service in Hospitality
**Course Description:** This course will focus on service delivery systems for the hospitality industry with particular emphasis on implementing a consumer driven, top-down, policy oriented, quality service program. The main objectives of the course are to analyze human needs and expectations in the achievement of satisfaction, to deal with complaints, remedies and prevention. During course characteristics of service and a gap analysis between expectations and satisfaction will be articulated.
**Prerequisites:** -

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**Course Code:** EM 4216 **ECTS:** 3
**Course Name:** Exhibition Management **Course Description:** Exhibition Management course is developed to deliver the essential concepts to students on how to plan, manage and market exhibitions.
The purpose of the course is to provide participants with a comprehensive overview of the exhibition industry; raise the standards of professionalism, service quality and operations of the exhibition industry; expose participants to the fundamental exhibition concepts and techniques; enhance understanding of various components and entities involved in the industry; acquire knowledge to make informed choices and timely execution of decisions.
**Prerequisites:** -

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**Course Code:** EITH 4316 **ECTS:** 5
**Course Name:** Entrepreneurship and Innovation in Tourism & Hospitality
**Course Description:** The purpose of the course is to provide students with an in-depth understanding of the concept of entrepreneurship and its application in hospitality and tourism. Students will explore the entrepreneurial processes. The module critically investigates a range of issues management, new product development, corporate branding, marketability and innovation for international as well as regional hospitality and tourism

businesses. Particular emphasis is placed on generating new innovative strategies, initiatives and ideas.
**Prerequisites:** -

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**Course Code:** HBD 4303 **ECTS:** 5
**Course Name:** Hotel business development
**Course Description:** This course covers the foundations of developing strategies that can help successfully grow the hospitality business and adapt to global challenges. During this course, students will learn how to access the next level of growth by forging hospitality development partnerships
**Prerequisites:** -

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**Course Code:** MICET 4314 **ECTS:** 5
**Course Name:** MICE tourism
**Course Description:** This course gives students an overview of the MICE(Meetings, Incentive, Conventions and Events/Exhibitions) sector of the tourism industry. Students will understand the managerial and operational aspects pertaining to MICE industry. The purpose of this course is to acquire an in depth knowledge about the specialized field of "MICE industry" and to become familiar with management techniques and strategies required for successful planning, promotion, implementation and evaluation of special events within a MICE context.
**Prerequisites:** -

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**Course Code:** NT 3312 **ECTS:** 5
**Course Name:** Niche Tourism
**Course Description:** This course will demonstrate students the importance of niche tour- ism, its innovative tourism products, and pertinent managerial strategies. The main focus of the course is to provide students with an appreciation of the diversity of tourist motivations and the equally diverse range of niche tourism products that cater to quite particular tastes and preferences. This course will also endeavor innovative opportunities for destinations' di- versification and explore the dynamism of tourism addressed to niche markets. Students will discover the innovative trends in tourism by introducing the opportunities and challenges of niche tourism in a highly competitive business environment. Students will get useful skills on how to provide rewarding, enriching, meaningful, and long-lasting experiences through niche tourism and its innovative tourism products
**Prerequisites:** -

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**Course Code:** PPTH 3218 **ECTS:** 5
**Course Name:** Project planning for Tourism & Hospitality
**Course Description:** In this course a special attention is paid for the part of the project planning phase, so (defining and planning the project) including the development of the proposal.
The main objective of this course is to give knowledge of general and specific to the management of investment projects. This course is designed to provide students with general knowledge and investments in all stages of the investment cycle of a project.
**Prerequisites:** -

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**Course Code:** QSMH 3313 **ECTS:** 5
**Course Name:** Quality Service Management in Hospitality
**Course Description:** This course aims to enable the students recognise and assess quality management process in a hospitality and tour- ism related organisation and to evaluate departmental processes and planning strategies. Principles of Total Quality Management, out- come assessment and leadership will be integrated throughout the course.
**Prerequisites:** -

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**Course Code:** RM I 2203 **ECTS:** 5
**Course Name:** Research methods in Tourism & Hospitality I
**Course Description:** The purpose of this course is to provide an overview of research design. This overview consists of understanding the preliminary considerations that go into selecting a qualitative, quantitative, or mixed methods research design. These include knowing the definition for these different approaches, considering philosophical worldviews, reviewing the literature, under- standing the use of theory, anticipating ethical issues, and developing writing strategies. We will discuss the process of research as it relates to each approach. This process includes writing an introduction, specifying a purpose statement, and developing research questions and/or hypotheses. This course will also dis- cuss the methods and procedures for quantitative, qualitative, and mixed methods studies.
**Prerequisites:** -

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**Course Code:** RM II 2204 **ECTS:** 5
**Course Name:** Research methods in Tourism & Hospitality II
**Course Description:** The course of Research Methods in Hospitality and Tourism focuses on quantitative research methods, which is profoundly vital to the area of study. Utilization of quantitative research methods has always been one of the most viable ways to obtain primary data for the fields of Hospitality and Tourism. The course will assist in learning the data processing programs such as SPSS, Stata and SAS. Since the dawn of digital age, the researchers have been able to collect immense amount of data, which appears to be priceless resource for quantitative data analysis, hence it is important to point out usefulness of this course.
**Prerequisites:** Tourism & Hospitality I

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**Course Code:** RT 3223 **ECTS:** 5
**Course Name:** Rural tourism
**Course Description:** This course will focus on factors that determine successful rural tourism development and management of sites in an environmentally and culturally sensitive area. After successful completion of this course, students will be able to
understand the principles of rural tourism, including the scope of rural tourism and the cultural significance of the countryside, will be familiar with all benefits and costs of rural tour- ism development.
Students will learn to fulfil a demand and sup- ply for rural tourism and how to promote rural tourism destination in more sustainable way. Also, the basics of planning and the management process for rural tourism will be exam- ined. Students will gain skills on how to apply the concept of sustainable tourism to develop the rural tourism (destinations).
**Prerequisites:** -

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**Course Code:** ST 3310 **ECTS:** 5
**Course Name:** Sustainable Tourism
**Course Description:** The aim of this course is to provide students with a broad understanding of environmental issues and their impact upon the tourism industry, therefore subject areas such as pollution, waste management, and biodiversity will be a primary focus. The human communities and their effect on global destinations will be discussed to enable students to analyse deeply tourism dependency and the changes and development of domestic and international tourism policy.

**Prerequisites:** -

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**Course Code:** UT 3321 **ECTS:** 5
**Course Name:** Urban Tourism
**Course Description:** This course will explore key concepts in urban tourism and urban culture; students will understand the social, economic. technological, political, environmental processes that shape modern megapolises. This course will help to understand their place and role in the design and development of the 3rd millennia city. Students will study the aspect of tourism and culture that identify contemporary urban studies.
**Prerequisites:** -

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**Course Code:** TE 3228 **ECTS:** 5
**Course Name:** Tourism Economics

**Course Description:** This course examines the fundamental economic principles as they apply to the tourism industry and explores the impacts of leisure and tourism on regional and national economics.
Applications of economic analysis to recreation and tourism include, but not limited to, estimation and prediction of demand and supply, fore- casting tourism market trends, estimating and forecasting or recreation and tourism use and demand, economic impacts of recreation and tourism, sources of capital provision, application of conversion studies techniques, and the use of economic analysis in management, marketing, financial, and policy decisions.
**Prerequisites:** -

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### For "Journalism: Analytics and Investigations" educational program

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**Name:** Professional ethics of a journalist
**The code:** IL 1109
**Description:** This course introduces students to the ethical foundations of journalism, introduces them to the space of value judgment, forms a culture of ethical reflection, social position, and also prepares students for possible situations of choice in various systems of social relations.
**Prerequisites:** -

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**Name:** Introduction to Journalism
**Code:** GPI II 1106
**Description:** This course is aimed at assimilation by students of theoretical knowledge about the media and gaining initial

practical experience. During the course, students will get acquainted with modern effective media tools, study the role of journalism in society, get acquainted with key concepts and current problems in this area, and learn how to create media products. At the end of the course, students will have a general understanding of the types of journalism and the profession of a journalist.
**Prerequisites: -**

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**Name:** Critical Thinking
**Description:** The course is aimed at the development of critical thinking, analytical skills, optimization of cognitive functions necessary for future journalists; has a basic character, as it lays the foundation for successful mastering of disciplines related to journalism, analytics and investigations. The course is fully focused on development of

practical thinking skills, mastering its best techniques and methods.
**Prerequisites: -**

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**Name:** Vocabulary, morphology and syntax
**Description:** The course covers the study of morphological, lexical and syntactic features of the language. Students will be able to apply the acquired knowledge when creating texts of different styles and genres, correcting and editing them.
**Prerequisites: -**

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**Name:** Stylistics
**Description:** As part of this course, students will learn the basic theories and concepts of stylistics, improve their skills letters, will consider topical issues of text and discourse. Upon completion of the course, students will be able to create a competent, consistent, interesting text, as well as edit and proofread other people's texts.
**Prerequisites: -**

***

**Name**: Political economy
**Description:** As part of this course, students will study the basics of political economy, economic problems, the influence of the state on the socio-economic situation. Upon completion of the course, students will understand the main economic processes, their relationship with politics, the difference between official and real information, as well as predict the most resonant topics for publications, make forecasts, and compile analytics.
**Prerequisites: -**

***

**Name:** Functional types and genres of media texts
**Description:** This course introduces students to the universal typological classification of journalistic discourse texts. Students will study the features of media texts and the mechanisms of text perception in various communicative contexts, master the terminological apparatus, which will further help them in creating and analyzing media texts on various topics.
**Prerequisites: -**

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**Name:** Fact-checking
**Description:** The course is aimed at mastering the ways, methods and tools used by journalists to verify information in all types of media texts. The course will also teach students to check factual statements in various media to determine the truth and correctness of factual statements in a text.
**Prerequisites: -**

***

**Name:** News journalism
**Description:** This course teaches students how to create accurate, fair, and quality news reports. Students will learn the basic elements of reporting, such as reviewing events and interview techniques. Students will learn how to use modern media tools, create news stories for various media platforms, including print, broadcast and online reporting.
**Prerequisites: -**

***

**Name:** Databases and analytical systems
**Description:** The purpose of the course is to study the main forms of data storage, functional classes of analytical systems; formation of skills in working with data analysis. At the end of the course, students will learn how to effectively search for unique and valuable information, as well as its competent use.
**Prerequisites: -**

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**Name:** Social media marketing
**Description:** As part of this course, students will become familiar with the basic principles of working with social media platforms, master the tools of marketing communications (targeted advertising, public relations, etc.). Students will learn how to work with the technical capabilities of media platforms, learn the algorithms for the functioning of social networks. The purpose of the course is to teach strategies for promoting products, creating and editing texts depending on the requirements of a particular media environment.
**Prerequisites: -**

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**Name:** Data processing and analysis
**Description:** This course is designed to develop practical skills in processing, analyzing and interpreting data in accordance with the chosen methodological approach for use in investigative journalism. The course provides an overview of the main tasks of data processing based on the type of study. During the course, students will gain practical experience in processing qualitative and

quantitative data, learn how to compare theoretical foundations with specific research results.
**Prerequisites: -**

<center>***</center>

**Name:** General theory of law
**Description:** The course is a prerequisite to other disciplines of the legal orientation, necessary for students of journalism to study in order to be able to conduct in-depth journalistic investigations. As part of this course, students will study the stages of the formation of the state and law, the essence of law, the problems and development of the legal sphere, and master the conceptual and categorical apparatus. Students will learn the basic values of the rule of law, signs of civil society, etc.
**Prerequisites: -**

<center>***</center>

**Name:** Anti-corruption policy of modern Kazakhstan
**Description:** The course is aimed at developing an understanding of the negative impact of corruption on society and an active position in counteracting its manifestations. Future journalists will be able to confidently navigate both national and international anti-corruption legislation. The course will study the methods and means of identifying corruption factors in the legislative and law enforcement activities of Kazakhstan. The acquired knowledge and skills will allow them to identify valuable data, gain access to the necessary information, overcome the difficulties and obstacles that are encountered in the way of journalistic investigation.
**Prerequisites: -**

<center>***</center>

**Name:** Human rights activities
**Description:** As part of this course, students will become familiar with the work and functions of human rights activities in the field of protecting constitutional human rights and freedoms. They will also get acquainted with human rights organizations and their activities in Kazakhstan and abroad. Students will be able to apply the acquired knowledge in identifying and investigating situations that have led to violations of human rights and freedoms, and further highlighting these violations.
**Prerequisites: -**

<center>***</center>

**Name:** Fundamentals of economic theory
**Description:** As part of this course, students develop skills in analyzing the economic situation and changing economic factors. Upon completion of the course, students will be able to navigate the current information flow and adapt to a rapidly changing economic environment; plan and implement their own activities based on the results of this analysis; be able to independently work with literature on economic issues.
**Prerequisites: -**

<center>***</center>

**Name:** Finance
**Description:** The aim of this course is to develop analytical skills for making investment and financial decisions, as well as risk analysis. Topics in this course include the concept of fair value and cost of capital, discounted cash flow analysis and other valuation methods, in addition to short- and long-term financial management, risk and return, the CAPM model; capital investment planning and other concepts that will enable future journalists to navigate the world of finance and create proven and quality content.
**Prerequisites: -**

<center>***</center>

**Title:** Audiovisual Media Resources
**Description:** As part of this course, students will become familiar with the infrastructure of audiovisual resources used to create media content. Students will gain practical experience in working with editors and other software aimed at creating graphic material, videography and sound recording.
**Prerequisites: -**

<center>***</center>

**Name:** Speechwriting
**Description:** During the course, students will master the lexical and stylistic means of the language, which allow you to create a text that meets the requirements and tasks set by the employer or client. Students will be proficient in political discourse, be able to recognize and use tactics, strategies and tools to influence the audience, and work on creating an image of the product.
On the example of texts of written and oral communication in a PR environment, students will learn how to correctly evaluate and respond to the information provided in such texts; learn how such texts affect the communicative environment; learn how to create such texts and cover the events of such speeches in the media of various formats.

**Prerequisites: -**

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**Name:** Creative letter
**Description:** This course aims to develop students' creative writing skills in accordance with the best examples of fiction and journalism. Students will have the opportunity to learn to write from both classics and contemporary authors.
**Prerequisites: -**

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**Name:** English literature
**Description:** As part of this course, students will get acquainted with the history of literature in English-speaking countries and systematize knowledge about the most important historical and literary events. Students will get acquainted with the works of the most famous English, Australian and Scottish writers and poets. The study of fiction is aimed at understanding the influence of iconic texts on the development of a foreign language media space. During the course, students will learn to recognize these cultural units within journalistic discourse.
**Prerequisites: -**

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**Title:** International Financial Reporting Standards
**Description:** As part of the course, students will study International Financial Reporting Standards as a tool that helps navigate the information flow; learn how to find and use reliable and up-to-date data, analyze financial statements. The acquired knowledge and skills will allow future journalists to identify offenses, compile analytics, and conduct journalistic investigations that relate to foreign contacts.
**Prerequisites: -**

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**Name:** Business journalism
**Description:** As part of this course, students will learn the skills of searching and analyzing financial information and information about a particular company in order to create content intended for a wide audience. Students will become familiar with business processes in the corporate sector and learn how to cover topics related to the world of finance.
**Prerequisites: -**

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**Name:** Civil service and public administration
**Description:** As part of the course, students will master the theoretical and practical foundations of the civil service as a legal institution, the legal norms governing public service relations; and will also solve cases related to corruption crimes. The knowledge gained will help you navigate the information space when analyzing and creating content related to public service and management
**Prerequisites: -**

***

**Title:** Fundamentals of Microeconomics
**Description:** This course focuses on the study of the fundamentals of economic theory in such aspects as the theory of consumer behavior, supply and demand analysis, competition and market structures, external factors and the foundations of welfare economics. Students will learn to analyze microeconomic concepts and gain basic economic thinking skills. The acquired knowledge and skills will allow students to work in the field of business journalism, as well as conduct in-depth journalistic investigations.
**Prerequisites: -**

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**Title:** Fundamentals of macroeconomics
**Description:** This course is aimed at studying the basics of economic theory in such aspects as measuring GDP and cost of living; theory of economic growth; financial system; main financial instruments; unemployment; the foundations of an open economy; international trade. The acquired knowledge and skills will allow students to work in business journalism, collaborate with foreign media, write analytical articles, and conduct comprehensive journalistic investigations.
**Prerequisites: -**

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**Name:** Mass culture
**Description:** As part of the course, students will study and analyze contemporary works of art, learn to critically approach objects of mass culture. The course participants will be able to determine the reasons for the popularity of cultural objects, as well as to master the mechanisms for attracting attention that work on the phenomena of mass culture. They will learn to recognize precedent texts that are part of popular culture; competently use them to create your original, interesting text.
**Prerequisites: -**

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**Title:** Conflict Sensitive Journalism
**Description:** During the course, students will learn how to cover material related to military

and social conflicts. The course is aimed at developing the skills of journalists in crisis situations, interacting with different parties, creating an objective text, building a competent line of conduct during a conflict.
**Prerequisites: -**

<div align="center">***</div>

**Title:** Oratory
**Description:** The course is aimed at obtaining theoretical knowledge and practical experience in the field of speech activity. Students will improve speaking skills, timbre, intonation, voice, pronunciation. They will also learn how to create a speech for public speaking, express and defend their point of view with arguments, ask questions competently, and improvise. Upon completion of the course, students will master effective linguistic and paralinguistic means of communication.
**Prerequisites: -**

<div align="center">***</div>

**Title:** History of world culture
**Description**: During the course, students will study the process of development of world culture, get acquainted with the most remarkable objects of spiritual and material culture.
Thanks to the acquired knowledge, the students of this course will expand their understanding of history and national mentality: the possession of such competence allows a journalist to work successfully in the field of intercultural communication and public relations.
**Prerequisites: -**

<div align="center">***</div>

**Title:** Data visualization and infographics
**Description**: As part of this course, students will study online and offline data visualization resources, learn how to process information and present it through infographics and graphic images, recognize different types of data and determine ways and means of processing them. Upon completion of the course, students will gain practical skills in creating and presenting infographics and will be able to use them both as independent material and as additional information integrated into the main media product.
**Prerequisites: -**

<div align="center">***</div>

**Title:** Investigative journalism
**Description** : During the course, students will study the stages of conducting a journalistic investigation, consistent collection of

information and a comprehensive study of the subject of publication; develop skills in investigating crimes of corruption and political orientation. In addition, students will learn how to present the results of their investigation in a way that arouses public interest and raises the level of awareness and personal responsibility of citizens.
**Prerequisites: -**

<div align="center">***</div>

**Title:** Fundamentals of criminal law
**Description** : The course is devoted to a detailed study of the general principles, institutions, categories and concepts of criminal law - criminal law, criminal offense and punishment, grounds for criminal liability, the procedure and conditions for exemption from criminal liability and punishment.
Students will study the norms of the special part of the criminal law of the Republic of Kazakhstan, establishing the range and legal signs of dangerous for
individual, society or state acts; learn to use the acquired knowledge and skills in journalism.
**Prerequisites: -**

<div align="center">***</div>

**Title:** Combating Organized Crime and Corruption
**Description** : During the course, students will learn how to combat and prevent organized crime and corruption in Kazakhstan, as well as the experience of combating them abroad.
Students will learn to give a criminal legal description of corruption crimes in accordance with the legislation of the Republic of Kazakhstan, to express this in their articles and other media products, forming intolerance for corruption in society.
**Prerequisites: -**

<div align="center">***</div>

**Name:** Kazakh / Russian literature of the XVIII-XIX centuries.
**Description** : Based on the results of mastering this course, students will receive extensive knowledge in the field of theory and history of Kazakh / Russian literature of the 18th-19th centuries, and will form the skills of analyzing literary texts. Students will be able to apply this knowledge in the preparation of an original and creative text. At the end of the course, they will have developed critical thinking, empathy and social intelligence.
**Prerequisites: -**

<div align="center">***</div>

**Name:** Kazakh / Russian literature of the XX-XXI centuries.

**Description** : Based on the results of mastering this course, students will receive extensive knowledge in the field of theory and history of Kazakh / Russian literature of the XX-XXI centuries, form the skills of analyzing literary texts. Students will get acquainted with the literature of the last century and modern literature, which often reflects the realities of the times, social trends and the mindset of the public.
**Prerequisites: -**

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**Title:** Legal journalism
**Description** : During this course, students will study the features of covering socially significant topics, such as social protection and labor protection, the activities of law enforcement agencies, healthcare and

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**Title:** Convergent Journalism
**Description:** During this course, students will explore the rich possibilities of convergent journalism, effective tools of new media, electronic resources, improve their command of multimedia tools, and work in the field of cross-media and trans-media journalism.
**Prerequisites: -**

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**Name:** Graphic design
**Description**: The purpose of this course is to develop students' competencies in the field of graphic design: theoretical awareness and possession of specific practical skills in art and design activities using graphic design tools.
**Prerequisites: -**

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**Name**: Photojournalism
**Description:** During this course, students will learn the basics of photography and photojournalism, learn how to make a photo essay, tell a story using photography, use the image as the main and additional media product, develop an aesthetic view of the world, learn how to build a composition, light, master a variety of photographic and processing tools images.
**Prerequisites: -**

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**Title:** Media Psychology
**Description**: During the course, students will receive basic knowledge of psychology, as well as study the behavior of a person in the media space. Upon completion of the interdisciplinary course, students will understand the mechanisms of media influence on a potential

medicine, the problems of socially vulnerable segments of the population in Kazakhstan, the work of the penitentiary system, as well as corruption and corruptogenic factors in these areas.
**Prerequisites: -**

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**Title:** Narratology
**Description** : During this course, students will learn the basics of artistic and journalistic storytelling, the features of the interaction between the author and the reader, the structure and mechanism of storytelling. Students will try themselves as authors of artistic texts, as well as texts of mixed styles.
**Prerequisites: -**

audience and society as a whole, be able to use successful tactics and strategies when creating their own media product.
**Prerequisites: -**

**Title:** PR (Public Relations)
**Description**: This course introduces students to the basics of communication theory, mass media, reputation management, principles of communication with the media, internal and external corporate communications. Students acquire key competencies in the field of creating a communicative architecture of an organization, implementing operational planning and monitoring public relations activities, taking measures to improve the organization's image, promoting the company's goods and services to the market, forming effective internal communications - creating a favorable psychological climate in the team, motivation of employees for active work and development of the organization, planning, preparation and implementation of communication campaigns and events in accordance with the goals and objectives of the organization.
**Prerequisites: -**

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**Title:** Foreign literature of the 19th century
**Description:** During this course, students will read the works of world classics of literature of the 19th century, get acquainted with literary concepts and concepts, the process of creating works of art. The well-readness of journalism students is one of the main conditions for the formation of professionals in this field who have a fine literary taste, recognize allusions

and intertext and know how to correctly use them in their work.
**Prerequisites: -**

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**Title:** Foreign literature of the XX century
**Description:** In the course of mastering the discipline, students will study the history of foreign literature of the 20th century, read the works of world classics and improve their writing and speaking skills. They will also study the trends in artistic creativity, the process of development of literature, its connection with criticism and journalism.

**Prerequisites:**

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**Title:** Media Legislation
**Description :** During this course, students will study the regulatory documents governing the activities of the media; learn about their rights and obligations as citizens of their country and as members of the press. Future journalists will learn how to protect their rights, as well as get acquainted with the peculiarities of using information within the framework of legal and ethical standards.
**Prerequisites: -**

## For the educational program "Psychology" 2021 and 2020 admissions

### General psychology

The course gives a general idea about the subject of psychology, about the history of its formation as a science, about the main areas of research in psychology. The classification of methods of psychology is given, the problem of reproducibility of the results of scientific research is posed. Hypotheses about the origin of the psyche and its cultural and historical development are considered. Definitions are given and basic approaches are introduced to the analysis of individual psychological characteristics and personality of a person, his motivational, emotional and cognitive processes, features of personality formation and development, socio-psychological phenomena of human behavior in a group, effective ways of self-regulation and communication.

**Prerequisites:** ***

### Psychology of personality and individual differences

The purpose of the course is to gain knowledge about the main factors in the development of individuality, the structure of individuality and the relationship between its levels and components. As a result of studying the discipline, the student must learn to analyze the individual properties of a person and their manifestations in everyday and extreme situations; be able to recognize individual characteristics for effective communication; competently apply the theoretical knowledge he has received to solve professional problems, as well as use an individual approach in pedagogical and training activities.

**Prerequisites :** Anatomy and Physiology of the CNS, Cognitive Psychology

### Psychologists and cognition

The psychology of cognition is a psychology that is turned to itself in order to obtain phenomenology and describe the patterns of its own cognition. Within the psychology of cognition, the following stand out: the psychology of self-knowledge and self-observation (the psychology of cognition of mental phenomena from the position of an internal observer); psychology of cognition of mental phenomena, the carrier of which is another person (psychology of cognition of mental phenomena from the position of an external observer); the psychology of the psychologist's creativity (both in the field of academic and in the field of practical psychology - the discovery and perception of knowledge received by him); psychology of perception and understanding of psychological knowledge.

**Prerequisites:** - General psychology

### Developmental and Developmental Psychology

The discipline gives an idea of the fundamental concepts of developmental psychology, the main approaches and theories to the problem of mental development in domestic and foreign psychology, the main patterns and features of cognitive, personal and psychosocial development at all stages of ontogenesis: from prenatal development to late adulthood. The requirements for the level of mastering the course content are possession of the conceptual apparatus of various psychological development theories, knowledge of the basic patterns and characteristics of a person's mental development at different age stages, the ability to analyze real psychological situations and solve some practical problems related to age development.

**Prerequisites:** - General psychology

### Social Psychology

The course is an independent, fundamental course and is mandatory. The main goal of this course is to form students' understanding of the subject of social psychology, its components, the phenomena and patterns of social behavior of an individual and various groups.

**Prerequisites :** General Psychology

### Cognitive psychology

Cognitive psychology is a vast scientific field that studies the processes of acquiring, representing, storing, transforming and using information, knowledge and experience. During the course, the following processes will be studied: sensation, perception, attention, memory and thinking. The aim of the course is to develop the student's knowledge of the basic concepts, theory and research in the field of cognitive psychology, the formation of his ability to choose, in accordance with the goal, suitable methods of research, measurement and evaluation in this area.

**Prerequisites:** - General psychology

### Sociology

The course is introductory, propaedeutic in nature. Its goal is to acquaint

students with the basic principles and elementary concepts of sociology, to form their understanding of some of the main theoretical approaches to the study of society and its subsystems, to instill in them the skills of sociological thinking, to develop the ability to analyze facts and events from the standpoint of social science.

**Prerequisites:** ***

### Qualitative research methods in psychology

This course provides for the study of qualitative methods of psychological and sociological research, which are aimed at studying the deep nature of things and answering the questions "why?" And How?". The course program includes an introduction to the main tools for collecting qualitative information, analyzing qualitative data and interpreting the results. Also, the course has a practical component that will allow you to apply the acquired knowledge in practice.

**Prerequisites:** ***

### Legal and ethical foundations of psychological practice

The course is aimed at studying legal acts in the field of psychological activity; is aimed at solving debatable issues of the ethical foundations of psychological intervention. Mastering the discipline is accompanied by a discussion of practical cases (case-study), analysis of judicial practice, immersive forms of interaction with students and fruitful discussions about the limitations, conflicts and specifics of the legal and ethical side of professional psychological activity. As a result of mastering the discipline, students develop a high level of legal awareness, a responsible civil professional position and ethical and value orientations in practical activities.

**Prerequisites:** - ***

### Psychology of aggression

This course is designed for a detailed study of the various forms and factors of manifestation of aggression and violence. The course will cover the main topical theories of aggressive behavior, modern research and experiments, features of the development of aggressive behavior in humans, situational factors of aggression, features of aggression in the interaction between specific people and between groups, terrorism and mass violence, as well as ways to reduce aggression on an individual and the public level.

**Prerequisites:** - General psychology

### Psychology of motivation and emotions

The course introduces students who begin their acquaintance with psychology, with the general foundations of the structure of the human psyche, with the history, methodology, current state and structure of research in this area. A distinctive feature of the course is the combination in a single explanatory framework of the processes of motivation, self-regulation and emotions, as well as foreign and domestic research. The discipline is aimed at developing in students a system of ideas about the emotional and motivational-need spheres of a person, about individual characteristics, patterns of their development and violation, as well as mastering the skills of empirical research of emotional and motivational characteristics of a person.

**Prerequisites :** General Psychology

### Psychology of activity and abilities

The program of the discipline covers the most famous and influential domestic and foreign models of the psychological structure of activity, traditional testological, experimental psychological and cognitive theories of general and special abilities, as well as modern tools for psychological analysis of activity and psychodiagnostics of abilities. The content of the forms of educational activity of this program is focused on the formation of a student's readiness to solve practical problems in professional activities, namely: to analyze psychological properties and conditions, characteristics of mental processes, various types of activities of individuals and groups, apply standard methods of diagnosis and influence to optimize mental states and organization of interaction forms.

**Prerequisites:** Psychology of Personality and Individual Differences

### Cognitive neuroscience

Cognitive neuroscience is an interdisciplinary field of knowledge. Using neuroimaging techniques, cognitive neuroscience studies the brain organization of cognition and communication processes. She tries to answer the question of how the brain provides the work of such mental functions as memory, attention, perception, speech, thinking, emotions, motivation, decision making, as well as the influence of various contexts on cognitive processes. The aim of the course "Cognitive Neuroscience" is to familiarize students with classical concepts and modern ideas about the relationship between brain activity and higher mental functions, the results of the latest research in this area, as well

as the principles and methods of conducting psychophysiological experiments.

**Prerequisites:** Cognitive Psychology

## Psychology of social cognition

The course is a part of social psychology that studies the process of obtaining, encoding, storing, retrieving and using information about other people and social situations. This is a description of the psychological (mood, attitudes, psychological defense) and social (social consensus, social values) determinants of this process. The psychology of social cognition means in the same way as people understand the meaning of the behavior of others and themselves, i.e. their role in social interaction. As a result of social cognition, people construct an image of the social world and its elements (individuals, groups, communities) and an understanding of the role of social institutions (families, schools, media, churches).

**Prerequisites:** Social Psychology

## Cross-cultural and ethnic psychology

This course examines the application of theories of general psychology, personality psychology and social psychology to the analysis of cognitive processes, personal development, interpersonal and intergroup communication, taking into account the cultural context. Particular attention is paid to mastering the skills necessary for conducting research and implementing practice-oriented projects in different cultures. The course combines lectures, group discussions of the results of modern research and work on the practical skills of students. The main sections of the course: The place of ethnic and cross-cultural psychology in the system of scientific knowledge Ethnos and culture as key concepts of ethnic and cross-cultural psychology Culture and mental cognitive processes Culture and personality. Ethnic factors of personality socialization. Psychological characteristics of ethnic groups Factors of the situation of communication, due to culture. Communication in different ethnic and cultural contexts Psychology of migration and features of practical work with migrants and ethnic minorities

**Prerequisites:** General psychology, personality psychology , social psychology

## Quantitative Methods in Psychology

The course is designed to introduce the basic concepts and approaches of probability theory and mathematical statistics, which are used in applied psychological research. The objectives of the course also include introducing students to the basic methods and algorithms for data analysis on a computer in the SPSS statistical package. To master the course, it is enough knowledge and skills from the school mathematics course. The purpose of the course is to master the basics of probability theory and mathematical statistics for planning and processing data from psychological experiments; mastering elementary practical skills in processing experimental data using the SPSS computer program.

**Prerequisites:** - ***

## Psychoanalysis

The main goal of mastering the discipline is to form students' ideas about the main theoretical and practical problems of modern psychoanalysis. To master the academic discipline, students must have an idea about the main modern psychoanalytic schools; understand the development trends of psychoanalysis in Kazakhstan and abroad; understand the problems and tasks of contemporary psychoanalytic **practice.**

**Prerequisites: -** Psychology of personality

## Psychology of communication

In this course, we will talk about how people share information, including the features of verbal and non-verbal communication, group decision making, and what difficulties we face along the way. Having formed an idea of the basic theoretical approaches in the study of the psychology of communication and open research questions, students will learn to apply existing models and approaches to the analysis of real communicative situations. The course includes online lectures and additional materials: excerpts from feature films, interviews with experts, descriptions of individual socio-psychological experiments. The seminars will include: discussions of the main topics, the solution of cases and quizzes, the development of a program of persuasive messages.

**Prerequisite:** Social Psychology

## Ergonomics and usability

Ergonomics and usability is one of the most important areas of practical activity of a psychologist. The concept of "usability" means such a direction of work, which is aimed at improving various objects and means of activity in terms of ease of use. For example, the goal of usability may be to create a convenient, simple and understandable even for the most inexperienced user interface of the site. Within

the framework of this course, the basic concepts from the field of ergonomics and usability will be considered. In addition, the basic methods of work of a usability specialist will be analyzed: usability testing, mass user survey, card sorting, web analytics basics.

**Prerequisite:** Social Psychology

## Conflict Management

Within the framework of this discipline, students get acquainted with a theoretical overview of the problems and phenomenology of political conflict, study the interaction of people in conflict situations, master negotiation models of conflict resolution, as well as the theory and practice of providing psychological assistance in the event of the emergence and resolution of political conflicts. The goals of mastering the discipline are to form students' ideas about conflictological issues, features of work in this subject field. In addition, the goals of the discipline are also the formation of skills in psychological analysis and conflict management in various fields, including in the field of political and ethnic conflicts.

**Prerequisite:** Social Psychology

## Recruitment technologies

In a market economy, the competitive advantages of an organization are provided both by production technological factors and the quality of work with people working in the organization. The initial stage of work with personnel in an organization is the selection and evaluation of employees based on the mission, goals and organizational objectives of the company. Within the framework of this course, the following problems are considered: the economic evaluation of the effectiveness of personnel selection, classical (ZUN) and competence-based approaches to building a personnel selection system, the stages of developing a competency model, the validity and reliability of personnel assessment methods, types of interviews in personnel assessment (biographical, competency-based, situational, panel), principles of developing tests for personnel assessment, business and role-playing games as a method of expert assessment of personnel, standards of the personnel assessment center, legal and ethical standards for the selection and assessment of personnel.

**Prerequisite:** Social Psychology

## Personnel training and development

Studying the program, students get acquainted with the forms and methods of creating and developing an organizational training system for various categories of employees, including managers; principles of development of the undeveloped (motivation, strategic thinking, leadership, etc.); ways to determine training needs, create a self-learning organization, pre-adaptive to the conditions of a modern dynamic external environment; modern digital learning technologies.

**Prerequisite:** Psychology of Personality

## Industrial-organizational psychology

The objectives of mastering the discipline are: to familiarize students with the theoretical foundations of the practical activities of an organizational psychologist; familiarization of students with the main theories of motivation, management and leadership, methods of making managerial decisions. During the course, students will get acquainted with the basic categories, concepts and research problems of the analysis of labor activity and human behavior in an organization; patterns of human behavior in the workplace; as well as the psychological aspects of diagnosing and managing socio-psychological processes in an organization.

**Prerequisite:** Psychology of Personality

## Technique of individual counseling

The academic discipline is aimed at the in-depth assimilation by students of the basic principles and theoretical approaches to individual psychological counseling, the expansion of ideas about the techniques of psychological counseling, and is also basic in the formation of basic counseling skills necessary for the work of a psychologist.

**Prerequisite:** Cognitive psychology. Psychology of Personality. Research methods.

## Introduction to Group Counseling

The discipline orients the student in the field of group psychological counseling and forms basic ideas about the subject, preparing the basis for the future specialization of the leader of psychological groups after graduation.

**Prerequisite** : Cognitive psychology. Psychology of Personality. Research methods.

## Personnel assessment methods

The discipline introduces students to the methods of personnel assessment in the course of personnel selection and personnel development. In the course of practice-oriented classes, students are trained in the development and application of such methods as assessment centers, assessment 360,

situational tests, interviews on competencies, etc. The goals of mastering the discipline are to master the basic concepts of personnel assessment and ideas about the tools of this field of activity.

**Prerequisites:** Industrial-organizational psychology

## Psychotherapy

The course analyzes the problems associated with therapeutic and counseling psychology. The course examines psychotherapeutic approaches, models in the study of psychotherapy. The most important methods of influence of psychotherapeutic counseling are presented. The aim of the course is to form the concept of psychotherapy as a medical and psychological discipline, to develop skills in the use of psychotherapeutic methods and techniques for the prevention and correction of deviations in the psychological development of children and adolescents, the prevention and correction of personal, interpersonal, family and other problems.

**Prerequisites:** Social psychology, personality psychology

## Basic approaches in psychological counseling

To master the academic discipline, students must have the following knowledge and competencies: know the basics of general psychology; have skills in handling scientific literature, including electronic resources of the university; have the skills of writing essays, homework.

**Prerequisites:** General Psychology

## Psychology of mass communication

As a result of mastering the discipline, the student must: know the main theoretical approaches and methods of studying MC; mechanisms of influence of MC and factors influencing this process; be able to analyze the psychological content of mass communication messages in terms of psychological patterns and effects; have the skills (gain experience) to analyze the effectiveness of the psychological impact of mass communication messages on the audience.

**Prerequisites:** General Psychology

## Psychological workshop: coaching

The course is designed for students who wish to master the skills of individual coaching. To master the academic discipline, students must have knowledge of the socio-psychological mechanisms and techniques of communication, making contact; knowledge of

personal characteristics that can affect the nature of the contact (types of temperament, character, personality orientation, character accentuation, etc.), knowledge of the psychological mechanisms of goal-setting, decision-making, activity planning, motivational processes. The course includes such sections as the stages of individual coaching, coaching technology: working with motivation and values in coaching, working with resistance in coaching, summing up and ending coaching

**Prerequisites:** psychology of personality, psychology of motivation, psychology of abilities

## Psychological assistance to children and parents, family counseling

The discipline is aimed at preparing students to familiarize themselves with the main activities of a psychologist working with children and their parents (official representatives and other specialists), as well as familiarizing them with methods of interaction with children of different ages. The purpose of the discipline is the assimilation by students of basic knowledge in the field of theory and practice of family counseling; mastering the basics of systemic thinking, basic theoretical knowledge and practical skills of a family consultant as a necessary basis for both social and advisory work with the family, as well as for further development and improvement of the skills of practical psychotherapeutic work of a specialist with the family.

**Prerequisites:** general psychology, social psychology

## For the educational program "Psychology" 2019 admission

## General psychology

The course gives a general idea about the subject of psychology, about the history of its formation as a science, about the main areas of research in psychology. The classification of methods of psychology is given, the problem of reproducibility of the results of scientific research is posed. Hypotheses about the origin of the psyche and its cultural and historical development are considered. Definitions are given and basic approaches are introduced to the analysis of individual psychological characteristics and personality of a person, his motivational, emotional and cognitive processes, features of personality formation and development, socio-psychological phenomena of human behavior in a group,

effective ways of self-regulation and communication.
**Prerequisites: \*\*\***

### Introduction to psychology-1

The purpose of this course is to introduce students to psychology as a professional activity and to identify the possibilities of applying psychological training in various areas of public life. The course introduces students to theoretical and practical knowledge related to the competence of scientific psychology; improves understanding of the role of professional activity in adult life.
**Prerequisites: \*\*\***

### Critical thinking

The course considers a system of sound arguments and opinions based on the analysis of issues and problems with the formulation of conclusions about the right decisions, as well as the application of the results in real life and in the workplace. Critical thinking involves a balanced, open-minded approach to any statements, the ability to accept nothing is provided without evidence in order to be open to new ideas and opinions. Critical thinking is a rational argument about what to believe and what to do. Critical thinking helps students develop self-management skills, as well as the abilities necessary for continuous learning and career success.
**Prerequisites: \*\*\***

### Introduction to Psychology 2

This course is an introduction to the field of psychology. It is intended to cover the field broadly by presenting major theories, research, and applied research in the field of psychology. This will give students a foundation through which they can either take more advanced psychology courses or retain the information as a basic knowledge of psychology in general. The course will introduce students to research methods, the biological basis of behavior, human development, sensation, perception, intelligence, motivation, emotions, personality, mental disorders and their treatment, as well as social psychology.
**Prerequisites: \*\*\***

### Business communications

The process of interaction with people is based on building communications that are necessary for professional and social success. The main goal of the course is to develop students' understanding of effective communications and their techniques, as well

as to apply the knowledge and skills gained in their practical activities to manage the social behavior of individuals and groups.
**Prerequisites: \*\*\***

### positive psychology

Psychology is not only the study of human weaknesses and defeats . It is also a study of strengths, optimism, happiness, hope and resilience. This course is an introduction to theories and research in psychology that explores topics related to the nature of happiness and psychological well-being. In this course, you will learn how to apply resilience measures to your professional and personal life. Topics covered will include happiness, life satisfaction, creativity, well-being, love, self-fulfillment, wisdom, and many more.
**Prerequisites:** Introduction to Psychology -2

### Professionally - oriented foreign language

This is a communicative and professionally oriented course. The aim of this course is to introduce students to various competencies that will meet the needs of prospective employees in the field of tourism, management, economics, finance and accounting. This course engages students in professional communication in an international work environment and prepares them for a variety of current situations and roles in future careers . In addition, students will be able to master the basic language and skills business communication in various industries.
**Prerequisites:** Foreign language B 2

### Professionally oriented Kazakh\Russian language

The course is designed to teach the language of specialization, expand the professional horizons of students, in-depth knowledge of the specifics of their future profession. Educational material should be presented taking into account the current documents on the teaching of the Kazakh, Russian languages, such as the "Law on Languages in the Republic of Kazakhstan", and the competence of the language policy of Kazakhstan.
**Prerequisites: Kazakh / Russian B2**

### Management

The course introduces the fundamental topics of management and gives students an understanding of the role of a manager in an organization, management, and basic theoretical concepts. The content of the course includes: the essence and evolution of

management as a science; basic theoretical concept of management; organizations and their strategies; internal and external environment; organizational structure and culture; information and communications; decide; functions and management methods; motivation; teamwork; leadership; control, etc.

**Prerequisites: ***

### Stress management

The course is a selective overview of scientific research on emotion regulation. The course explains what stress is, its various causes and effects. Students will learn cognitive techniques for stress reduction, emotion regulation and relaxation techniques.

**Prerequisites:** Introduction to Psychology -2

### Family psychology

the mechanisms of marital relations and the upbringing of children. The course allows you to gain knowledge about the laws of family development and the role of the family in the formation of personality.

**Prerequisites:** Developmental Psychology

### Business ethics

The course is aimed at studying ethical problems in future professional activities. To understand its essence , it is necessary to study such topics as the moral content of human actions; recognition and analysis of ethical problems in various types of professional activities; understanding core business values and promoting ethical behavior; social responsibility in modern business , as well as ethics in a global context .

**Prerequisites:** Ethics and Philosophy

### Organizational behavior

The course examines the behavior of people in an organization and evaluates its impact on performance. The course is dedicated to human resource management as an object. The main competencies of a student based on the study of this discipline are: possession of theoretical issues of individual behavior in an organization, the formation of groups and the development of their behavior; the ability to understand the essence of the organizational culture in the company, to determine the balance between "leadership" and "power", to understand the impact of conflict on the organization; application of skills in managing interpersonal and intergroup relations, as well as organizational changes.

**Prerequisites: ***

### Marketing

The course is aimed at studying the theoretical foundations and acquiring categories, concepts, as well as practical skills in using marketing principles at the company level. Completion of this course will allow students to understand categories such as: competition, product, price, demand, supply, suppliers, intermediaries, market research; use marketing tools and research methods at a basic level; develop a marketing plan for a specific product or company.

**Prerequisites: ***

### Sports psychology

The field of sports psychology studies the psychological variables that influence sports activity and performance. Students will also be introduced to strategies to improve academic performance. During the course, students will learn how to set measurable goals and strategies to achieve them, become familiar with visualization and imagery techniques, learn about leadership, how to build a team, and how to best deal with and recover from injuries.

**Prerequisites** : Introduction to Psychology -2

### Creative thinking

Creativity is becoming an increasingly important part of modern social, economic and everyday life. Many studies show that very soon creativity will become the most important competency associated with CEOs and top managers, who are expected to be highly flexible, able to come up with original ideas, and able to act in uncertain conditions. The course aims to introduce students to the basic concepts, methods and algorithms of creative thinking and the study of creative abilities. The purpose of the course is the development of personal and professional creativity of students.

**Prerequisites** : ***

### Research methods in psychology

The first part of the course is designed to introduce the basic concepts and approaches of probability theory and mathematical statistics, which are used in applied psychological research. The objectives of the course also include introducing students to the basic methods and algorithms for data analysis on a computer in the SPSS statistical package. To master the course, it is enough knowledge and skills from the school mathematics course.

The purpose of the course is to master the basics of probability theory and mathematical statistics for planning and processing data from psychological experiments; mastering elementary practical skills in processing experimental data using the SPSS computer program. The second part of the course provides for the study of qualitative methods of psychological and sociological research, which are aimed at studying the deep nature of things and answering the questions "why?" And How?". The program includes familiarization with the main tools for collecting qualitative information, analyzing quantitative and qualitative data, and interpreting the results. Also, the course has a practical component that will allow you to apply the acquired knowledge in practice.

**Prerequisites:** ***

### Psychologists and cognition

The psychology of cognition is a psychology that is turned to itself in order to obtain phenomenology and describe the patterns of its own cognition. Within the psychology of cognition, the following stand out: the psychology of self-knowledge and self-observation (the psychology of cognition of mental phenomena from the position of an internal observer); psychology of cognition of mental phenomena, the carrier of which is another person (psychology of cognition of mental phenomena from the position of an external observer); the psychology of the psychologist's creativity (both in the field of academic and in the field of practical psychology - the discovery and perception of knowledge received by him); psychology of perception and understanding of psychological knowledge.

**Prerequisites:** - General psychology

### Developmental and Developmental Psychology

The discipline gives an idea of the fundamental concepts of developmental psychology, the main approaches and theories that have become classical to the problem of mental development in domestic and foreign psychology, the main patterns and features of cognitive, personal and psychosocial development at all stages of ontogenesis: from prenatal development to late adulthood. The requirements for the level of mastering the course content are possession of the conceptual apparatus of various psychological development theories, knowledge of the basic patterns and characteristics of a person's mental development at different age stages, the

ability to analyze real psychological situations and solve some practical problems related to age development.

**Prerequisites:** - General psychology

### Cognitive psychology

Cognitive psychology is a vast scientific field that studies the processes of acquiring, representing, storing, transforming and using information, knowledge and experience. During the course, the following processes will be studied: sensation, perception, attention, memory and thinking. The aim of the course is to develop the student's knowledge of the basic concepts, theory and research in the field of cognitive psychology, the formation of his ability to choose, in accordance with the goal, suitable methods of research, measurement and evaluation in this area.

**Prerequisites:** Introduction to the specialty-2

### Differential psychology

The course will introduce students to modern concepts of the study of individual differences. The overall goal of Differential Psychology is to introduce key themes of individual abilities and group differences. Students will be introduced to the study of individual differences in psychology, covering concepts and research on the topics of traits, self and identity, intrapsychic aspects, regulation and motivation, and cognition.

**Prerequisites:** Introduction specialty - 2

### Legal and ethical foundations of psychological practice

The course is aimed at studying legal acts in the field of psychological activity; is aimed at solving debatable issues of the ethical foundations of psychological intervention. Mastering the discipline is accompanied by a discussion of practical cases (case-study), analysis of judicial practice, immersive forms of interaction with students and fruitful discussions about the limitations, conflicts and specifics of the legal and ethical side of professional psychological activity. As a result of mastering the discipline, students develop a high level of legal awareness, a responsible civil professional position and ethical and value orientations in practical activities.

**Prerequisites:** ***

### Consumer behavior

The aim of the course is to explore different models of consumer decision making and their impact on business marketing

decisions. Areas of research include consumer education, motivation, and attitudes. The main goal is to use theoretical knowledge to predict how changes in consumer behavior might affect marketing activities.

**Prerequisites:** Marketing

### Entrepreneurship

The aim of the course is to engage students in entrepreneurial activity by providing a structured set of topics focused on the development of business skills and technology. The course will cover all aspects of starting a business, from developing a business idea to calculating the cost of attracting customers. Based on current cases, students will discuss success stories and problems of domestic and foreign startup projects.

**Prerequisites:** ***

### Change management

This course is an important part of preparing managers for work in organizations belonging to various industries and implementing projects of managed organizational change. The basis of the course is the idea of the organization as a socio-technical system, any changes in which require a systematic approach. This course is of particular importance in connection with the almost total digitalization of modern business, in which radical transformations occur both in the social and technological subsystems of the organization.

**Prerequisites:** ***

### Crisis communications

The course introduces students to the basics of public relations in crisis situations. The course aims to develop students' systematic understanding of the role of public relations in predicting, preventing, analyzing and managing crises in organizations. Students will acquire key competencies in the field of PR technologies used in the process of forecasting, preventing, minimizing the consequences of a crisis, analyzing communication mechanisms of action in a crisis situation, and applying the principles and techniques of crisis communication in organizations. Students study and analyze examples of the positive and negative consequences of crisis and post-crisis communications based on real cases of local and international companies.

**Prerequisites:** ***

### Psychology of activity and abilities

The program of the discipline covers the most famous and influential domestic and foreign models of the psychological structure of activity, traditional testological, experimental psychological and cognitive theories of general and special abilities, as well as modern tools for psychological analysis of activity and psychodiagnostics of abilities. The content of the forms of educational activity of this program is focused on the formation of a student's readiness to solve practical problems in professional activities, namely: to analyze psychological properties and conditions, characteristics of mental processes, various types of activities of individuals and groups, apply standard methods of diagnosis and influence to optimize mental states and organization of interaction forms.

**Prerequisites:** Psychology of Personality and Individual Differences

### Human resource management

The objectives of mastering the discipline "Human Resource Management" are the study of domestic and foreign human resource management systems and the features of their effective application in modern practice, the disclosure of positive and negative aspects of human resource management. As part of the discipline, students study the practice of developing a personnel strategy, study methods of personnel planning, form an idea of the types and types of interviews, methods of attracting personnel to an organization. Students master the methods of motivating and remunerating staff, as well as studying the features of the development of employees in an organization.

**Prerequisites:** Management

### Psychology of social cognition

The course is a part of social psychology that studies the process of obtaining, encoding, storing, retrieving and using information about other people and social situations. This is a description of the psychological (mood, attitudes, psychological defense) and social (social consensus, social values) determinants of this process. The psychology of social cognition means in the same way as people understand the meaning of the behavior of others and themselves, i.e. their role in social interaction. As a result of social cognition, people construct an image of the social world and its elements (individuals, groups, communities) and an understanding of the role of social institutions (families, schools, media, churches).

**Prerequisites:** Social Psychology

### Cross-cultural and ethnic psychology

This course examines the application of theories of general psychology, personality psychology and social psychology to the analysis of cognitive processes, personal development, interpersonal and intergroup communication, taking into account the cultural context . Particular attention is paid to mastering the skills necessary for conducting research and implementing practice-oriented projects in different cultures. The course combines lectures, group discussions of the results of modern research and work on the practical skills of students. The main sections of the course: The place of ethnic and cross-cultural psychology in the system of scientific knowledge Ethnos and culture as key concepts of ethnic and cross-cultural psychology Culture and mental cognitive processes Culture and personality. Ethnic factors of personality socialization. Psychological characteristics of ethnic groups Factors of the situation of communication, due to culture. Communication in different ethnic and cultural contexts Psychology of migration and features of practical work with migrants and ethnic minorities

**Prerequisites:** General psychology, personality psychology , social psychology

### Psychology of aggression

This course is designed for a detailed study of the various forms and factors of manifestation of aggression and violence. The course will cover the main topical theories of aggressive behavior, modern research and experiments, features of the development of aggressive behavior in humans, situational factors of aggression, features of aggression in the interaction between specific people and between groups, terrorism and mass violence, as well as ways to reduce aggression on an individual and the public level.

**Prerequisites:** - General psychology

### Psychoanalysis

The main goal of mastering the discipline is to form students' ideas about the main theoretical and practical problems of modern psychoanalysis. To master the academic discipline, students must have an idea about the main modern psychoanalytic schools; understand the development trends of psychoanalysis in Kazakhstan and abroad; understand the problems and tasks of contemporary psychoanalytic practice.

**Prerequisites: -** Psychology of personality

### Psychology of communication

In this course, we will talk about how people share information, including the features of verbal and non-verbal communication, group decision making, and what difficulties we face along the way. Having formed an idea of the basic theoretical approaches in the study of the psychology of communication and open research questions, students will learn to apply existing models and approaches to the analysis of real communicative situations. The course includes online lectures and additional materials: excerpts from feature films, interviews with experts, descriptions of individual socio-psychological experiments. The seminars will include: discussions of the main topics, the solution of cases and quizzes, the development of a program of persuasive messages.

**Prerequisite:** Social Psychology

### Employer brand management

"HR brand is a strategic tool for managing a company. An employer branding professional who builds and promotes a company's reputation among employees and potential job seekers is a relatively new area of expertise, but every year the number of companies that begin to seriously engage in HR branding is increasing significantly. You will acquire comprehensive knowledge in the field of: research and strategic analysis of the labor market; internal marketing and communications; external communications to promote the HR brand using traditional and modern communication channels; finding, retaining and most importantly developing talent within the organization.

**Prerequisites:** Marketing

### Labor law

The course aims to familiarize the student with the basic provisions of the science of labor law, the terminology used in this branch of law. Legal regulation of labor is determined by the objective conditions of society. This is that part of the legal regulation of the economic aspects of social life in which wage labor finds its application. The course is designed to train lawyers who require deep theoretical knowledge and practical skills.

**Prerequisites:** ***

### Public relations

The course introduces students to the basics of communication theory, media, reputation management, principles of interaction with the media, relations with the state, internal and external corporate communications. Students will acquire key

competencies in the field of communication architecture of the organization, implementation of operational planning and operational control over public relations activities, taking measures to improve the image of the organization, promoting goods and services on the market, developing effective internal communications, creating a favorable psychological climate in the team, motivation employees, planning, preparing and conducting communication campaigns and events in accordance with the goals and objectives of the organization based on the results of research.

**Prerequisites:** ***

## For educational program "Psychology" 2018 admission

### Critical thinking

The course considers a system of sound arguments and opinions based on the analysis of issues and problems with the formulation of conclusions about the right decisions, as well as the application of the results in real life and in the workplace. Critical thinking involves a balanced, open-minded approach to any statements, the ability to accept nothing is provided without evidence in order to be open to new ideas and opinions. Critical thinking is a rational argument about what to believe and what to do. Critical thinking helps students develop self-management skills, as well as the abilities necessary for continuous learning and career success.

**Prerequisites:** ***

### Introduction to the specialty

The purpose of this course is to introduce students to psychology as a professional activity and to identify the possibilities of applying psychological training in various areas of public life. The course introduces students to theoretical and practical knowledge related to the competence of scientific psychology; improves understanding of the role of professional activity in adult life.

**Prerequisites:** ***

### General psychology

The course gives a general idea about the subject of psychology, about the history of its formation as a science, about the main areas of research in psychology. The classification of methods of psychology is given, the problem of reproducibility of the results of scientific research is posed. Hypotheses about the origin of the psyche and its cultural and historical development are considered. Definitions are given and basic approaches are introduced to

the analysis of individual psychological characteristics and personality of a person, his motivational, emotional and cognitive processes, features of personality formation and development, socio-psychological phenomena of human behavior in a group, effective ways of self-regulation and communication.

**Prerequisites:** ***

### Developmental psychology

The discipline gives an idea of the fundamental concepts of developmental psychology, the main approaches and theories to the problem of mental development in domestic and foreign psychology, the main patterns and features of cognitive, personal and psychosocial development at all stages of ontogenesis: from prenatal development to late adulthood. The requirements for the level of mastering the course content are possession of the conceptual apparatus of various psychological development theories, knowledge of the basic patterns and characteristics of a person's mental development at different age stages, the ability to analyze real psychological situations and solve some practical problems related to age development.

**Prerequisites:** - General psychology

### Introduction to Social Psychology

The course is an independent, fundamental course and is mandatory. The main goal of this course is to form students' understanding of the subject of social psychology, its components, the phenomena and patterns of social behavior of an individual and various groups.

**Prerequisites :** General Psychology

### Professionally oriented Kazakh\Russian language

The course is designed to teach the language of specialization, expand the professional horizons of students, in-depth knowledge of the specifics of their future profession. Educational material should be presented taking into account the current documents on the teaching of the Kazakh, Russian languages, such as the "Law on Languages in the Republic of Kazakhstan", and the competence of the language policy of Kazakhstan.

**Prerequisites: Kazakh / Russian B2**

### Business communications

The process of interaction with people is based on building communications that are

necessary for professional and social success. The main goal of the course is to develop students' understanding of effective communications and their techniques, as well as to apply the knowledge and skills gained in their practical activities to manage the social behavior of individuals and groups.

**Prerequisites:** \*\*\*

### Management

The course introduces the fundamental topics of management and gives students an understanding of the role of a manager in an organization, management, and basic theoretical concepts. The content of the course includes: the essence and evolution of management as a science; basic theoretical concept of management; organizations and their strategies; internal and external environment; organizational structure and culture; information and communications; decide; functions and management methods; motivation; teamwork; leadership; control, etc.

**Prerequisites:** \*\*\*

### Professionally oriented foreign language

This is a communicative and professionally oriented course. The aim of this course is to introduce students to various competencies that will meet the needs of prospective employees in the field of tourism, management, economics, finance and accounting. This course engages students in professional communication in an international work environment and prepares them for a variety of current situations and roles in future careers . In addition, students will be able to master the basic language and skills business communication in various industries.

**Prerequisites:** Foreign language B 2

### Business ethics

The course is aimed at studying ethical problems in future professional activities. To understand its essence , it is necessary to study such topics as the moral content of human actions; recognition and analysis of ethical problems in various types of professional activities; understanding core business values and promoting ethical behavior; social responsibility in modern business , as well as ethics in a global context .

**Prerequisites:** Ethics and Philosophy

### Introduction to Personality Psychology

The purpose of the course is to gain knowledge about the main factors in the development of individuality, the structure of individuality and the relationship between its levels and components. As a result of studying the discipline, the student must learn to analyze the individual properties of a person and their manifestations in everyday and extreme situations; be able to recognize individual characteristics for effective communication; competently apply the theoretical knowledge he has received to solve professional problems, as well as use an individual approach in pedagogical and training activities.

**Prerequisites :** General Psychology

### Marketing

The course is aimed at studying the theoretical foundations and acquiring categories, concepts, as well as practical skills in using marketing principles at the company level. Completion of this course will allow students to understand categories such as: competition, product, price, demand, supply, suppliers, intermediaries, market research; use marketing tools and research methods at a basic level; develop a marketing plan for a specific product or company.

**Prerequisites:** \*\*\*

### Psychological training in organizations

This course helps students to master active methods of correction and development of the personality, basic training, procedures, warm-up and role-playing games. The course will allow students to develop leadership skills in a group and form the right attitude for a novice coach.

**Prerequisites:** An Introduction to Social Psychology

### Human resource management

The objectives of mastering the discipline "Human Resource Management" are the study of domestic and foreign human resource management systems and the features of their effective application in modern practice, the disclosure of positive and negative aspects of human resource management. As part of the discipline, students study the practice of developing a personnel strategy, study methods of personnel planning, form an idea of the types and types of interviews, methods of attracting personnel to an organization. Students master the methods of motivating and remunerating staff, as well as studying the features of the development of employees in an organization.

**Prerequisites:** Management

### Performance Management

This course is designed to provide students with the skills to evaluate performance management systems at the

individual, team and organizational levels. Students will understand the key role in performance management to implement a company's strategy. Successful completion of the course will allow students to synthesize their knowledge and create performance criteria; conduct and analyze a review of its activities; develop recommendations for improving performance .

**Prerequisites:** ***

### Crisis communications

The course introduces students to the basics of public relations in crisis situations. The course aims to develop students' systematic understanding of the role of public relations in predicting, preventing, analyzing and managing crises in organizations. Students will acquire key competencies in the field of PR technologies used in the process of forecasting, preventing, minimizing the consequences of a crisis, analyzing communication mechanisms of action in a crisis situation, and applying the principles and techniques of crisis communication in organizations. Students study and analyze examples of the positive and negative consequences of crisis and post-crisis communications based on real cases of local and international companies.

**Prerequisites:** ***

### PR and marketing communications

This course examines strategies used in planning and communications management in professional context and how they implementation through integration information provided on key regions. PR course teaches students fundamental concepts for training written communications to creating a favorable image of their clients. The course covers various forms and public relations writing styles and editing, including press releases, newsletters and crisis communications. In PR marketing, students learn how to use promotions and interact with the media to create a positive response to a product or person.

**Prerequisites:** Marketing

### Psychology of deviant behavior

The discipline introduces students to explanatory theories of the causes of deviant behavior and the development of a deviant personality, the characteristics of deviations, and programs of psychological assistance and support for this category of people. During the course, the student will be able to develop the skills of independent construction of preventive programs for deviations.

**Prerequisites:** Developmental Psychology

### Project management

This course will introduce and cover the core topics of project management. The main stages of project management, their planning and sequence, assessment of the necessary resources, organization and monitoring of the project, making changes, putting the project into operation are included. After completing this course, students will clearly understand the difference between project management and business process management; learn to distinguish between the content of project management and its tools; understand the interests of various stakeholders and their impact on the effectiveness of the project; define project constraints.

**Prerequisites:** Organizational Management

### Sports psychology

The field of sports psychology studies the psychological variables that influence sports activity and performance. Students will also be introduced to strategies to improve academic performance. During the course, students will learn how to set measurable goals and strategies to achieve them, become familiar with visualization and imagery techniques, learn about leadership, how to build a team, and how to best deal with and recover from injuries.

**Prerequisites** : General psychology, Psychology of personality

### Optional courses

### Organizational behavior

The course examines the behavior of people in an organization and evaluates its impact on performance. The course is dedicated to human resource management as an object. The main competencies of a student based on the study of this discipline are: possession of theoretical issues of individual behavior in an organization, the formation of groups and the development of their behavior; the ability to understand the essence of the organizational culture in the company, to determine the balance between "leadership" and "power", to understand the impact of conflict on the organization; application of skills in managing interpersonal and intergroup relations, as well as organizational changes.

**Prerequisites:** ***

### Consumer behavior

The aim of the course is to explore different models of consumer decision making and their impact on business marketing decisions. Areas of research include consumer education, motivation, and attitudes. The main goal is to use theoretical knowledge to predict how changes in consumer behavior might affect marketing activities.

**Prerequisites:** Marketing

### Optional courses

### Psychology of personnel training and development

The purpose of the course is to reveal the essence of the activities of personnel management specialists in adaptation, training, career planning and other activities that contribute to the full disclosure of the potential of employees. As a result of studying the discipline, students should be able to independently develop and draw up career development plans and schemes for filling vacant positions, conduct staff training and assess the abilities of applicants for vacancies necessary for the implementation of development functions.

**Prerequisites:** Human Resource Management

### Cognitive Behavioral Psychotherapy

The cognitive-behavioral direction studies how a person perceives a situation and thinks, helps a person develop a more realistic view of what is happening and more adequate behavior. The purpose of the course is to form basic knowledge about the theoretical foundations of the cognitive-behavioral approach and the methods of practical work of a psychologist in this area.

**Prerequisites:** Fundamentals of Psychological Counseling

### Organizational consulting

The course examines the main stages of organizational development, analyzes problems in organizational development and the possibility of solving research problems in the process of consulting organizations. Students learn to use the tools used in various areas of organizational consulting. Students should have an understanding of how to provide professional assistance to managers, staff and the organization as a whole in resolving emerging problems.

**Prerequisites:** Fundamentals of psychological counseling, Human resource management

### Differential psychology

The course will introduce students to modern concepts of the study of individual differences. The overall goal of Differential Psychology is to introduce key themes of individual abilities and group differences. Students will be introduced to the study of individual differences in psychology, covering concepts and research on the topics of traits, self and identity, intrapsychic aspects, regulation and motivation, and cognition.

**Prerequisites:** Introduction to Psychology

### Research methods in psychology

The first part of the course is designed to get acquainted with the basic concepts and approaches of probability theory and mathematical statistics, which are used in applied psychological research. The objectives of the course also include introducing students to the basic methods and algorithms for data analysis on a computer in the SPSS statistical package. To master the course, it is enough knowledge and skills from the school mathematics course. The purpose of the course is to master the basics of probability theory and mathematical statistics for planning and processing data from psychological experiments; mastering elementary practical skills in processing experimental data using the SPSS computer program. The second part of the course provides for the study of qualitative methods of psychological and sociological research, which are aimed at studying the deep nature of things and answering the questions "why?" And How?". The program includes familiarization with the main tools for collecting qualitative information, analyzing quantitative and qualitative data, and interpreting the results. Also, the course has a practical component that will allow you to apply the acquired knowledge in practice.

**Prerequisites:** ***

### Cognitive psychology

Cognitive psychology is a vast scientific field that studies the processes of acquiring, representing, storing, transforming and using information, knowledge and experience. During the course, the following processes will be studied: sensation, perception, attention, memory and thinking. The aim of the course is to develop the student's knowledge of the basic concepts, theory and research in the field of cognitive psychology, the formation of his ability to choose, in accordance with the goal,

suitable methods of research, measurement and evaluation in this area.

**Prerequisites:** General psychology

## Entrepreneurship

The aim of the course is to engage students in entrepreneurial activity by providing a structured set of topics focused on the development of business skills and technology. The course will cover all aspects of starting a business, from developing a business idea to calculating the cost of attracting customers. Based on current cases, students will discuss success stories and problems of domestic and foreign startup projects.

**Prerequisites:** ***

## Stress management

The course is a selective overview of scientific research on emotion regulation. The course explains what stress is, its various causes and effects. Students will learn cognitive techniques for stress reduction, emotion regulation and relaxation techniques.

**Prerequisites:** Introduction to the Psychological Specialty

## Organizational consulting

The course examines the main stages of organizational development, analyzes problems in organizational development and the possibility of solving research problems in the process of consulting organizations. Students learn to use the tools used in various areas of organizational consulting. Students should have an understanding of how to provide professional assistance to managers, staff and the organization as a whole in resolving emerging problems.

**Prerequisites:** Fundamentals of psychological counseling, Human resource management

## Labor law

The course aims to familiarize the student with the basic provisions of the science of labor law, the terminology used in this branch of law. Legal regulation of labor is determined by the objective conditions of society. This is that part of the legal regulation of the economic aspects of social life in which wage labor finds its application. The course is designed to train lawyers who require deep theoretical knowledge and practical skills.

**Prerequisites:** ***

## Organizational conflict management

Within the framework of this discipline, students get acquainted with a theoretical overview of the problems and phenomenology of political conflict, study the interaction of people in conflict situations, master negotiation models of conflict resolution, as well as the theory and practice of providing psychological assistance in the event of the emergence and resolution of political conflicts. The goals of mastering the discipline are to form students' ideas about conflictological issues, the features of work in this subject field. In addition, the goals of the discipline are also the formation of skills in psychological analysis and conflict management in various fields, including in the field of political and ethnic conflicts.

**Prerequisite:** Social Psychology

# PART 10 INTERNSHIP POLICY

This Policy defines the goals, terms, content, and outcomes of professional intern-ship for the following undergraduate programs: Applied Linguistics, Translation Studies, Kazakh-English Languages and Linguistics, Tourism, and Hospitality. The professional internship is aimed at students ' acquisition of skills in their chosen major. The internship is aimed at developing professional competencies through the implementation of educational and research projects, as. Professional internship consists of Introductory intern- ship and Industry based internship. The duration and period of professional internship are determined by the curriculum and the timetable of the educational process.

## Types of internship, goals and objectives, organization of internship.

### Introductory Internship

The main goal of educational practice is the formation of a career plan, as well as the development of basic practical skills and abilities that form the professional competence of a future specialist.

Tasks of introductory internship:
• study of types of professional activity in the specialty, their functions and tasks;
• definition of skills that form professional competence;
• building a career plan for the development of professional skills;
• acquisition of research skills with various sources of information.

At the end of the introductory internship, it is expected that the student will achieve the following results:
• distinguish between the functions and tasks of different positions related to the specialty;
• have an idea of the skills required for a particular position, as well as a plan for developing these skills.

*Organization of introductory internship*:

Introductory internship takes place at the end of 2nd semester of 1st year of study and lasts 2 weeks. The management of the introductory internship is carried out by the coordinator of the internship. The internship coordinator develops an internship programme, sets the deadlines for the completion of assignments, advises students during the internship and evaluates the internship reports.

### Industry based internship

The industry based internship is aimed at applying the knowledge gained during studies in professional activities.
Based on the results of industry based internship, students will be able to:
1. - systematize the theoretical knowledge acquired while studying.
2. - apply professional skills that meet the required professional standards.
3. - apply competencies to achieve professional success.

*Organization of industry based internship*:

Industry based internship is carried out in the $6^{th}$ semester of the $3^{rd}$ year of study within 2 weeks. Internship management is carried out by the internship coordinator, with whom the student develops an internship Program and sets the deadlines for the work. Student fills out the "Application for professional internship" on time. After the student chooses the organization for the internship, contracts are prepared and signed with the School of Liberal Arts, the student, the organization's representative and the Internship Coordinator.

*Industry based internship outcomes:*
- Apply theoretical and practical knowledge in the professional field;
- Gain experience in the professional field and understanding of job responsibilities
- Understand the basic requirements for the profession;
- Summarize professional goals and learning outcomes;
- Develop skills in identifying and searching for new areas for professional growth;
- Develop communication skills: learn to listen, accept criticism and use feedback.

### 3. On-the-job training

The on–the- job training is aimed at applying theoretical knowledge into practice.Based on the results of on-the-job training, students will be able to:
1. obtain professional skills in the specialty.
2. develop skills for the independent application of theoretical knowledge.
3. develop an understanding of the content of specific professional activities.

*Organization of the on-the-job training*:
The on- the-job training is carried out in the $8^{th}$ semester of the $4^{rd}$ year of study within 2 months. Internship management is carried out by the internship coordinator, with whom the student develops an internship Program and sets the deadlines for thework.
Student fills out the "Application for professional internship" on time. After the student chooses the organization for the internship, contracts are prepared and signed with the School of Liberal Arts, the student, the organization's representative and the Intern- ship Coordinator.

*The on-the-job training outcomes:*
- Apply theoretical and practical knowledge in the professional field;
- Gain experience in the professional field and understanding of job responsibilities;
- Summarize professional goals and learning outcomes;
- Develop  skills in identifying and searching for new areas for professional growth.

### Exemption from the internship
Students holding positions in organizations that correspond to the profile of the Program may be exempted from the internship. To receive the exemption from the internship and credit transfer, a student must write an application to the Academic Quality Committee of the School of Liberal Arts, attaching the following documents:
- a copy of the employment contract;
- a certificate from the Joint Stock Company
- "Unified Accumulative Pension Fund" (JSC "UAPF") about the availability of pension contributions over the last month;
- a certificate confirming the official position;
- a copy of job descriptions certified by the seal and signature of the HR manager or the head of the organization.

The internship coordinator checks the validity of the employment relationship, as well as the implementation of the functionality specified by the student.
After consideration by the Academic Quality Committee of the application, in case of a positive decision, the student is given an "excellent" mark (100 points).

### Students' rights and responsibilities
- In case if any questions regarding the internship appear, the student can contact the internship coordinator;
- The student is obliged to perform all types of work within the terms establishedin

the internship Program;

- The student receives an unsatisfactory grade in case of improper performance of tasks provided for in the internship Program;
- Students must comply with the rules of the internal order of the university andthe organization where internship is undertaken;
- Students have the right to use the library and all the necessary training manuals.

### Responsibilities of the internship coordinator

• to develop an internship Program and monitor its implementation;

• carry the activities provided for in the preparation plan for internship;

• conduct organizational and instructional meetings with students, introduce themto the goals and objectives of the internship;

• control the enrollment of students for internship in the organization;

• establish a contact with the coordinator of the internship from the organizationand adjust the individual calendar plans of the internship;

• control the organization of students' work in company;

• control the course of internship, consult students;

• check the implementation of the internship Program, the status of diaries, re-ports and the quality of their implementation;

- assist students in mastering the Program, in completing individual assignments and compiling internship reports.

# PART 11 LANGUAGE COURSES of MNU LANGUAGE LEARNING AND CERTIFICATION CENTRE

MNU Language Learning and Certification Centre is a language center at JSC "M.Narikbayev MNU University". Our main work is centered around professional language training with the help of highly qualified teachers. We offer Kazakh / Russian / English language courses for everyone who wants to improve their level.

The Centre has the following training programs for different level of students from beginners to advanced learners:

## English language

**General English course** is a phased Program of learning English (levels from Elementary to Advanced), aimed at developing the key skills required for successful language acquisition. One course lasts about 3-4 months, where everyone can significantly enhance their vocabulary and learn to confidently express their thoughts, both orally and in writing.

**KEPT** is an intensive 3-week course to prepare for the entrance examination in English at MNU. It is offered to do during the summer vacation period. In this course, students familiarize themselves with the format of this examination, learn to write essays, and in addition, develop listening, reading, and speaking skills.

**Pre-IELTS Intensive Course** it is the initial stage of preparation for the international IELTS examination starting with the Elementary/Pre-Intermediate level. The course is aimed at improving the level of English, as well as familiarizing students with the structure, format and nuances of IELTS.

**IELTS Intensive Course** it is an ideal solution for those who are short of time. By taking an intensive course under the guidance of our experts, students will be able to improve their results by 1-2 points in just five weeks. This course introduces the strategy of passing the exam and is aimed at practical preparation for each of the 4 sections of the examination. After completing this course, students will be able to register for the IELTS examination at the British Council through MNU, as M. S. Narikbayev MNU University is an Authorized British Council Registration Centre for the IELTS examination.

**SAT – Scholastic Assessment Test** it is a standardized international test for admission to foreign and Kazakh universities and colleges. SAP helps assess the student's knowledge and level of training. It consists of 3 sections: text analysis, mathematics, and writing. Kazakhstan has introduced a scale for converting the scores of international standardized tests SAT, ACT and IB into ENT scores. Studying at MNU on the SAT prep-aration course, students have the opportunity to choose and enroll in the world's leading universities.

**TOLES – Test of Legal English Skills**. The test of legal English is designed to test legal skills in the field of law and is recognized by leading international companies. M.Narikbayev MNU University has received recognition of GLOBAL LEGAL ENGLISH (Great Britain) and is the only authorized registration and testing center of TOLES in Ka-zakhstan and Central Asia.

**Who is the TOLES test intended for?** - for practicing lawyers, specialists in the field of law, students of legal majors.
**ADVANTAGES of TOLES:**

➢ accurate assessment of the lawyer's legal and linguistic competence level assignment is performed by GLOBAL LEGAL ENGLISH (Great Britain)

➢ unlimited validity of the certificate
➢ competitiveness in the labor market

➢ recognized in 78 countries and in demand by firms and institutions such as:The Law Society of England and Wales, Baker and McKenzie, PwC, EuropeanCourt of Justice Sony Mobile, Siemens, etc.

The examination and training is conducted on three levels:
1) TOLES Foundation
2) TOLES Higher
3) TOLES Advanced

## Kazakh and Russian language

**Russian / Kazakh for foreigners.** The Centre also offers programs of the Rus-sian / Kazakh languages as a foreign language. The courses are aimed to develop the lin- guistic and communicative competence of foreign students in various situations.

"Kazakh language / Russian language" course Program includes 2 modules: Module 1 – Grammar and phonetics of the Kazakh / Russian language (150 hours); Module 2 – Development of reading and writing skills, vocabulary (150 hours). In addition, students get familiar with the history, culture, economy, politics of Kazakhstan.

Dates: as groups are recruited (September-January, January-May). Levels: Beginner to Advanced.

An official invitation is issued in accordance with the rules od student visa applica-tion. At the end of the course students receive their certificates.

The Kazakh language is taught according to KAZTEST system – at levels A1, A2, B1, B2, C1.The Course is taught in 72 hours within three months. The intensive course is conductedfor 72 hours within three weeks. The training meets the standards of modern education and international practices.

**Kazakh for everyone interested** covers levels A1, A2, B1, B2, C1. The course duration is 6 months. The course is conducted by highly qualified professionals of MNU.

**For more information, please contact:**
M.Narikbayev MNU University,
External Relations Manager Gulmira Barzhaksina,Tel: +7 (7172) 70 30 49, +7 771 999 14 13
Office 503 e-mail: g_barzhaksina@kazguu.kz
https://www.toleslegal.com/find-examination-centre/kazakhstan/
**Contacts of MNU Language Learning and Certification Centre:**
Tel.: +7 (7172) 70 30 49
Office 503
e-mail.: zh_bopurova@kazguu.kz
**Course registration link:** www.bit.ly/ges_study

## PART 12 STUDENT ORGANIZATIONS

MAQSUT NARIKBAYEV UNIVERSITY provides students with opportunities for interesting and unforgettable activities outside of classrooms. Students, full of enthusiasm and ambition, independently conduct a variety of activities that evoke surprise and admiration. All this happens owing to active work of student organizations!

Each semester new ideas are implemented and new projects are launched. Student life at MNU is an excellent platform for personal growth andself-realization of any student.

For registration in student organizations, contact the Department of Student Affairs: dsa@kazguu.kz

1. **MNU TIMES**

Student Press Center at MAQSUT NARIKBAYEV UNIVERSITY.

2. **"BATYR URPAK"**

An ambitious group of patriots who propagate the values of their ancestors, that is, our culture, customs, rich language and one spirit. At the price of their lives, they gave us a peaceful life. Thus, our primary duty is to preserve everything that we have today.

3. **"ENACTUS MNU"**

The youth student club, which helps all students to create and to develop successful new business projects.

4. **SUPREME STUDENT COUNCIL "BILER KENESI"**

Student Government Authority of MNU University. This student council actively contributes to the resolution of student issues and problems, and also contributes to the development of favorable conditions for a vibrant, saturated and interesting stu- dent life.

5. **"ZHAN SHUAQ"**

A charity student organization that unites creative, kind and cheerful students who are always ready to open their hearts to all who need help.

6. **PROETCONTRA DISCUSSION CLUB**

A student organization that brings together students to discuss and analyze actual issues of the social and political life of Kazakhstan and the world community.

7. **«MNU EAGLES»**

Student sports organization, its goal is the implementation of the state program for the development of Physical Education and sports, as well as the promotion of a healthy lifestyle, there are trainings in volleyball, basketball, table tennis, mini-football. All athletes are members of the MNU EAGLES club.

8. **DEBATE CLUB "ORDA"**

Debate club "ORDA" is an intellectual game, a perspective for active young people of future leaders of society. Debates prepare for responsible decision making, autonomy and other skills needed in a civilized democratic society.

9. **VIA MNU**

Vocal-instrumental ensemble at Maqsut Narikbayev University.

# PART 13 UNIVERSITY INFRASTRUCTURE AND SERVICE DEPARTMENTS

## SSC MNU

Types of services provided:
- counseling students on financial, academic and social matters;
- issuance of certificate of enrollment;
- issuance of transcript;
- applications (on transfer, enrollment, appeal, academic leave, financial matters, etc.).

For more information about types of applications use the link: http://tson.kazguu.kz/ru/vse/ochnaya-forma-obucheniya/

**Tel: 8 (7172) 70 28 54**
E-mail: **tson@kazguu.kz**
**http://tson.kazguu.kz/ru/**
**Office 242**

## LIBRARY

### Library card
Instead of a library card, each student is automatically assigned an identification number, which makes it possible to use all the services of the library taking into account the reader's request. You can get your identification number at the reception of M. S. Narikbayev Library.

The identification number assigned to you will enable you to:
- receive books (you must have an identity card or student card with you);
- use the login / password for authorization and other operations on electronic catalog system MegaPro.

This also allows students to:
- search in electronic catalogs, to make a reservation of the necessary publications from personal computers at a time convenient for you and then get it from the library;
- work in full-text databases.

Access to the electronic catalog is carried out through our website **library.kazguu.kz**

### Reading rooms
The library is located on the ground and first floors of the university. On the first floor there are 9 reading rooms with free access: the reading room of prof. M.Narikbayev personal library, electronic resources room, foreign literature room, science room, periodical room, special room for faculty and PhD students, as part of the Erasmus + project, universal reading room, rare and valuable books' room, small reading room.

### Subscription
M.Narikbayev subscription library is located on the ground floor, where you can take books home. You can go there through the Winter Garden going down the stairs.

### Open Room
Open Room is a comfortable working area with 6 rooms, equipped for events of any format - from small seminars, meetings to business negotiations. To visit this hall, you must register at the reception of M.Narikbayev library.

Detailed information about the library and methods of independent work in it can be found on the **library.kazguu.kz** website.

### 1. HEALTH CENTRE
*Each student can seek first aid treatment in the emergency room:*

*Room 149 (1st floor),*
*Phone. (7172) 70-17-61 (internal 1164)*

*Working hours:*
*from 09.00 a.m. to 6.30 p.m.*
*from 1 p.m. to 2.30 p.m. – lunch timeDays off: Saturday and Sunday*

### 2. THE STUDENT HEALTH CENTRE

*MNU students have the opportunity to be served in the health clinic.*
*For questions about registration to the health clinic you need to contact the Health Centre.*

## DORMITORY

Applications for a place in a dormitory are accepted in the AIS «Platonus» - in the «Dormitory» module. Consideration of applications will be carried out if there are documents specified in the AIS "Platonus". Priority will be given to students with relevant benefits. Attachment of relevant documents is required.

**The primary right to check into the University dormitory is granted to students:**
- disabled from childhood, $1^{st}$ and $2^{nd}$ disabled groups, disabled children, orphans and children left without parental care, if both or one parent has a disability;
- enrolled in the first year, having the "Altyn belgi" sign, having a certificate of win-ner of the Presidential, International and Republican Olympiads, graduating from an edu-cational institution with honors with a confirming document of education (certificate, di-ploma).

On August 23-24, 2019, a meeting of the Housing Commission on the distribution of places in the dormitory will be held. The decision of the Housing Commission will also be communicated by means of AIS «Platonus».

On August 27, 2018 - check-in at the University dormitory in relation to students for whom a positive decision is made.

When you check into the dormitory, you must have receipts for payment:
- Monthly accommodation - 10 000 tenge (prepaid amount for 3 months - 30 000 tenge);
- The security deposit is 20,000 tenge.

## «MNU ENDOWMENT» CORPORATE FUND

The Endowment funds are raised mainly through charitable donations. The Endowment funds come from large companies, ordinary citizens, including graduates who have made successful careers and thus return investments made in education by previous generations, while supporting future students. The mechanism of functioning of Endowment funds in practice has proved its effectiveness, especially in the USA, where it is owing to these funds American universities maintain leadership in the world in many areas of science, attract the best scientists to teach, pay for training gifted students, acquire equipment and finance infrastructure, create new modern faculties and departments. The fundsraised are used to assist in the education of students, to strengthen the material and technical base, to support the scientific projects of students and employees of JSC «M. Narikbayev MNU University».

Who can apply for financial assistance?
- children from single-parent families (parents are officially divorced);
- children from large families (4 or more children in the family);
- children from low-income families;
- children without guardianship of one or both parents;
- children whose one or both parents are disabled in all groups;
- children who are disabled in all groups.

Application period: during the academic year
Application review period: within 3 months

For more information:
«MNU ENDOWMENT» corporate fund (Office 239)
Phone: + 7 (7172) 70 30 30
(internal 1199)

<h2 style="text-align:center; color:red">MILITARY DEPARTMENT</h2>

Military Department of JSC "M.Narikbayev MNU University" conducts trainingunder the military training program for reserve officers. Students who have completed afull course of military training under the reserve officer's program are assigned the mili- tary rank of "reserve lieutenant".

The selection for training at the military department is carried out on the basis of the competition in accordance with the recruitment plan sent by the Ministry of Defense of the Republic of Kazakhstan to the military department annually **until March 1 of the year of admission.**

The following students are allowed to participate in the competition: students par- ticipating in full-time education, citizens of the Republic of Kazakhstan at the age of not older than 25 for the year of the competition, students without a criminal record.

Students who have expressed a desire to undergo military training at the military faculty submit an application addressed to the rector of the MNU University through the university's office.

The selection of students for training in the military department is carried out in three stages:
1) the first stage is the completion of full medical clearance;
2) the second stage is the professional psychological testing;
3) the third stage is the verification of physical preparedness.

Candidates admitted to military training on the basis of the protocol of the resultsof competitive selection of students are allowed to military training by order of the rector.

*Contacts of the military department: 70-30-37*
*Head of the military department: Ibrayev Amangeldy Amanzakovich; Deputy Head of the military department: Bainazarov Kairat Narynbaevich.*

# PART 14 MNU UNIVERSITY GRADUATE PROFILE

*We do believe that our every graduate is distinguished by loyal attitude to profession, high level of ethical*
*principles and individual responsibility. Our graduate is irreconcilable with corruption; he is target-driven and always strives to grow professionally.*

**Professionalism.**
1. Understands essence of core professional and business values and follow them;
2. Has analytical, strategic, critical, independent thinking and strong sense of purpose;
3. Able to make independent reasonable decisions and evaluate their possible consequences;
4. Aimed at self-education and personal development to enhance professional competences.

**Honesty.**
1. Honest and able to take individual and collective responsibility;
2. Demonstrates reliance, willpower, self-possession and mental acumen;
3. Demonstrates decency and openness in providing professional services;
4. Demonstrates humanity, self-discipline and reliability.

**Justice.**
1. Follows professional ethics;
2. Understands, promotes and follows law and ethical principles focusing on the management of rights
of individuals in relation to each other, society and environment;
3. Demonstrates objectivity, avoids bias or stereotypical remarks, conflicts of interests or impact of other people;
4. Has good intention, profound conviction that it is important to live and act in accordance with current legislation and ethical principles.

**Mutual respect.**
1. Expertly evaluates social, political, economic and cultural processes bearing in mind ethical and moral principles;
2. Able to work independently in intercultural context;
3. Able to form and work in a team;
4. Has communicative competence in the field of professional and interpersonal collaboration;
5. Speaks professional Kazakh, Russian and English languages.