



M. NARIKBAYEV
KAZGUU
UNIVERSITY

M. NARIKBAYEV KAZGUU UNIVERSITY ACADEMIC POLICY

2019

Academic Policy of M. Narikbayev KAZGUU University.

The academic policy of M. Narikbayev KAZGUU University is designed for students, faculty, department heads of the University managing educational processes, and other interested stakeholders.

The academic policy of M. Narikbayev KAZGUU University was revised by the decision of the Academic and Research Council (minutes No. 10 of August 15, 2019).

CONTENT

CHAPTER 1. TERMS AND DEFINITIONS	5
CHAPTER 2. GENERAL INFORMATION.....	9
2.1 ORGANIZATION OF THE EDUCATIONAL PROCESS	10
2.1.1 LEARNING TRAJECTORY IN MASTER'S PROGRAMS OF KAZGUU LAW SCHOOL.....	11
2.2 STATUS OF DEGREE AND NON-DEGREE STUDENTS.....	11
2.3 ATTENDANCE POLICY	12
2.4 INFORMATION SYSTEMS AND MEANS OF COMMUNICATION WITH STUDENTS.....	13
CHAPTER 3. ECTS.....	14
3.1 ECTS AND STUDY LOAD	14
3.2 ECTS CREDIT RECOGNITION POLICY.....	15
3.2.1 SPECIAL REQUIREMENTS OF THE HIGHER SCHOOL OF ECONOMICS CREDIT TRANSFER POLICY FOR NON-DEGREE STUDENTS	17
3.3 BELL CURVE.....	17
3.4 GRADING SYSTEM.....	19
3.4.1 ASSESSMENT OF STUDENTS' ACADEMIC ACHIEVEMENTS	19
3.4.2 ADMINISTRATIVE GRADES.....	21
3.4.3 APPEAL.....	22
3.4.4 CHANGE OF GRADE	22
3.5 GPA.....	23
3.6 TRANSCRIPT.....	23
3.7 DIPLOMA SUPPLEMENT.....	24
CHAPTER 4. COURSE REGISTRATION.....	24
4.1 REGISTRATION OF DEGREE STUDENTS	25
4.2 REGISTRATION OF NON-DEGREE STUDENTS	26
4.2.1 SPECIAL REQUIREMENTS OF THE HIGHER SCHOOL OF ECONOMICS REGISTRATION POLICIES FOR NON-DEGREE STUDENTS.....	27
4.3. CANCELLATION OF CLASSES	27
CHAPTER 5. ACADEMIC CONSULTATION.....	27
CHAPTER 6. GENERAL PROVISIONS ABOUT PRACTICE	28
6.1 PROFESSIONAL PRACTICE OF BACHELOR'S PROGRAM.....	29
6.2 PROFESSIONAL PRACTICE OF MASTER'S AND DOCTORAL PROGRAMS.....	31
CHAPTER 7. RULES FOR TRANSFER OF STUDENTS FROM COURSE TO COURSE.....	32
7.1 GENERAL REQUIREMENTS FOR TRANSFER FROM COURSE TO COURSE.....	32
7.1.1 SPECIAL REQUIREMENTS FOR TRANSFER FROM ONE COURSE TO ANOTHER IN MASTER'S PROGRAM.....	33
7.2 COURSE RETAKE.....	34
CHAPTER 8. PROCEDURE FOR GRANTING ACADEMIC LEAVE	34

8.1 ACADEMIC LEAVE	34
8.2 RETURNING FROM ACADEMIC LEAVE.....	35
CHAPTER 9. GENERAL RULES FOR TRANSFER, READMISSION AND EXPUSION OF STUDENTS.....	35
9.1 TRANSFER TO ANOTHER HIGHER EDUCATION INSTITUTION	36
9.2 TRANSFER FROM ANOTHER UNIVERSITY.....	37
9.2.2 SPECIAL REQUIREMENTS FOR TRANSFER TO THE HIGHER SCHOOL OF ECONOMICS.....	38
9.3 TRANSFER FROM ONE EDUCATIONAL PROGRAM (SPECIALTY) TO ANOTHER	38
9.3.1 SPECIAL REQUIREMENTS FOR TRANSFER FROM ONE EDUCATIONAL PROGRAM TO ANOTHER OF KAZGUU LAW SCHOOL	39
9.3.2 SPECIAL REQUIREMENTS FOR TRANSFER FROM ONE EDUCATIONAL PROGRAM TO ANOTHER OF THE HIGHER SCHOOL OF ECONOMICS	39
9.4 CHANGING LANGUAGE OF INSTRUCTION	39
9.5 STUDENT READMISSION.....	40
9.6 EXPUSION OF STUDENTS FROM M.NARIKBAYEV KAZGUU UNIVERSITY	41
CHAPTER 10 MASTER'S THESIS AND MASTER'S PROJECT.....	42
10.1 REQUIREMENTS FOR MASTER'S THESIS AND MASTER'S PROJECTS OF KAZGUU LAW SCHOOL	42
10.2 REQUIREMENTS FOR MASTER'S THESIS AND MASTER'S PROJECTS OF THE HIGHER SCHOOL OF ECONOMICS	47
CHAPTER 11. GENERAL REQUIREMENTS FOR GRADUATION	49
11.1 THE BACHELOR'S DEGREE REQUIREMENTS FOR GRADUATION	50
11.2 THE MASTER'S DEGREE REQUIREMENTS FOR GRADUATION.....	51
11.2.1 THE MASTER'S DEGREE REQUIREMENTS FOR GRADUATION OF KAZGUU LAW SCHOOL	52
11.2.2 <i>THE MASTER'S DEGREE REQUIREMENTS FOR GRADUATION OF THE HIGHER SCHOOL OF ECONOMICS.....</i>	53
CHAPTER 12. CONCLUSION.....	53

CHAPTER 1. TERMS AND DEFINITIONS

The following terms and definitions are used in this Academic Policy (hereinafter – the Academic Policy):

1) the student's academic rating (GPA ranking) is a quantitative indicator of the student's mastery of the academic program, disciplines and (or) modules and other types of educational activities, compiled according to the results of midterm assessment;

2) academic freedom – the body of the powers of the stakeholders of the educational process granted to them for independent determination of the content of education in disciplines of the component by choice, additional trainings and the organization of educational activities in order to create conditions for the creative development of students, teachers and the use of innovative technologies and teaching methods;

3) academic period – the period of theoretical training in the credit technology of training, established independently by organization of education in one of three forms: semester, trimester, quarter;

4) academic credit – a unified unit for measuring the volume of scientific and (or) academic work (load) of a student and (or) a teacher;

5) academic calendar – the schedule of events occurring in the academic year, including term times, examination dates, professional practices with days of rest (holidays);

6) academic hour – the contact time of the student with the teacher on a schedule for all types of training sessions; one academic hour equals 50 minutes and is used when planning academic calendar (schedule of events in the academic year), class schedule, when planning and recording training materials, as well as when planning and recording teaching load;

7) academic mobility – refers to students or teachers moving to another institution (inside or outside of the country) to study or conduct research for a certain academic period (semester or academic year) with obligatory transfer of completed study programs, disciplines in the form of academic credits at M. Narikbayev KAZGUU University or to continue studying at another university;

8) handouts – visual illustrative materials distributed in training sessions to motivate the student to creatively master the topic (lecture notes, links, slides, examples, glossary, assignments for independent work)¹;

9) bachelor's degree – the level of undergraduate education aimed at training with the award of a "Bachelor's" degree in the relevant educational program with the mandatory development of 240 academic credits²;

¹ Rules for the organization of the educational process on credit technology of education, approved by the order of the Minister of Education and Science of the Republic of Kazakhstan dated April 20, 2011 No. 152 //Information and legal system of normative acts of the Republic of Kazakhstan "Adilet". Available at <http://adilet.zan.kz/rus/docs/V1100006976> (Retrieved date 17.10.2019 y.), clause 2.

10) grade-rating letter system for assessing academic achievement – a system for assessing students' academic achievement in points corresponding to the internationally accepted letter system with a numerical equivalent, and allowing to determine the class rank³;

11) university component – a list of academic disciplines and the corresponding minimum amounts of academic credits determined by the university independently for mastering the educational program⁴;

12) elective disciplines –academic disciplines that are part of the university component and the component by choice in terms of established academic credits and introduced by organizations of education that reflect the individual preparation of a student, taking into account the specifics of socio-economic development, the needs of a particular region, and established scientific schools⁵;

13) descriptors – a description of the level and amount of knowledge, skills, abilities and competencies acquired by students upon completion of the study program of the corresponding level of higher and postgraduate education, based on learning outcomes, formed competencies and academic credits;

14) diploma project - graduation work, which is the student's empirical research based on a statement of work agreed with a customer and requiring specific (applied) conclusions;

15) Doctor of profile – the degree awarded to persons who have mastered the doctoral program in the relevant field of professional activity and defended a dissertation in the Republic of Kazakhstan or outside its borders, recognized in the manner prescribed by the legislation of the Republic of Kazakhstan;

16) DBA program – a program intended for the training of managerial personnel, senior managers with practical experience, as well as those interested in conducting applied research for the development and development of modern management concepts and models with the award of a doctorate in profile;

17) doctoral student – a person studying in doctoral studies;

18) doctoral studies – postgraduate education, the educational programs of which are aimed at training personnel for scientific, pedagogical and (or) professional activity, with the award of a Doctor of Philosophy (PhD) degree (doctor of profile) with the obligatory development of at least 180 academic credits;

19) doctoral thesis – a doctoral student's scientific work, which is an independent research that develops theoretical concepts, the totality of which can be qualified as a new scientific achievement, or a scientific problem is solved, or scientifically grounded technical, economic or technological solutions are set out,

² The state general educational standard of higher education, approved by the order of the Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018 No. 604 // Information and legal system of regulatory acts of the Republic of Kazakhstan "Adilet" .Available at <http://adilet.zan.kz/rus/docs/V1800017669> (Retrieved date October 17, 2019), clause 2.

³ Rules for the organization of the educational process on credit technology of education, Op. cit., clause 2.

⁴ State Compulsory Standard for Higher Education, Op. cit., paragraph 2.

⁵ Rules for the organization of the educational process on credit technology of education, Op. cit., clause 2.

the introduction of which makes a significant contribution to the development of the country's economy⁶;

20) double-degree program– the opportunity to study two academic programs and curricula or in a joint-degree program of partner universities in order to obtain two equivalent diplomas or one main and second additional diploma⁷;

21) Doctor of Philosophy (PhD) - the degree awarded to individuals who have mastered the doctoral program in scientific and pedagogical field and defended a thesis in the Republic of Kazakhstan or abroad, recognized in the manner established by the legislation of the Republic of Kazakhstan;

22) Doctor of Business Administration – degree awarded to individuals who have mastered the DBA program⁸;

23) European system for credit accumulation and transfer (European Credit Transfer System – ECTS) - a way to transfer credits earned by undergraduate and graduate students abroad into credits, which are recognized for the purpose of obtaining a degree after returning to his/her institution, as well as for credit accumulation⁹;

24) Executive MBA – an MBA program focused on the training of top managers taking into account the specifics of the target audience¹⁰;

25) enrollment in an academic discipline – the procedure of registering students for academic disciplines;

26) individual curriculum – a curriculum formed for each academic year by students independently with the help of an advisor based on the catalog of the educational program;

27) end-of-course assessment – a procedure conducted to determine the degree of mastering by students of the academic disciplines and (or) modules and other types of educational activities provided by the educational program in accordance with the state compulsory standard of the appropriate level of education¹¹;

28) competencies – the ability to make practical use of the knowledge acquired in the learning process in the professional activity;

29) component by choice - a list of academic disciplines and corresponding minimum amounts of academic credits offered by the university, independently chosen by students in any academic period, taking into account their prerequisites and post requisites;

⁶ State Compulsory Standard of Higher Education, Op. cit., clause 2.

⁷ Rules for the organization of the educational process on credit technology of education, Op. cit., clause 2.

⁸ State Compulsory Higher Education Standards, Op. cit., clause 2.

⁹ Rules for the organization of the educational process on credit technology of education, Op. cit., clause 2.

¹⁰ State Compulsory Standard for Higher Education, Op. cit., clause 2.

¹¹ Rules for the organization of the educational process on credit technology of education, Op. cit., clause 2.

30) master's - degree awarded to persons who have mastered the educational programs of the Master's course;

31) master of Business Administration - the degree awarded to persons who have mastered the MBA or EMBA program.

32) undergraduate - a person studying in the master's course;

33) Master Degree - the level of postgraduate education, aimed at training with the award of the degree "Master's" in the relevant educational program with the mandatory development of at least 60-120 academic credits;

34) Master's thesis - the graduate work of a graduate student of a scientific and pedagogical master's course, which is an independent scientific study containing theoretical and/or practical developments of a pressing problem in the field of a chosen educational program, based on modern theoretical, methodological and technological achievements of science and technology;

35) master's project - the graduate work of the master's student of the specialized master's course, which is an independent study containing theoretical and (or) experimental results, allowing to solve the applied problem of the actual problem of the chosen educational program;

36) compulsory component - a list of academic disciplines and the corresponding minimum amounts of academic credits established by State Compulsory Standard of Postgraduate Education (SCSHE) and studied by students in the mandatory Order of the educational program¹²;

37) core curriculum– the educational program determined by the student in order to form key competencies;

38) post requisites – disciplines and (or) modules and other types of academic work, the study of which requires knowledge, skills, competencies acquired at the end of the study of this discipline and (or) modules;

39) prerequisites – disciplines and (or) modules and other types of academic work containing knowledge, abilities, skills and competencies necessary to progress in learning of the studied discipline and (or) modules ¹³;

40) MBA program – a program for the training of managerial personnel who have modern knowledge and skills in the field of business, are able to manage processes and human resources, shape the company's strategy, be able to determine strategic and operational tasks and achieve them using scientific tools;

41) working curriculum (hereinafter - WC) - a training document developed by universities independently on the basis of the educational program and individual curricula of students¹⁴;

42) independent work of a student (hereinafter – IWS) - work on a specific list of topics reserved for independent study, provided with educational and

¹² State Compulsory Standard for Higher Education, Op. cit., clause 2.

¹³ Rules for the organization of the educational process on credit technology of education, Op. cit., clause 2.

¹⁴ State Compulsory Standard of Higher Education, Op. cit., clause 2.

methodological literature and recommendations; depending on the category of students, it is divided into independent work of a student (hereinafter referred to as IWS), independent work of a graduate student (hereinafter referred to as IWG) and independent work of a doctoral candidate (hereinafter referred to as IWD); the entire volume of IW is confirmed by tasks requiring daily independent work from the student;

43) Grade Point Average (GPA) - the weighted average assessment of the student's academic achievement of the chosen program over a certain period of time (the ratio of the sum of credits to the digital equivalent of the total score for all types of academic work to the total number of credits for these types of work during the training period);

44) transcript – a document containing a list of mastered disciplines and (or) modules for the relevant period of study, indicating credits and grades in alphabetic and numerical terms¹⁵;

45) standard curriculum (hereinafter - SC) - an educational document of the discipline of a compulsory component of the educational program, which defines the content, volume, recommended literature;

46) adviser - a teacher who performs the functions of an academic mentor of a student in a relevant specialty, assisting in the choice of a learning trajectory (development of an individual curriculum);¹⁶

CHAPTER 2. GENERAL INFORMATION

This Policy is developed on the basis of the Academic Policy approved by the Academic Council (minutes No. 13 dated June 26, 2015) and in accordance with the requirements of the regulatory acts of the Ministry of Education and Science of the Republic of Kazakhstan and Joint-stock company “M.Narikbayev KAZGUU University” (hereinafter referred to as M. Narikbayev KAZGUU University).

The provisions of this Policy are subject to revision if changes are introduced to the regulatory acts defining educational activities in the Republic of Kazakhstan, the strategy and Charter of M. Narikbayev KAZGUU University, or requirements to the educational programs.

The Policy is intended for students, faculty, administrative staff, administering the educational process, and other interested stakeholders.

M. Narikbayev KAZGUU University requires that all teachers, students and staff follow the principles of academic integrity and avoid any actions or attempted actions that could be considered as academic misconduct. All departments of the University shall familiarize students and staff with the principles of academic

¹⁵ Rules for the organization of the educational process on credit technology of education, Op. cit., clause 2.

¹⁶ State Compulsory Standard for Higher Education, Op. cit., clause 2.

integrity and warn about the consequences of their violation, which are stated in the Handbook on Ensuring Academic Integrity (<http://tson.kazguu.kz/file/rukovod.pdf>).

M. Narikbayev KAZGUU University guarantees equal opportunities for all students and does not discriminate against students with special needs, on racial, national, ethnic, religious, gender grounds, as well as on the basis of social status, marital status, physical abilities, age or other personal characteristics.

Special conditions for the organization of the learning process and research may be determined for individuals with special educational needs, on the basis of the student's application and in accordance with the decisions of the Academic Quality Committees of the respective higher schools.

The admission procedure is based on the principles of openness and transparency. M. Narikbayev KAZGUU University strives to ensure that all appeals are considered impartially and fairly. The admission procedure is based on clearly defined criteria used to make decisions when selecting students. Rules for admission to study at M. Narikbayev KAZGUU University is governed by the Admissions Policy of M. Narikbayev KAZGUU University (<http://kazguu.kz/ru/abiturientam>).

2.1 ORGANIZATION OF THE EDUCATIONAL PROCESS

The academic year begins and ends according to the academic calendar, approved by the decision of the Academic and Research Council (Academic Council).

The academic year consists of academic periods (semester – 15 weeks, trimester – 10 weeks, quarter – 7-8 weeks, additional periods: summer and winter schools), periods of mid-term assessment, practice, vacations, the period of end-of-course assessment (at the final course)¹⁷; term times, examination dates, professional practices with days of rest (holidays) are indicated in the academic calendar.

Summer and winter schools are organized to meet the needs for additional training, eliminate academic debt or the difference in curricula, study disciplines and to recount credits earned by students at other universities at their home university, and increase the average GPA.

Each academic period ends with an examination session of students, the duration of which should be at least 1 week. Vacations are provided to students at least 2 times during the school year, the total duration of which should be at least 7 weeks, with the exception in the senior year¹⁸.

The standard term for undergraduate studies is 4 years or 3 years for students who have acquired technical and vocational education. The student studying on a paid basis determines the term of study independently in accordance

¹⁷ State Compulsory Standard of Higher Education, Op. cit., clause 27.

¹⁸ Rules of the organization of the educational process on credit technology of education, Op. cit., clause 20.

with the chosen learning path; however, in this case the term of study cannot exceed 10 years without break for academic leave.

Study for the master's degree at M. Narikbayev KAZGUU University is built on the following principles:

- support of the newest research topics developed together with exclusive partner employers;
- attracting the best lecturers (including practitioners);
- maximum orientation on research topics when planning curricula;
- compliance with the principles of academic integrity;
- the proportional ratio of the classroom and extracurricular load;
- practice-oriented;
- integration of the student's research activity into the learning process;
- support of the creative freedom of the research.

The standard period of study for the master's degree is:

- core direction – 1 year;
- core direction – 1.5 years;
- scientific and pedagogical direction – 2 years¹⁹.

The graduate student studying on a paid basis determines the term of study independently in accordance with the chosen learning path; however, in this case the term of study cannot exceed 5 years without break for academic leave.

The standard term for doctoral studies is 3 years.

2.1.1 LEARNING TRAJECTORY IN MASTER'S PROGRAMS OF KAZGUU LAW SCHOOL

Study in both directions (core and scientific and pedagogical) of the master's degree programs of KAZGUU Law School includes theoretical training, practical training (research, teaching), writing a thesis (project), and passing the state exam.

A graduate student of KAZGUU Law School can simultaneously study no more than 2 disciplines. Depending on the number of credits, learning a discipline can last from 3 to 7 weeks. Exceptions may be connected with the requirements of a particular academic program. Upon completion of one discipline, the graduate student begins to study the following one. Thus, the schedule of studies for the master's degree at KAZGUU Law School changes approximately within 1-2 months.

2.2 STATUS OF DEGREE AND NON-DEGREE STUDENTS

There is the following classification of degree and non-degree students at M. Narikbayev KAZGUU University:

- 1) a student – any student who intends to complete educational programs and obtain an academic degree; they are undergraduate and graduate students.

¹⁹ State Compulsory Standard of Higher Education, Op. cit., clause 7, clause 60.

2) an exchange student – any student studying at M. Narikbayev KAZGUU University coming from another institution on academic mobility program.

3) an audit student - any person admitted to take classes but is not graded or given credit for a particular course.

4) a non-degree student – any person who has fulfilled the admission requirements of the higher school and admitted to the educational program.

A person admitted to the program as a non-degree student, must have a certificate of completion of secondary education, a diploma of technical and vocational or higher education, or a valid certificate of delivery of unified national testing (hereinafter – UNT) or complex testing of higher-education applicants (hereinafter – CT).

5) an audit student of the Provisional Program.

2.3 ATTENDANCE POLICY

A student is required to attend all types of classes which are stated in the discipline syllabus.

A teacher keeps the records of class attendance in the Attendance Canvas LMS module.

In case of missing more than 20% of the total number of classes over the academic period, the discipline is not considered as completed. In this case, current grades in the discipline are canceled upon completion of theoretical training and the student is given an “F” for the course. If the syllabus provides for the final exam, the student is not allowed to take the final exam.

In exceptional cases (illness (personal or child issues), death of close relatives (father, mother, grandmother, grandfather, sibling, child, or spouse), sending the student to an educational or scientific event by the University), the student has the right to apply to Academic Quality Committee to obtain permission to re-take the exam.

During the online session in the distance learning format, attendance is taken into account by the teacher based on the video stream broadcast from the account of each student, as well as data (logs) about the actions of the participants of the online session, regardless of the platform and service used (LMS Canvas, ZOOM etc) In the absence of constant visual contact with the student using the tools of the platform or service used, the teacher record the absence from lesson as absence with no good reason.

In case of technical problems that make it impossible to broadcast the video stream, confirmation of the student’s actual attendance in the session is assigned to the teacher (periodic voice poll, content survey to student involvement, etc.).

A student who has received an “F” for missing classes has the right to re-take this discipline in the following and additional academic periods on a paid basis. To do this, the student shall again register for the academic discipline²⁰.

During the re-registration to the disciplines, established by the academic calendar, missed classes are not counted in the Canvas LMS.

2.4 INFORMATION SYSTEMS AND MEANS OF COMMUNICATION WITH STUDENTS

All faculty and students of M. Narikbayev KAZGUU University are provided with a virtual office in the automated information system AIS "Platonus" and in Canvas LMS; the corporate mail address is provided as well.

The AIS "Platonus" is a platform through which a student registers for the courses, views and reviews the class schedule, looks through individual study plan, checks the transcript, financial obligations to the University, and academic debts. The AIS "Platonus" is also a tool for administering the educational process.

In Canvas LMS:

- the teacher must submit an electronic course (syllabus, including expected learning outcomes assessment criteria, study materials, weight distribution of grades for completing assignments, etc.), checks the students' completed assignments and checks their written works for plagiarism in the Turnitin anti-plagiarism system, keeps track of academic performance and attendance, maintains correspondence with students, etc.;

- the student gets access to the syllabus, educational materials, looks through the academic record, calendar and other materials, maintains correspondence with the teacher, submits completed work, etc.

Teachers and students of M.S.Narikbaev KAZGUU University during online session (broadcasting a video stream) in the distance learning or work format are required to observe visual and speech etiquette, namely: to comply with the requirements for a neat appearance, not to allow demonstration of open parts of the body, obscene, provocative or violating the norms of the legislation of the Republic of Kazakhstan images, including on clothes and background, not to involve in the broadcast persons who are not students of this course, not to show pets, not to perform any other actions that may cause a distraction or disruption of the normal course of the lesson or any other academic event. In case of violation of the specified requirements by the student, the teacher or any other person with academic administrative authority must stop or block the student's access to this lesson / event and record the fact as absence with no good reason. Depending on the nature of violations of these rules, the university administration, teachers and students have the right to apply to the appropriate higher education committee in order to bring the offender to disciplinary action.

²⁰ Rules of the organization of the educational process on credit technology of education, Op. cit., clause 36.

The corporate mail (Outlook) is an official method of communication at M. Narikbayev KAZGUU University.

Telegram-bot is used as an additional tool for informing and communicating with students; it is used for sending out announcements, receiving applications for transcripts and references from the place of study, and consulting the students.

To ensure the efficiency for the consideration of appeals and the transparency of document transmission, M. Narikbayev KAZGUU University uses electronic document management system.

The guidelines, policies, procedures, academic calendar and other official documents governing the educational processes of M. Narikbayev KAZGUU University, are posted on the website (<http://kazguu.kz>). Students are advised to check daily incoming mail and messages in information systems. Information and messages posted by the administration or teachers are regarded as received and read by students.

Students must submit all official appeals (including complaints) in written form to the SSC (Student Service Center) of KAZGUU University. The student independently registers, writes and submits applications in the electronic information systems of the University. The procedures for registration and submission of all forms and types of applications in the electronic information systems of the University are treated as written applications.

The Standards Processing Students' Requests (SCHEMES) were adopted at M. Narikbayev KAZGUU University.

The users of the AIS "Platonus", Canvas LMS and corporate mail are required to maintain confidentiality and take measures to protect personal data, and not share their login name and password with others.

CHAPTER 3. ECTS

3.1 ECTS AND STUDY LOAD

ECTS is a student-centered system for credit accumulation and transfer, based on the principle of transparency of the learning, teaching and assessment processes.

ECTS credits express the volume of learning based on the defined learning outcomes and their associated workload. Workload is an estimation of the time the individual typically needs to complete all learning activities;²¹.

The standard workload of a full-time student during the academic year is 60 ECTS, which, on average, corresponds to 1800 hours per year (30 hours per one ECTS credit), for individual students/types of work, the actual time to achieve learning outcomes may vary.

²¹ Rules for the organization of the educational process on credit technology of education, Op. cit., clause 2.

The recommended workload for the undergraduate students is defined in the academic catalog of the higher school²².

The maximum number of credits per semester is 30 ECTS; the minimum number of credits per semester is 20 ECTS²³.

A student with the permission of an advisor can take 31-35 academic credits.

In exceptional cases, students may be allowed to take more (36 to 40 academic credits) or fewer credits (less than 20 academic credits) upon approval by the appropriate Committee for Academic Quality.

During the summer school, the student can take no more than 20 ECTS credits, during the winter school – no more than 10 ECTS.

Credits are awarded to students only if they have achieved the defined learning outcomes.

While preparing for their intended career with their major, students can choose one or more minor programs²⁴.

Minor program:

- has following admission requirements: GPA, completed prerequisite courses, etc.;

- consists of several sequentially studied disciplines;

- may be offered as a separate certification program (for different categories of students);

- disciplines can be studied separately in different academic periods (“credit accumulation system”), but sequentially to obtain a certificate;

- is selected by the student independently from the academic catalogs of higher schools;

- can be studied in the course of the academic program (credits for minor disciplines are included in the 240 ECTS of the major program) and/or in addition to the major program.

In the course of the academic program, a student may choose to pursue no more than two minors. If a student wants to master more than two minors, he or she should appeal to the Committee on Academic Quality.

The requirements of the minor programs are registered in the academic catalogs of higher schools.

3.2 ECTS CREDIT RECOGNITION POLICY

Credit transfer is the process of having credits awarded in one context (program, institution) recognized in another formal context for the purpose of obtaining a qualification. Credits awarded to students in one program may be

²² Rules for the organization of the educational process on credit technology of education, Op. cit., clause 73.

²³ State Compulsory Standard for Higher Education, Op. cit., Appendix No. 1.

²⁴ Rules for the organization of the educational process on credit technology of education, Op. cit., clause 2.

transferred from an institution to be accumulated in another program offered by the same or another institution.

The recognition of credits is mostly based on the learning outcomes achieved, that is, what the learner knows and can do, rather than on the formal procedures that led to the completion of the degree²⁵.

The recognition of credits means that the quantity of credits received in one educational institution will replace the quantity of credits, which are given for the same results of study in the other educational institution that assigns credits. For example, 4 ECTS credits for one element in one educational institution can replace 5 ECTS credits for one element at M. Narikbayev KAZGUU University, if the learning outcomes are equivalent.

When transferring earned credits in academic disciplines, the difference in the forms of the final assessment is not taken into account. The credit is equivalent to the letter system for assessing student's academic achievements, corresponding to the digital equivalent of a four-point system in the range from the minimum D (1.0; 50-54%) to the maximum A (4.0; 95-100%).

The decision to recognize and transfer credits is made by the Committee on Academic Quality based on a comparison of educational programs, the contents of the list of completed courses, the volume of learning, acquired knowledge, skills, competencies, achieved learning outcomes and assessment results.

The decision of the Committee on Academic Quality is published in the minutes. In certain cases, the Committee may recommend retaking the course, studying another elective course, or passing a major examination. The advisor, based on the decision of the Committee on Academic Quality, corrects the difference in courses according to the curriculum.

By the decision of the Committee on Academic Quality, the credits can be transferred and recognized for the following categories of students:

- students from the International Baccalaureate program and Nazarbayev Intellectual Schools;
- students with technical vocational education in related specialties;
- graduate students who studied the disciplines of the educational program of the master's degree while studying for the bachelor's degree;
- students of the Provisional Program, entering the University, who have taken the courses of the bachelor's program; but not more than 35 ECTS;
- non-degree students who have taken the courses of the bachelor's and master's degree programs, when enrolling as bachelor and master students; but not more than 40 ECTS per academic year, the term of stay in the status of "non-degree" is not more than 3 years.

The list of disciplines and requirements for credit transfer are registered in the academic catalogs of higher schools.

²⁵ Rules for the organization of the educational process on credit technology of education, Op. cit., clause 48.

3.2.1 SPECIAL REQUIREMENTS OF THE HIGHER SCHOOL OF ECONOMICS CREDIT TRANSFER POLICY FOR NON-DEGREE STUDENTS

- non-degree student can take courses (modules) which comprise not less than 60 ECTS per 1.5 years, but not more than 30 ECTS per one academic year;
- validity period for credit transfer - 2 years;
- non-degree student must gain at least 2.67 GPA, which is set as a criterion for credit transfer.

Courses (modules) of up to 30 ECTS for non-degree students can be transferred by the decision of the Committee on Academic Quality of the Higher School of Economics.

A non-degree student can take courses (modules) of up to 40 ECTS if she/he meets the following criteria:

- has IELTS certificate 6.0 and above;
- is a graduate of the Bachelor's program in English as a medium of instruction with 2.0 GPA and higher;
- has work experience relevant to the academic program he or she applies for;
- has gained at least 2.67 GPA during the course of study.

The courses (modules) of up to 40 ECTS taken by the above mentioned non-degree students can be transferred by the decision of the Committee on Academic Quality of the Higher School of Economics.

Disciplines in the bachelor's program of the Higher School of Economics will not be included in the calculation of the GPA and the process of internal transfer of credits for non-degree students willing to enter the master's program. As an exception, the disciplines included in the certification programs such as ACCA, FRM, CIMA, HRCI can be considered for internal credit transfer and GPA calculation.

Transfer of credits of a non-degree student, who is a graduate of another higher educational institution, can only be carried out by the decision of the Committee on Academic Quality of the Higher School of Economics.

3.3 BELL CURVE

Grading on a curve (Bell Curve) is a method of assigning grades to students based on their relative performance in comparison to classmates' performance. To analyze the quality of teaching and grading, a normal distribution diagram is constructed (see Table 1).

Table 1. Grade distribution for constructing Bell Curve

ECTS score	Grade rating letter system	Percentage of students usually receiving this grade	Comments
A	A, A-	10	The use of words such as “excellent” or “good” is not recommended, as they do not coincide with the percentage based ECTS rating system.
B	B +, B, B-	25	
C	C+,C, C-	30	
D	D +, D	25	
F	FX F	10	FX – some more work required before credit can be awarded F- Fail

All M. Narikbayev KAZGUU University instructors are obliged to ensure the methodological diversity of assignments and exams that allows differentiated assessment of students taking a course.

When assessing all assignments and exams, instructors adhere to the above ratios, except for small classes (less than 30 students) and courses included in certification programs (ACCA, CFA, FRM, CIMA, HRCI, etc.)

It is obligatory to keep the percentage of “excellent” (A, A-) (10%) grades as stated; as regards to other grades, the permissible deviation from the norm is no more than 5%.

In the event of a deviation from the norm, it is necessary to initiate a personal hearing of the case in order to assess the quality of teaching of particular instructor at the Committee on Academic Quality. One of the possible consequences could be non-admission of instructors to teaching at M. Narikbayev KAZGUU University.

If the permissible percentage of “excellent” (A, A-) (10%) grades is exceeded, the Committee on Academic Quality may decide to cancel the results of the exam.

The grade distribution in small classes (less than 30 students) is also analyzed for the inadmissibility of abnormal deviations, indicating a negligent, biased or incompetent approach to the assessment.

Signs of negligent, biased or incompetent approach to the assessment are:

- the same grades are prevailing for the majority of students;

- assignments and exams are lacking methodological differentiation by levels of difficulty;
- assignments and exams are designed to check memorization of information rather than its application;
- course content and tasks are primitively designed, which is a deliberate underestimation of the methodological level of complexity;
- any other actions that undermine principles of transparency, objectivity, and fairness in assessing the competencies of students”

3.4 GRADING SYSTEM

3.4.1 ASSESSMENT OF STUDENTS’ ACADEMIC ACHIEVEMENTS

Students’ learning achievements (knowledge, abilities, skills and competencies) are assessed in grades on a 100-point scale, corresponding to the internationally accepted letter system with a numeric equivalent (positive grades, in decreasing order, from "A" to "D", and "unsatisfactory" - “FX”, “F”) and corresponding to the traditional grading system.

Learning achievements of students are assessed using a grade-rating letter system with their transfer to the traditional grading scale as indicated in Table 2.

Table 2. Grade-rating letter system for assessing the students’ educational achievements with their transfer to the traditional grading scale ²⁶

Letter Grade	Numeric equivalent	Grades (%)	Traditional system	General Description of Evaluation Criteria
A	4.0	95-100	Excellent	A candidate shows the mastery of content at the highest level of the academic programme. This grade clearly shows an outstanding performance in critical and independent thinking, analysis, and synthesis.
A-	3.67	90-94		
B+	3.33	85-89	Good	A candidate shows a very good level of academic performance. These grades indicate a good academic programme, a good performance in critical thinking, analysis, and synthesis.
B	3.0	80-84		
B-	2.67	75-79		
C +	2,33	70-74		

²⁶ Model rules for the activities of organizations of higher and (or) postgraduate education, approved by order of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018 No. 595 // Information and legal system of regulatory legal acts of the Republic of Kazakhstan “Adilet” Available at <http://adilet.zan.kz/rus/docs/V1800017657> (Retrieved date 10/17/2019), Appendix No. 1.

C	2.0	65-69	Satisfactory	A candidate demonstrates a poor level of academic achievement. This assessment indicates a partial mastery of critical thinking skills.
C-	1,67	60-64		
D +	1.33	55-59		
D	1,0	50-54		
FX	0.5	25-49	Unsatisfactory	A candidate demonstrates a poor level of the academic programme. These grades indicate a partial or some level of performance in authenticity, partial performance in critical thinking, analysis, and synthesis.
F	0	0-24		A candidate poorly demonstrates a very low level of the academic programme. This grade signifies a seriously deficient performance in authenticity, deficient performance in critical thinking, analysis, and synthesis.
P	-	-	Pass	Full-time students who are not on an academic probation may, with the permission of the Committee on Academic Quality, choose elective discipline with a grade of "P". The maximum number of credits for the entire training period is 10 ECTS . Grades "pass" / "not pass" do not have an expression in points and is not taken into account when calculating the GPA . Credits in the discipline in the case of obtaining a grade of "P" are counted.
PF	-	-	Not pass	Credits in the discipline in the case of obtaining a grade of "PF" are not counted.

Evaluation criteria for the current and final assessment are described in the discipline syllabus.

If a student fails the exam and receives an “unsatisfactory” grade corresponding to “FX”, he or she has the opportunity to re-take the final exam without re-studying the discipline/module. If the student repeatedly receives the “unsatisfactory” grade corresponding to “FX” in the final exam, then he or she has the right to re-take the final exam for the second time without having to re-study the discipline/module. If the student receives the “unsatisfactory” grade for the third time, then he or she is expelled for academic failure. Retake of the final exam is allowed in the period specified in the academic calendar, before the start of the next academic period.

If a student receives an “unsatisfactory” final grade corresponding to “FX”, the student must re-enroll in the discipline/module, study the entire program, complete all tasks, be admitted to the final exam, and pass the final exam.

If a student receives an “unsatisfactory” final grade corresponding to “F”, the student must re-enroll in the discipline/module, study the entire program, complete all tasks, be admitted to the final exam, and pass the final exam. In this case, the student retakes course on a paid basis²⁷.

The student has the right to study one discipline no more than three times. If, after studying the discipline for the third time, the student receives an "unsatisfactory" grade (corresponding to "FX" or "F"), then he/she is expelled from the university for academic failure.

At the same time, the student at his/her own will shall be transferred to another educational program, in which there is no academic discipline, according to which he/she has already received an “unsatisfactory” grade, within the next holiday period. However, this requirement does not refer to general education disciplines. Thus, if the student receives the “unsatisfactory” grade corresponding to "FX" or "F" in the discipline of the general education cycle, then the student has the right to transfer to another educational program regardless of whether this discipline is in it or to remain on the same educational program²⁸.

To get a credit in “Physical Education” discipline a student shall receive a “pass”. However, “pass” and “fail” grades are not taken into account when calculating GPA.

It is obligatory to take "Physical Education" course in the first and second years of study.

All types of professional practices are assessed and assigned credits. Grades for all practices are taken into account when calculating GPA.

Current and final grades of the students with financial debt are not published in the learning management platform Canvas LMS and their data is automatically blocked.

3.4.2 ADMINISTRATIVE GRADES

Administrative grades can be used both in undergraduate and graduate programs, and are not taken into account when calculating GPA.

1) Grade “Incomplete” (“I”) is a temporary grade that can be given by the instructor to the student in agreement with the Committee on Academic Quality, provided that the student scored at least 50 points in the current assessment and attended at least 80% of the classes.

Grade "Incomplete" is not assigned any credits.

"I" grade can be given in the following cases:

²⁷ Rules for the organization of the educational process on credit technology of education, Op. cit., clause 36.

²⁸ Model Rules for the Activities of Higher and / or Postgraduate Education Organizations, Op. cit., clause 44

- illness (personal or of a child);
- death of close relatives (father, mother, grandmother, grandfather, sibling, child, spouse);
- student's business trip;
- other cases by the decision of the Committee on Academic Quality.

Grade "I" should be replaced by a letter grade at the beginning of the next semester, otherwise it will change to "F".

The instructor can change the "I" grade to a letter grade (A, A-B +, B, etc.), with the permission of the Committee on Academic Quality, upon completion by bachelor or master student of all the course work in full within the established deadline.

2) "Not Applicable" ("NA") grade - is awarded by the decision of the Committee on Academic Quality when transferring the discipline studied at another higher education institution. In this case, the discipline is considered as optional, is assigned credits, and is given "NA" grade in the transcript.

3) "Audit" ("AU") grade – is the grade given by the instructor to degree and non-degree students who have the permission of the Committee on Academic Quality to audit the discipline without being assessed (current, mid-term, final) and given final grades, provided that they visit not less than 60% of the classes.

The audited discipline can be regarded as optional for degree students by the decision of the Committee on Academic Quality without being assigned credits and given "AU" grade in the transcript.

Audit students can be issued a certificate by the decision of the Committee on Academic Quality.

3.4.3 APPEAL

The student, who does not agree with the assessment result, submits an application for an appeal addressed to the corresponding dean (director) of the higher school no later than the next working day after the grades are announced in Canvas LMS.

The appeal must be reasoned. If the student disagrees with the grade without specifying the necessary arguments, the appeal is returned to the applicant without consideration. A properly filed appeal is reviewed within five working days.

3.4.4 CHANGE OF GRADE

If the teacher needs to change the grade after completing the course, then he/she writes a statement addressed to the chairman of the Committee on Academic Quality or the dean (director) of the higher school. After approval by the Committee or the dean (director) of the higher school, the administrator of Canvas LMS, provides access for grading.

3.5 GPA

Grade Point Average (GPA) is the weighted average assessment of the student's academic achievement of the chosen program over a certain period of time (the ratio of the sum of credits to the numerical equivalent of the total score for all types of academic work to the total number of credits for these types of work during the training period)²⁹.

In order to calculate the average GPA, the grade is multiplied by the number of credits assigned to the course. The results of all courses are summarized. To determine the cumulative GPA, the amount of credit hours is divided by the total number of credits obtained by the student.

The student's GPA for a certain period of study is determined by the following formula: $GPA = \frac{Dg1 \times C1 + Dg2 \times C2 + \dots}{C1 + C2 + \dots} = Kt$,

Where:

Dg1, Dg2 – final grades in disciplines in numerical equivalent;

C1, C2 - volumes of the studied disciplines in credits;

Kt - the total volume of studied disciplines in credits for the entire period of study.

When calculating the average grade point, the latest grades in the discipline are taken into account.

The student's transcript shows GPA: for the academic period, the academic year and the entire period of study.

Some disciplines are not part of the academic cycle and the number of credits received on them is not taken into account when transferring a student from course to course. The list of additional disciplines is stated in the curriculum.

Graduation students are given the opportunity to increase their GPA by passing an integrative case. The list of disciplines, the structure and content of the case are determined by the decision of the Committee on Academic Quality.

The deadlines for students to submit applications, the submission of an integrative case are set in the academic calendar.

The results of the integrative case submission are approved at a meeting of the Committee on Academic Quality, the decision is transmitted to the Registrar's Office to make changes to the student transcript.

All activities related to the conduct of the integrative case, including grading, must be completed no later than April 15 of that year.

3.6 TRANSCRIPT

Transcript is a document containing a list of mastered disciplines, and other types of academic work performed over the corresponding learning period, showing credits and grades.

²⁹ Rules for organizing the educational process on credit technology of education, Op. cit., clause 2.

The transcript records all the academic disciplines that the student studied, indicating all the grades obtained for the final assessment (exam), including the grades FX and F, equivalent to "unsatisfactory" grade.

The transcript contains the following elements:

- the name of the university and contacts,
- the name of the higher school (faculty),
- data of the student (surname, name, middle name, individual code (ID)), name of the specialty,
- educational components for the corresponding period of study with an indication of the credits and grades received;
- Grade Point Average (GPA) for the academic period and the entire period of study³⁰.

The official transcript signed by the Provost and certified by the seal of the M. Narikbayev KAZGUU University, is issued by the Registrar' Office.

The informal transcript (without Provost's signature and not stamped) is available in the AIS "Platonus".

An official transcript is provided to students that have been expelled.

3.7 DIPLOMA SUPPLEMENT

The diploma supplement is an official document that complements the diploma of higher education.

After graduating from M. Narikbayev KAZGUU University, a student receives a diploma of the state standard, as well as a diploma supplement (state standard) in Kazakh, Russian and English languages³¹.

A diploma supplement (European) is a document which is published according to the standards approved by the European Commission, the Council of Europe and UNESCO, and is issued to the students in English language in accordance with their personal request³².

CHAPTER 4. COURSE REGISTRATION

The students of M. Narikbayev KAZGUU University are registered online through the AIS "Platonus".

The registration dates for each semester, summer/winter school are indicated in the academic calendar posted in the AIS "Platonus" and on the website <http://kazguu.kz/>.

Prior to registration, higher schools conduct presentations of disciplines, the terms of which are indicated in the academic calendar. The description of the

³⁰ Rules for the organization of the educational process on credit technology of education, Op. cit., paragraph 47.

³¹ State Compulsory Standard for Higher Education, Op. cit., clause. 37.

³² State Compulsory Standard for Higher Education, Op. cit., clause. 64

discipline and the profile of the instructor are posted in the AIS "Platonus" prior the beginning of the registration.

4.1 REGISTRATION OF DEGREE STUDENTS

Newly admitted to M. Narikbayev KAZGUU University students, transferred and readmitted students, are acquainted with the University system of education and its registration process for courses during the orientation period, the terms of which are specified in the academic calendar. During orientation they meet with the administration representatives, deans of higher schools, heads of departments, programs, and advisors. Registration for classes takes place after the orientation period.

The student jointly with his/her adviser chooses the courses that he/she plans to study in the upcoming academic period.

Graduate students on an academic probation can register for no more than 20 ECTS per semester.

The basis for giving access to registration are:

- Completion of all prerequisites required for a particular course;
- Absence of tuition debts.
- Payment for the number of credits planned to study.

In the event of exceptional situations (loss of breadwinner, death of close relatives, serious illness, etc.), the student has the right to appeal to the Committee on Academic Quality of higher school in order to:

- obtain permission to register for fewer credits than established by this Academic Policy;
- obtain permission not to register for one academic period.

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

The student has the right, within two calendar weeks after the start of the academic period, with the permission of the advisor:

- re-register for other disciplines;
- refuse to register for disciplines.

Late online registration or refusal to register for disciplines is possible only with the permission of the Committee on Academic Quality.

The development of the student's individual schedule is carried out on the basis of registration for the disciplines in the AIS "Platonus". During the re-registration period, the student is obliged to create a schedule for the academic period and attend classes during this period.

The individual curriculum of the student is approved by the advisor (manager) and the dean (director) of the higher school in the AIS "Platonus", within the period indicated in the academic calendar. The individual curriculum of the student is stored in electronic format in the AIS "Platonus" and is available to the student.

Academic groups are organized if sufficient number of students were enrolled for a class and for a given instructor, and if the group is considered as cost-effective.

The minimum required number of students in the academic group is determined by the Board of M. Narikbayev KAZGUU University.

If the number of students in the academic group is less than the required minimum or greater than the maximum, then the dean (director) of the higher school during re-registration period shall decide whether to reduce the number of groups or open an additional one.

The final schedule of studies for the academic period is approved by the Provost in the third week from the beginning of the academic period. After the approval of the schedule, all changes are made with the written permission of the Provost.

The University does not inform students personally about financial or academic debt, as well as the need to attend registration session for the next academic period, another term of study, course retake (information about academic performance, financial debt is available on the University's electronic information resources).

4.2 REGISTRATION OF NON-DEGREE STUDENTS

Any person wanting to attend courses at M. Narikbayev KAZGUU University must submit all the required documents and submit an application no later than five working days before the start of the academic period to the Committee on Academic Quality of the relevant school in order to obtain permission.

Upon obtaining permission from the Committee on Academic Quality, a prospective non-graduate student shall sign an agreement and pay in full for the number of credits planned to study in the academic period. Tuition fee is paid according to the Tuition Fee Register for the current academic year.

Achievement of the learning outcomes is approved at a meeting of the Committee on Academic Quality. Still, students are awarded neither an academic degree nor a diploma of higher or postgraduate education.

Non-degree students are entitled to register for the number of credits recommended by the Academic Quality Committee.

Non-degree students shall fulfill all the requirements of the disciplines and programs and pass the entrance examinations during current academic year to be admitted in bachelor or master students in accordance with the requirements of the Ministry of Education and Science of the Republic of Kazakhstan.

Admission requirements for non-degree students and students of Provisional Program are regulated by the Admission Policy for students of M. Narikbayev KAZGUU University (<http://kazguu.kz/ru/abiturientam>).

Students who wish to enroll in the discipline without passing the established forms of assessment (current, mid-term, final) and receiving a final grade submit an

application to the Committee on Academic Quality of the higher school. The application must be accompanied by: a copy of an identity card, a medical certificate 0-86U, and 2 photos of 3x4 format.

4.2.1 SPECIAL REQUIREMENTS OF THE HIGHER SCHOOL OF ECONOMICS REGISTRATION POLICIES FOR NON-DEGREE STUDENTS

A non-degree student can register for courses (modules) which comprise not less than 60 ECTS per 1.5 years, but not more than 30 ECTS per one academic year;

A non-degree student can take courses (modules) of up to 40 ECTS if she/he meets the following criteria:

- has IELTS certificate 6.0 and above;
- is a graduate of the Bachelor's program in English as a medium of instruction with 2.0 GPA and higher;
- has work experience relevant to the academic program he or she applies for;
- has gained at least 2.67 GPA during the course of study.

4.3. CANCELLATION OF CLASSES

Cancellation of classes is possible in following cases:

- lessons canceled due to official holidays;
- the instructor cancels the lesson, for objective reasons (sickness, travel to conferences, etc.);
- lessons are cancelled due to unforeseen reasons.

CHAPTER 5. ACADEMIC CONSULTATION

Academic counseling is an integral part of the learning process. Academic support for students at M. Narikbayev KAZGUU University is provided by the office of advisors, which is created in each higher school.

Each advisor is assigned a certain number of students. To get advice from an advisor, a student can contact him by corporate mail or schedule a counseling session on the website (<http://tson.kazguu.kz/ru/moj-edvajzer/>).

Academic counseling is a collaboration between an advisor and a student.

In this collaboration, the advisor should:

- know the academic requirements of the educational programmes, policies and procedures of M. Narikbayev KAZGUU University and a higher school;
- help with professional orientation of a student and professional competencies, discuss the relationship between academic training and life goals of a student, his or her prospective careers;
- provide students with relevant and necessary information about the requirements of M. Narikbayev KAZGUU University, higher schools and programs;

- assist students in planning their educational trajectory on each semester of the academic year, and in making decision at their choices of the courses;
- assist in orientation and adaptation to the educational process;
- assist students in planning their school hours;
- represent the academic interests of students before the administration of M. Narikbayev KAZGUU University;
- trace the progress of the students assigned to him/her;
- be available to students by scheduling sufficient office hours able to meet the needs of students (schedule of counseling sessions with students);
- be attentive to the individual needs of students.

The student should:

- know the policy, catalog and other regulatory documents of M. Narikbayev KAZGUU University, a higher school and programs related to his or her studies;
- plan the program of study and perform in his/her best effort for receiving an academic degree;
- know the academic performance records, awarded credits and grades received;
- monitor and timely receive relevant information regarding his/her studies published on the official sources of M. Narikbayev KAZGUU University (website, AIS "Platonus", Canvas LMS, etc.);
- understand personal responsibility for making decisions regarding learning goals and objectives, as well as to meet the requirements necessary to graduate M. Narikbayev KAZGUU University;
- take personal initiative and actively participate in consultations and planning of their own learning process.

CHAPTER 6. GENERAL PROVISIONS ABOUT PRACTICE

Professional practice shall be a mandatory component of the educational training program.

The Committee on Academic Quality of the higher school develops and approves the Rules for Organization and Conduct of Professional Practice on academic programs.

Programs of practice are approved by the academic quality committees of higher schools.

The types, terms, scope and content of practices are determined by this Academic Policy, programs, as well as the Rules for Organization and Conduct of Professional Practice on academic programs. A description of the practice on academic programs is included in the catalogs of higher schools.

Dates of professional practice are indicated in the academic calendar for the current academic year.

The form of the contract for the practice is determined by the educational program.

The results of the professional practice are assessed using a grade-rating letter system.

6.1 PROFESSIONAL PRACTICE OF BACHELOR'S PROGRAM

Professional practice is divided into educational, pedagogical, industrial and pre-diploma practice.

Educational practice is organized for first-year students aiming at acquainting the students with the basis and social significance of the chosen profession, further consolidation and deepening of theoretical knowledge, developing students' professional skills, and increasing motivation for professional activity.

Pedagogical practice is organized for second, third and fourth year students and is carried out with the aim of developing the practical skills necessary in pedagogical activity.

Industrial practice is organized for second, third and fourth year students aiming at obtaining professional skills in the main educational program, developing independent work skills in the workplace and gaining organizational work experience.

Pre-diploma practice is carried out at the graduation course in order to collect empirical data for the graduation project and to complete specific tasks related to the writing of the graduation project, and is included in the total volume credits allocated to industrial practice.

The content of the pre-diploma practice is determined by the theme of the graduation project. Pre-diploma practice is carried out in the period of industrial practice and is given credits allocated to industrial practice.

The supervision of the pre-diploma practice is usually carried out by the supervisor of the diploma project.

The results of the pre-diploma practice are summed up at the preliminary defense of the graduation project or by the practice supervisor.

Professional practice can be introduced into academic process both independent from the academic period, and within the academic period.

The duration of practice of the bachelor's degree is determined in weeks based on the standard time that student spends at work in a week, which is equal to 30 hours (6 hours a day with a 5-day working week).

The results of professional practice are taken into account when summing up the results of mid-term assessment.

The procedure for selecting and evaluating internship places, developing a methodology and assessing competencies and results of the practice is determined by higher schools.

Organizations shall be defined as bases for professional practice of students, if their statutory activities correspond to the profile of personnel training and the

requirements of the educational program, if they have qualified personnel to manage professional practice and the material-technical base.

Students undergo professional practice in the city of Nur-Sultan. The list of practices bases is determined by the corresponding structural units of higher schools (Career Center, Office for Professional Practice, Career and Employment Center, etc.).

It is allowed to have internship outside the city of Nur-Sultan in the following cases:

1. A student entered into an employment contract with an organization, which is a practices base, for the purpose of further employment. Upon completion of practice, the student is required to provide a copy of the employment contract and the pension fund (ENPF) statement.

2. A student undergoes practice at organizations which are accredited partners of the higher school.

3. In exceptional circumstances, a student has the right to appeal to the Committee on Academic Quality to obtain permission to practice outside the city of Nur-Sultan.

A student submits an application and supporting documents for obtaining permission to practice outside the city of Nur-Sultan, usually no later than a month prior the beginning of professional practice.

Full-time distance learners, working in their specialties, can undergo professional practice (academic, pedagogical or industrial) at their workplaces only with the permission of the Committee on Academic Quality. At the same time, students doing the graduation project undergo pre-diploma practice. Upon completion of the professional practice, the student appeals to the Committee on Academic Quality to award him/her credits for practice.

Full-time distance learners who do not work in their degree fields are required to undergo professional practice at practices bases determined by their higher schools.

Higher schools plan and organize all types of professional practices, conclude agreements with enterprises, institutions and organizations of various forms of ownership for students' practices, and perform other types of work as defined by the Rules for Organization and Conduct of Professional Practice.

The manager/coordinator of the higher school places in Canvas LMS the Rules for Organization and Conduct of Professional Practice, prior the beginning of the professional practice helps the students to prepare for practice, gives consultations in accordance with the practice program, monitors the progress of students, checks the intermediate and final reports uploaded to Canvas LMS, checks them for plagiarism in "Turnitin", conducts correspondence with students, etc.

The student gets access to the posted materials on the practice, submits interim and final reports on the implementation of the practice program in Canvas LMS.

The management of professional practices is carried out by teachers, practitioners, managers/coordinators with higher and/or postgraduate education in the related field.

6.2 PROFESSIONAL PRACTICE OF MASTER'S AND DOCTORAL PROGRAMS

The educational program of the master's degree in scientific and pedagogical direction includes two types of practices that are conducted simultaneously with theoretical training or in a separate period:

- 1) pedagogical practice in the cycle of basic disciplines (BD) – at M. Narikbayev KAZGUU University;
- 2) research practice in the cycle of profiling disciplines (PD) - at the place of the dissertation.

Pedagogical practice is conducted with the aim of developing practical skills in teaching and learning. In this case, master students are attracted to conduct classes as assistant teachers at M. Narikbayev KAZGUU University.

The research practice of the master students is conducted in order to familiarize them with the latest theoretical, methodological and technological achievements of domestic and foreign science, modern methods of scientific research, processing and interpretation of experimental data.

The educational program of the master's program includes practical training in the PD cycle.

The manager/coordinator of the higher school places in Canvas LMS the Rules for Organization and Conduct of Professional Practice, checks the intermediate and final reports uploaded to Canvas LMS, checks them for plagiarism in "Turnitin", conducts correspondence with students of the master's program of the core direction. The master student gets access to the posted materials on the practice, submits interim and final reports on the implementation of the practice program in Canvas LMS.

Practical training in the PD cycle is carried out in order to consolidate the theoretical knowledge gained in the learning process, the acquisition of practical skills, competencies and professional experience in the master's' educational program, as well as the development of advanced experience.

The supervision of scientific internships, research practices of master students and doctoral candidates is carried out by candidates or doctors of sciences, PhDs and doctors of profile, or by holders of academic degrees (associate professor (docent), professor) who are actively engaged in scientific research, and (or) scientists, practitioners with scientific publications in the relevant fields.

The program of the practice, practices base, terms and form of the report for practice are included in the individual work plan of the master student, which is developed under the supervision of the adviser.

Doctoral education programs in terms of vocational training shall be developed on the basis of studying the experience of foreign universities and research centers that implement accredited training programs for PhDs or doctors of profile.

The practice is carried out in order to develop practical skills of scientific, research, pedagogical and professional activities. The doctoral education program shall include:

- 1) teaching and research practice - for students in the PhD program;
- 2) industrial practice - for students in the profile doctoral program.

During reaching practice doctoral students are attracted to conduct classes in the undergraduate and graduate programs as well as teaching full courses.

The research practice of the doctoral candidate is carried out with the purpose of studying the latest theoretical, methodological and technological achievements of domestic and foreign science, as well as consolidating practical skills, applying modern methods of scientific research, processing and interpreting experimental data in the dissertation research.

The internship of the doctoral candidate is carried out in order to consolidate the theoretical knowledge gained in the learning process, and to improve the professional level.

The content of research and industrial practice is determined by the topic of the doctoral dissertation.

The program of the practice, practices base, terms and form of the report for practice are included in the individual work plan of the doctoral student, which is developed for the entire training period.

CHAPTER 7. RULES FOR TRANSFER OF STUDENTS FROM COURSE TO COURSE

7.1 GENERAL REQUIREMENTS FOR TRANSFER FROM COURSE TO COURSE

To complete training within the standard training period, it is recommended that the student comply with the requirements for transfer from one course to another.

Students are transferred from course to course based on the results of the academic year, taking into account the results of summer/winter school in accordance with the requirements of a higher school and a specific educational program. The transfer of students from course to course is documented by the order of the Provost.

Students who have gained enough points and who have completed the requirements of a higher school for transferring from one course to another are transferred to the next course.

A student, who has not been transferred to the next course and has not appealed to the Committee on Academic Quality in a timely manner, could be held back a year by the order of the Provost of M. Narikbayev KAZGUU University.

Students, who are holders of the state grant, are obliged to master the number of credits stipulated by the educational program.

A held back student has the right to study according to a previously developed individual curriculum or to develop a new individual curriculum in accordance with established procedure.

Held back students, who are holders of the state grant, lose their educational grant and continue their further education on a paid basis.

Students who are transferred to the next course, having academic debt, re-take the relevant disciplines on a paid basis, except for the project “Creativity, Service, Intelligence” (for those entered in 2019); this project is carried out on a free basis for two consecutive academic periods.

Students, holders of educational grants, and having academic debts, are transferred to the next course without losing an educational grant on condition to re-take the relevant disciplines on a paid basis.

A student with GPA below 2.0 at the end of the academic year is put on academic probation and is not transferred to another course.

A student on academic probation, may register for:

- no more than 20 ECTS per semester if their GPA for the entire learning period ranges from 1.67 to 2.0;
- no more than 15 ECTS per semester if their GPA for the entire learning period ranges from 0 to 1.66.

The requirements of educational programs for transferring from course to course are described in the academic catalogs of higher schools.

7.1.1 SPECIAL REQUIREMENTS FOR TRANSFER FROM ONE COURSE TO ANOTHER IN MASTER’S PROGRAM

1) Master students of KAZGUU School of Law shall have at least 2.0 GPA to be transferred to the next course.

2) The transfer of students of the Higher School of Economics from course to course is carried out on the basis of the approved transfer criteria. Students who are transferred from course to course must:

- gain at least 1.0 GPA;
- complete 40 ECTS/20 credits in the first academic year.

A master student with GPA below 2.0 at the end of the academic year is put on academic probation.

7.2 COURSE RETAKE

Student can retake a course in case if he/she:

- fails the course;
- desires to improve GPA.

The last grade obtained for the course, is introduced into transcript and used in the calculation of GPA.

To retake a course student should register and include the course into his/her individual study plan. During an extra semester student is obliged to attend all classes and pass all examinations of the course. The student cannot use his/her previous work in this course when submitting works for current, midterm and final assessment.

Student, holder of educational grant, and having academic debts, is transferred to the next course without losing the educational grant on condition to re-take the relevant disciplines on a paid basis.

A student, having received a final failing grade on the discipline of the component of choice (hereinafter referred to as the elective discipline) has the right to retake the same course or replace it with another elective course, according to established order. Replacement of the course must be agreed with the adviser of the department and the Office Registrar.

Payment for re-taking the course is carried out according to the Tuition Fee Register for the academic year.

CHAPTER 8. PROCEDURE FOR GRANTING ACADEMIC LEAVE

Academic leave is the period for which a student of M. Narikbayev KAZGUU University temporarily interrupts his/her studies due to illness, military conscription or caring for a child.

8.1 ACADEMIC LEAVE

To apply for academic leave, the student submits an application to SSC KAZGUU addressed to the Provost of M. Narikbayev KAZGUU University and presents supporting documents.

Academic leave, for a period of 6 to 12 months, is granted to a student on the basis of the decision of the medical advisory board at outpatient clinics due to illness, military conscription, birth of a child, adoption of children under the age of 3 years.

The Order on Academic Leave, stating the dates, is issued 3 days after providing the supporting documents.

A copy of the Order on Academic Leave to a holder of the state educational grant, financed from the Republican budget, is sent to the Ministry of Education and Science of the Republic of Kazakhstan or the relevant branch ministry within three working days. The copy of the Order on Academic Leave to the holder of the grant,

financed from the local budget, is sent to the local executive bodies on education, in order to make corrections in the amount of finances allocated to this program and in financing schedule.

8.2 RETURNING FROM ACADEMIC LEAVE

The student is obliged to document returning from academic leave at the end of the period specified in the order.

Upon returning from academic leave, the student continues his/her studies in the year of study (and in academic period) that had been assigned before his/her academic leave.

Prior to an application the student gives his/her transcript to advisor (manager) and requests to determine the difference between the academic courses in the curriculum. Academic course differences are based on comparing the programs of the studied disciplines (according to the catalog and syllabus (if necessary)), and ECTS credits in the transcript.

Students study academic course differences either along with current courses or in the summer semester.

In case of differences of Academic Leave and Returning from Academic Leave dates, the student is required to meet all educational tasks and earn required rating points in accordance with the individual curriculum, with the consent of the Committee on Academic Quality, or she/he needs to register for the summer semester courses

To fill in the gap in courses, the student, along with current courses, attends all types of learning sessions, submits all types of current and midterm works provided in the working curriculum for these courses, receives admission and passes the final exam during the examination session according to the academic calendar.

CHAPTER 9. GENERAL RULES FOR TRANSFER, READMISSION AND EXPULSION OF STUDENTS

Students can be transferred from course to course, from one higher educational institution to another, from one form of education to another, from one educational program to another and change the language of instruction.

Students' applications for transfer and readmission are considered by the Provost of M. Narikbayev KAZGUU University during the summer and winter holidays within five working days prior the beginning of the next academic period.

Students can be transferred or readmitted after expulsion if they completed the first academic period of the program being mastered according to the individual curriculum. In this case, the student is transferred or readmitted to any form of

training, to any program (specialty) and to any university, regardless of the expulsion terms during the readmission³³.

At transfer or readmission of students, the course of their further training is determined taking into account prerequisites, compliance with the requirements of M. Narikbayev KAZGUU University and educational programs.

During the transfer and readmission of students, the academic difference in the disciplines studied by them for previous academic periods is determined.

To eliminate academic differences students need to register on appropriate courses, attend all types of training classes, pass all types of current assessment, and get admission to the final exam.

Students apply for summer sessions in case of academic differences not included in the education curriculum. If the student does not study academic differences, differences will be counted as academic debt.

At the same time, the transfer and readmission of students from one educational program to another, from one higher education institution to another shall be carried out during the summer and winter holidays³⁴.

9.1 TRANSFER TO ANOTHER HIGHER EDUCATION INSTITUTION

Transfer to another university is done during the holidays. Students may transfer only in the event of fully completing the first academic period according to the individual curriculum³⁵.

Acceptance of applications for transfer ends within five working days before the start of the next academic period.

Students willing to transfer need to apply to SSC KAZGUU and address it to the Provost of M. Narikbayev KAZGUU University. Students must have a transcript and a copy of their ID card. The application will be considered within three days. After consideration, students will get the following documents from SSC KAZGUU (in case no financial debts were detected):

- application with the Provost visa and the seal of M. Narikbayev KAZGUU University;
- copy of university license;
- copy of UNT/CT certificate;
- copy of certificate/diploma.

The head of the university, to which the student is transferred, sends a written request of the student personal file to M. Narikbayev KAZGUU University three days after acceptance of order. The request also includes copy of the student's enrollment. After receiving the request, the Provost issues an order of expulsion with the following wording "expelled in connection with the transfer to the (name of

³³ Model Rules for the Activities of Higher and (or) Postgraduate Education Organizations, Op. cit., clause 33.

³⁴ Ibidem, clause 33.

³⁵ Idem.

institution)" and within three days from the date of issuance of the order of expulsion sends the personal file of the student to the host university.

9.2 TRANSFER FROM ANOTHER UNIVERSITY

Transfer from another university is done during the holidays. Students may transfer only in the event of fully completing the first academic period according to the individual curriculum³⁶.

Applicants, who have studied in foreign educational institutions, submit documents on the completed educational programs (academic certificate, transcript), the results of entrance examinations, as well as graduation certificates. Documents must go through the nostrification procedure in the Republic of Kazakhstan in the manner established by the Rules for the Recognition and Nostrification of Educational Documents.

Applicants who have received general secondary or technical and vocational education in the Republic of Kazakhstan, when transferring from a foreign university or at readmission, also present UNT or CT certificate with a score not lower than the threshold.

Acceptance of applications for transfer and readmission ends within five working days before the start of the next academic period.

Prior to an application the student gives his/her transcript to advisor and requests to determine the difference between the academic courses in the curriculum. The project "Creativity, Service, Intelligence" does not affect the academic difference when transferring from another university under the undergraduate program. However, the student, after being enrolled in the student body, must complete the project in full (for those entered in 2019).

After determining the academic difference and the expected course of study, the student takes entrance exams in basic and/or profiling disciplines, the list of which is approved by the order of the dean (director) of the higher school on the basis of a decision of the appropriate Committee on Academic Quality.

In case of positive assessment of the entrance examinations (50% and more) and with the permission of the dean (director) of the higher school for transfer, the student submits application to SSC KAZGUU addressed to the Provost of M. Narikbayev KAZGUU University on admission in the transfer order.

The advisor along with the student develops a recommendation.

The Enrollment order of the student transfer is issued within five working days. The student signs a contract on paid provision of educational services. After the issuance of the order a written request for the student's personal file is sent to the university where the student studied before.

After receiving the request the head of the university, where the student studied before, issues an order of expulsion with the following wording "expelled in

³⁶ Idem.

connection with the transfer to the (name of institution)" and within three days from the date of issuance of the order of expulsion sends the personal file of the student to M. Narikbayev KAZGUU University.

9.2.1 SPECIAL REQUIREMENTS FOR TRANSFER TO KAZGUU LAW SCHOOL

Master students have the opportunity to transfer from another university under the same educational program, or from a one-year study program (60 ECTS) to a two-year program (120 ECTS) after the successful completion of one semester and the mastery of at least 20 ECTS. To transfer from one program to another, students shall consult the postgraduate education manager to determine the difference in academic disciplines.

9.2.2 SPECIAL REQUIREMENTS FOR TRANSFER TO THE HIGHER SCHOOL OF ECONOMICS

Master students have the opportunity to transfer from another university under the same educational program, or from a one-year study program (60 ECTS) to a two-year program (120 ECTS) after the successful completion of one semester and the mastery of at least 30 ECTS.

To transfer from one educational program to another the student must comply with the aforementioned requirements, take required courses "Research Methods I: Introduction to Research Methods" and "Global Leadership and Organizational Development", consult with the manager to determine academic difference and preconditions, and get approval from the Committee on Academic Quality of the Higher School of Economics.

9.3 TRANSFER FROM ONE EDUCATIONAL PROGRAM (SPECIALTY) TO ANOTHER

Transfer from one to another educational program (specialty) is done during the holidays. Students may transfer only in the event of fully completing first academic period according to the individual curriculum³⁷.

Acceptance of applications for transfer ends within five working days before the start of the next academic period.

Before applying for transfer, the student submits a transcript to the advisor to determine the academic difference in disciplines according to the curriculum.

After determining the academic difference, the expected course of study and with the permission of the dean (director) of the higher school for transfer, the student submits application to SSC KAZGUU addressed to the Provost of M. Narikbayev KAZGUU University on admission in the transfer order.

The advisor along with the student develops a recommendation.

³⁷ Idem.

The Enrollment order of the student transfer from one educational program (specialty) to another is issued within five working days.

The student is required to enter into an additional agreement to the contract for the provision of educational services.

The student, holder of the state educational grant, when changing the specialty, is deprived of the grant, and continues to study on a paid basis.

9.3.1 SPECIAL REQUIREMENTS FOR TRANSFER FROM ONE EDUCATIONAL PROGRAM TO ANOTHER OF KAZGUU LAW SCHOOL

To change the educational program (specialty), a master student must submit a written application addressed to the Provost during the holidays at least 15 days prior the beginning of the next academic period.

To transfer from one educational program to another, the student shall consult with the manager of postgraduate education. Transfer is possible after the successful completion of the first semester.

To transfer from one educational program to another, students shall meet the following criteria:

- gain at least 2.0 GPA

9.3.2 SPECIAL REQUIREMENTS FOR TRANSFER FROM ONE EDUCATIONAL PROGRAM TO ANOTHER OF THE HIGHER SCHOOL OF ECONOMICS

To transfer from one educational program (specialty) of the Higher School of Economics to another, a master student must submit a written application addressed to the Provost during the holidays at least 15 days prior the beginning of the next academic period.

To transfer from one educational program to another, the student shall consult the manager and provide the decision on approval from the HSE Academic Quality Committee. Transfer is possible after the end of the first academic period.

To transfer from one educational program to another educational program, students must meet the following criteria:

- gain at least 2.0 GPA;
- complete 40 ECTS / 20 credits in the first academic year;
- take required courses “Research Methods I: Introduction to Research Methods” and “Global Leadership and Organizational Development”.

9.4 CHANGING LANGUAGE OF INSTRUCTION

Students can change the language of instruction during the holidays³⁸.

³⁸ Idem.

Students submit their application to the SSC KAZGUU, and address it to the Provost of M. Narikbayev KAZGUU University. Student must have transcript and copy of ID card.

The Order on Changing the Language of Instruction is issued within five working days. The student shall enter into an additional agreement to the contract for the provision of educational services on a paid basis.

The student, holder of the state grant, when changing the language of instruction, loses the grant and continues to study on a paid basis.

9.5 STUDENT READMISSION

Readmission of students is carried out by the order of the Provost during the holidays³⁹.

Students can be readmitted to the bachelor's program within five years from the date of expulsion, and to the master's program within two years from the date of expulsion.

Students can be readmitted only to the course from which they were expelled and only on a paid basis.

Students studying under a fee basis who were expelled for a semester due to financial debts have a right to be readmitted in four weeks from the date of expulsion.

Students may be readmitted only if fully completing the first academic period according to the individual curriculum.

Acceptance of applications for readmission ends within five working days prior the beginning of the next academic period.

Students studying in foreign educational organizations, must provide a document of the studied educational program (academic enquiry, a transcript), the results of entrance examinations along with the completion of the previous level of education. Documents must undergo the procedure of nostrification in the Republic of Kazakhstan in accordance with the Rules of recognition and nostrification of education documents.

Individuals who have received a general secondary and technical and vocational education in the Republic of Kazakhstan, for a transfer from a foreign university or readmission also present UNT certificate with a score of not less than the set threshold points.

Before submitting the application, the student submits to the advisor a copy of the academic certificate (certificate issued to citizens who have not completed their education) and submits an application for determining the academic difference.

After determining the academic difference and the expected course of study, the student passes entrance exams in basic and/or profiling disciplines, the list of

³⁹ Idem.

which is approved by the order of the director of the higher school on the basis of a decision of the Committee on Academic Quality.

In the event of a positive assessment of the entrance examinations (50% and more) and with the permission of the director of the higher school for transfer, the student submits an application to SSC KAZGUU addressed to the Provost of M. Narikbayev KAZGUU University on the readmission and attaches the necessary documents.

The order on the readmission of students is issued within five working days; then, the student enters into an agreement on the provision of educational services on a paid basis. After the order is issued, a written request to transfer student's personal file is sent to the university, where the student studied before.

9.6 EXPULSION OF STUDENTS FROM M. NARIKBAYEV KAZGUU UNIVERSITY

A student can be expelled from M. Narikbayev KAZGUU University:

- voluntarily;
- for academic failure;
- transferring to another university;
- for violation of the principles of academic integrity;
- for committing a disciplinary misconduct, systematic and gross violation of academic discipline (attempt and/or illegal access to information systems of M. Narikbayev KAZGUU University, providing fraudulent documents, including health certificates);
- for violation of standards of the legislation of the Republic of Kazakhstan, the Charter of M. Narikbayev KAZGUU University, the terms of the contract for paying for education, violation of internal regulations of M. Narikbayev KAZGUU University, for financial debt);
- for failing the final state certification⁴⁰.

Students, holders of educational grants, expelled from M. Narikbayev KAZGUU University, are deprived of the educational grant.

In case of refusal to continue his/her education at M. Narikbayev KAZGUU University (no registration for courses during a semester), the student is obligated to notify within three days the university (the application is submitted to SSC KAZGUU), the contractual relations with him/her proceed, and payment for the provision of educational services is charged until the day of issuance of the corresponding Provost order on expulsion from M. Narikbayev KAZGUU University.

The student submits an application to SSC KAZGUU addressed to the Provost for a voluntary expulsion. The student must have a copy of his/her ID.

⁴⁰ Ibidem, clause 43.

The student is given the following documents: the original of the certificate with the application, an extract from the order on expulsion, the reference issued to the citizens who did not finish education, and a copy of the certificate of UNT (CT).

The student, before obtaining the documents for expulsion, is obligated to hand over the proximity-card, student and reader cards, to pay off the debts to M. Narikbayev KAZGUU University (pay for education, library, student hostel, etc.).

If the expelled student has any debt (for education, library, etc.) specified in an electronic roundabout list, M. Narikbayev KAZGUU University reserves the right not to give him/her the originals of the documents until the debt is paid.

CHAPTER 10 MASTER'S THESIS AND MASTER'S PROJECT

10.1 REQUIREMENTS FOR MASTER'S THESIS AND MASTER'S PROJECTS OF KAZGUU LAW SCHOOL

The main purpose of graduate studies is to write thesis.

Students of the master's program of scientific and pedagogical direction shall write a master's thesis. A graduation thesis is a scientific work aimed at solving actual scientific problems, which demonstrates the research skills of a student and addresses real-world problems.

Students of the master's program of core direction perform a master's project. The project is aimed at solving a real-world problem, reflects the ability of a student to apply practical skills and can be closely connected with the student's workplace/place of practice or ordered by his/her employer. Agile methodology is used to prepare the master's project, and includes the creation of a Scrum-team and the preparation of technical specifications for the project.

The research work is carried out under the direct supervision of the scientific advisor who is chosen from the faculty members of the corresponding department. The supervisor coordinates the subject, structure and content of the research work. It is the master student's responsibility to consult his/her supervisor and attend consultation sessions.

The selection criteria of a research problem for the master's thesis (project) are:

- its correspondence to the priority research areas at M. Narikbayev KAZGUU University;
- scientific and practical novelty of the research topic;
- practical or fundamental nature of the problem;
- significant challenge in solving the problem.

Master students, members of M. Narikbayev KAZGUU University team, taking part in the International Law Moot Court Competition for the Philip Jessup Cup, Capstone Project, as well as in other events of this kind and level, based on the

submission of the relevant department, in consultation with the Committee on Science of KAZGUU School of Law, are allowed to present the work prepared as part of participation in the project/competition to be counted as a master's thesis (project).

10.1.1 SUPERVISOR APPOINTMENT PROCEDURE

The process of appointment of the master student's supervisor, as well as selection of the research topic is administered by the postgraduate education manager of KAZGUU School of Law.

10.1.2 RESEARCH SUPERVISOR SELECTION PROCEDURE

In the first week of the academic year, KAZGUU School of Law sends out profiles of research supervisor to students' corporate mails. Master students have the right to propose other candidates for scientific supervisor that are not represented in the profiles, but satisfy the requirements. To do this, they need to write a statement addressed to the dean (director) on the consideration of the proposed candidates.

10.1.3 REQUIREMENTS FOR RESEARCH SUPERVISORS

Research supervisors of graduation theses (projects) are appointed from the most qualified instructors of the university faculty as well as specialists from other leading higher educational institutions and research centers, experts from public sector, international and national companies with a Ph.D. degree, doctors of profile, candidates of science, doctors of science and other candidates actively engaged in scientific research in the respective fields⁴¹. A supervisor may not be appointed from the list of ineligible supervisors as well as from persons lacking knowledge of the language the graduation thesis (project) has been carried out in.

10.1.4 RESEARCH TOPIC PROPOSAL AND REVIEW

The second and third weeks of the academic year shall be devoted to meetings of a master student with a potential supervisor, to discuss the proposed research topic, and study relevant literature. As a result, research supervisor shall give his consent, provided in paper or electronic form to KAZGUU School of Law, to supervise the master student. The research topic should lay within the priority research areas at M. Narikbayev KAZGUU University. The wording of the topic and the supervisor can be reviewed or changed during the training period on the basis of an appeal addressed to the director of KAZGUU School of Law, considered at the meeting of the Academic and Research Council (twice a year - in October and February).

⁴¹ Model Rules for the Activities of Educational Organizations Implementing Higher and / or Postgraduate Education Programs, Op. cit., clause 16.

10.1.5 RESEARCH TOPIC APPROVAL

Based on students' applications, KAZGUU School of Law, submits the list of topics and research advisors for approval by the Research Committee of KAZGUU School of Law. KAZGUU School of Law submits the list of topics and advisors of research thesis (projects) on all master's educational programs (specialties), addressed to the Provost of M. Narikbayev KAZGUU University, for approval at the meeting of the Academic and Research Council. After the meeting, the Secretary of the Academic and Research Council sends extract from the minutes of the meeting to KAZGUU School of Law. Based on this extract, the Order on the approval of the research topics and supervisors is issued until the 31st October of the current year.

10.1.6 FOREIGN INTERNSHIP

If there is a need to collect data from abroad and work in the leading libraries of the world, master students, within their research work, can go on the field trips of up to 10 days to foreign organizations of education and science once for the entire training period. The Research Committee of KAZGUU School of Law decides on approval of the internship program by taking into account the specifics of the research, the uniqueness of the program and its results, as well as the innovative content of the program. The internship program is approved by the Research Committee of KAZGUU School of Law only if the need to go on foreign field trip is confirmed. Internship programs are implemented under agreements between the University and foreign partner universities. The Department of International Cooperation is responsible for organization of foreign internships. Documentation support for internships (orders on field trips, cost estimates) is carried out by KAZGUU School of Law.

During the internship, a master student:

- complies with the charter of the host university, its internal rules, and requirements of other regulatory documents governing the process of internships and stay at the partner host university;
- visits libraries, gets acquainted with electronic resources of a partner university;
- attends lectures by leading scientists in relevant specialties;
- performs all tasks stipulated by the internship program;
- collects data on the investigated problem;
- makes notes on the completion of internship assignments in the report.

10.1.7 MASTER'S THESIS (PROJECT) REQUIREMENTS

It is the supervisor's responsibility to monitor the process of carrying out of the master's research. Work on the thesis (project) is carried out in strict accordance with the plan of scientific research. Work on the thesis (project) is implemented by

master students together with the supervisor through participation in individual consultations.

10.1.8 MASTER STUDENT'S RESEARCH WORK

In addition, master students are engaged in other types of the research work:

- participation in the organization and holding of scientific and applied science conferences, round tables, discussions;
- participation in research competitions;
- passing a foreign internship;
- passing research (industrial) practice;
- preparation of scientific publications on the thesis (thesis draft) in conference proceedings and research journals.

10.1.9 RESPONSIBILITIES OF RESEARCH SUPERVISOR

While a graduation thesis (project) is carried out a research supervisor:

- helps in deciding on the theme of the thesis (project), preparing justification and submission for approval;
- prepares, gives a student and submits for approval a schedule plan for the graduation thesis (project) within the specified time limit;
- recommends relevant literature, support and archive materials, standard projects, administrative and judicial decisions, electronic bibliographic resources useful for preparing the graduation thesis (project) as well as helps with getting them;
- in accordance with the approved schedule, holds weekly consultations for students on preparing graduation theses (projects) and monitors the progress of graduation theses (projects) preparation;
- monitors the obtained results, gives relevant recommendations and controls the process of making changes and additions to the research work;
- checks each section of the master's thesis (project) for plagiarism;
- renders assistance in completing the graduation thesis (project) according to the requirements of the given Academic Policy and in preparing the graduation thesis (project) for defense;
- within the established time period, provides a detailed assessment report on the graduation thesis (project) comprising information about relevance and novelty of the theme, originality, reliability and validity of the obtained results; the content of the report should not be identical with the text of the graduation thesis (project);
- participates in the defense of the graduation thesis (project) on the sitting of the State Certification Committee.

Supervision of the work of research supervisors with master students is assigned to program managers and KAZGUU School of Law.

10.1.10 ACADEMIC INTEGRITY

In preparing the master's thesis (project), students of M. Narikbayev KAZGUU University are required to comply with the principles of academic integrity stated in the Handbook on Ensuring Academic Integrity. Students are responsible for violating the requirements of this Academic Policy, as well as the Handbook on Ensuring Academic Integrity and the facts of plagiarism in the process of master's research. The verification of the originality of the master's thesis (project) or its part is carried out by research supervisor using the Turnitin system. After checking the master's thesis (project) for plagiarism, an official report is generated. The level of originality of the text and citations is determined by the supervisor. The fact of plagiarism detection in a master's thesis (project) is the basis for not allowing a master student to defend a thesis (project).

10.1.11 MASTER'S THESIS (PROJECT) FORMAT AND STRUCTURE

The master's thesis (project) consists of the following parts:

- abstract;
- cover;
- front page;
- schedule plan;
- content;
- list of abbreviations;
- introduction;
- main body;
- conclusion;
- list of references;
- appendices.

Format samples of thesis components are available at KAZGUU School of Law.

10.1.12 THESIS (PROJECT) PUBLIC DEFENSE

After successful predefense procedure a graduation thesis (project) is admitted to the public defense. Public defense of the master's thesis (project) is carried out if there is:

- positive assessment report from the supervisor;
- at least one publication on the topic of the project in research journals (for the master's degree of core direction) and at least two publications on the topic of the thesis (for the master's degree of scientific and pedagogical direction);
- department's recommendation for thesis defense;
- a review by the reviewer whose qualification (academic degree) corresponds to the profile of the defended work, and who provides a comprehensive description of the thesis (project) and a reasoned conclusion about the possibility of awarding master's degree in the relevant specialty.

Master students who have not defended master's theses (projects) are entitled to re-defense in the next academic period. The results of public defense of a master's thesis (project) are not subject to appeal by a graduate student. A graduation (project) after the defense procedure is recognized as intellectual property. Personal non-property rights remain with the author of the work, all other rights remain with M. Narikbayev KAZGUU University. The defended master's thesis (project) is transferred for temporary storage to the library of M. Narikbayev KAZGUU University, the electronic version is transferred to the repository of M. Narikbayev KAZGUU University.

10.2 REQUIREMENTS FOR MASTER'S THESIS AND MASTER'S PROJECTS OF THE HIGHER SCHOOL OF ECONOMICS

Master's theses (projects) are an integral part of the master's program of the Higher School of Economics and shall be carried out as applied research works.

During a six-month intensive research process, which begins in December and lasts until the end of the spring semester of the first year of study, students in a group or individually conduct independent research on development issues related to their research interests.

Themes can cover a wide range of areas, as they relate to socio-economic development, including social security, healthcare, migration, environmental issues, culture and education, etc.

The purpose of the thesis (project) is to better understand the main theoretical and conceptual discussions on the chosen topic, formulate a research question, determine the appropriate literature, develop a methodology, identify relevant key players and stakeholders, organize surveys to collect data, conduct applied qualitative and quantitative research, preparing a meaningful report of between 12,000 and 15,000 words, which reflects a deep understanding of the chosen topic, including a set of recommendations related to the policy development.

The master's thesis (project) must be submitted via Canvas as a PDF file. The file will be then submitted to the electronic library of M. Narikbayev KAZGUU University. The thesis (project) can be found in a web search and downloaded; however, upon the request of a graduate student, it is possible to limit or block access to download outside M. Narikbayev KAZGUU University.

10.2.1 STAGES AND TERMS

The stages of the implementation of the master's thesis (project) are determined by the academic calendar:

- project announcement;
- presentation of a research proposal, which states research question, research design with methodological and theoretical approaches, ethics report;
- presenting a statement of purpose, literature review, research hypothesis;

- preliminary presentation of the results;
- predefense procedure;
- master's project submission deadline;
- final (public) defense.

10.2.2 THESIS (PROJECT) STRUCTURE

The thesis (draft) should consist of (1) introductory section, which should be numbered in Roman numerals, and (2) the main part, which should be numbered in Arabic numerals.

1. Introductory section should be displayed in the following order:

- Title page (i);
- Signature page (ii);
- List of contents (iii);
- List of tables (iv);
- List of illustrations (v).

Introductory section should appear in this order, but not necessarily with the page numbers shown above.

Thesis (draft) must be numbered in Arabic numerals; the numbering starts with 1 and continues to the end. The content should include the following sections:

- Introduction;

This section should explain the purpose and summary of the research results.

- The main part;

This section includes a literature review, methodology, data analysis, model description, and presentation of key results and tests.

- Concluding observations;

This section concludes and provides general information on the prospects for further research in this area.

- List of references;

List of references contains literature resources used by an author while preparing a graduation thesis.

- Appendices;

The appendix contains additional material, which is not an integral part of the text itself, but which provides a more complete understanding of the study.

Title page: does not require page number.

Signature page: signatures of the research adviser, and signatures of all students, authors of thesis shall be presented on the signature page. Sample will be provided.

Text: the text of the thesis (project) is aligned in width. Pages containing handwritten corrections, handwritten strikethroughs and unsightly deletions, and other corrections are not accepted.

When preparing the thesis (project) for publication it is necessary to consider formatting requirements of the publisher or research journal. If the publisher or

magazine is known in advance it is necessary to comply with their requirements. In particular, the form of footnotes and bibliography may differ depending on the different publishers and magazines.

Standard font and spacing: Times New Roman font, 12 font, double-spaced, except for footnotes (footnotes should be single-spaced; double spacing in footnotes is used to separate one note from the next).

Page Numbers: Page numbers (in Latin and Arabic) can be located at the bottom of the page closer to the edge of the paper than the text itself.

Submission date: the date of completion of the thesis is indicated.

Abstract: the abstract should briefly outline the research problem of the thesis, discuss the materials and procedures or research methods used, and also state the research results or conclusions. Mathematical formulas, diagrams, and other illustrative materials should be avoided. The abstract should not be part of the thesis itself and should not be included in the table of contents. The abstract is drawn up as follows:

Abstract (PROJECT TITLE), (AUTHOR'S NAME), HSE M. Narikbayev KAZGUU University, May (YEAR OF ISSUE).

Abstracts will be published without editing. The abstract should be double spaced and should not exceed 350 words (maximum 2450 characters - including spaces and punctuation marks - about 70 characters per line and maximum 35 lines).

10.2.3 THESIS (PROJECT) SUBMISSION

Master students shall submit final versions of their theses (projects) to the Higher School of Economics in electronic form. Thesis (project) cannot be revised after submission. Thesis (Project) will not be accepted if any item from the list below will be missing or not completed:

1. Reference from the Registrar's Office of M. Narikbayev KAZGUU University on payment of all debts;
2. Two copies of the title page;
3. Turnitin originality report, prepared by the Kazakh Institute for Development Studies, HSE KAZGUU;
4. Signatures page.

10.2.4 THESIS (PROJECT) PUBLICATION

The main results of the master's thesis are presented in at least one publication and (or) at one scientific and practical conference.

All master's works will be open-access documents. The Higher School of Economics will not recommend the award of a master's degree until the thesis or project is submitted and becomes available for unlimited distribution.

CHAPTER 11. GENERAL REQUIREMENTS FOR GRADUATION

11.1 THE BACHELOR'S DEGREE REQUIREMENTS FOR GRADUATION

A student can be qualified for a bachelor's degree if he/she completes 248 academic credits including 8 academic credits in the discipline "Physical Culture", and defense of the project "Creativity, Service, Intelligence" (for those entered in 2019).

The project "Creativity, Service, Intelligence" is not assigned academic credits, and must be passed within 1-6 semesters (for those entered in 2019).

A student who passes the final attestation and confirms that he/she has mastered the educational program of higher and (or) postgraduate education, by the decision of the attestation commission is awarded the degree of "Bachelor" or "Master" or is given the qualification of the corresponding educational program and is given free of charge diploma with diploma supplement within five days from the date of issuance of the Order on Graduation⁴².

The diploma supplement (transcript) shall contain the latest grades pursuant to the grade-rating letter system for all academic disciplines, completed coursework (projects), research or experimental research, types of professional practices, final attestation with an indication of their volume in academic credits and hours.

A student who has passed the exams with grades A, A- "excellent", B-, B, B+, C+ "good" and having an average grade point achievement (GPA) of not less than 3.5, as well as those, who passed a comprehensive exam or defended a thesis (project) with grades A, A- "excellent"; shall be issued a diploma with honors (without taking into account the grades for additional types of training).

A student who had retaken the courses or exams during the course of study cannot receive an honors degree.

Retake of a comprehensive exam or defense of a thesis (project), Master's thesis (project) in order to improve the grades is not allowed.

Retake of a comprehensive exam, as well as re-defense of the thesis (project), Master's thesis to persons who received "unsatisfactory" grade, is not allowed in the period of final attestation.

A student who has received an "unsatisfactory" grade according to final attestation is expelled from M. Narikbayev KAZGUU University by the order of the Provost, followed by the issuance of a certificate intended for citizens who did not complete training, as "not fulfilling the requirements of the educational program" and "not having defended thesis (project), or Master's thesis (project)" or "not having passed a comprehensive exam"⁴³.

A student who does not pass the final attestation, in the next academic period appeals to the Provost of M. Narikbayev KAZGUU University, but no later than two weeks prior the beginning of the final attestation of the following academic year, to

⁴² State Compulsory Standard for Higher Education, Op. cit., clause 36.

⁴³ Model Rules for the Activities of Higher and / or Postgraduate Education Organizations, Op. cit., clause. 44, 45.

re-take final attestation. Permission to re-take final attestation is documented by the order of the Provost of M. Narikbayev KAZGUU University.

A student can re-take only those forms of final attestation according to which he received unsatisfactory grades.

The list of disciplines for state exams for people who have not passed these exams is determined by the curriculum that was valid in the year of graduation.

Upon completion of training, M. Narikbayev KAZGUU University awards academically outstanding students with honor degrees. There are three degrees: with honor (Cum laude), with great honor (Magna cum laude) and with the highest honor (Summa cum laude).

The degree with distinction is noted in the diploma of its own sample.

To obtain the Summa cum laude diploma (with the highest honor), the student shall gain 4.0 GPA.

To receive the Magna cum laude diploma (with great honor), the student shall gain 3.8 – 3.9 GPA, and have "good" and "excellent" marks.

To receive the Cum laude diploma (with honor), the student shall gain 3.5 – 3.7 GPA, and have "good" and "excellent" marks.

Graduation requirements for obtaining "Bachelor" degree are stated in the academic catalogs of higher schools.

11.2 THE MASTER'S DEGREE REQUIREMENTS FOR GRADUATION

The main criterion for completing studies in master's programs is the mastery of:

1) in scientific and pedagogical master's degree at least 120 academic credits for the entire period of study, including all types of educational and scientific activities of a graduate student;

2) in the master's program of core direction, 60 academic credits with a study period of 1 year and 90 academic credits with a study period of 1.5 years.

The student who has passed the final attestation and confirmed the development of the educational program of the postgraduate education, by the decision of the attestation commission is awarded the degree of "Master" and a diploma with a diploma supplement is issued free of charge within five days from the date of issuance of the Order on Graduation.

The Diploma Supplement (transcript) shall contain the latest grades pursuant to the grade-rating letter system for all academic disciplines, completed coursework (projects), research or experimental research, types of professional practices, final attestation with an indication of their amount in academic credits and hours⁴⁴.

Re-defense of a master's thesis (project) in order to improve the grade is not allowed.

⁴⁴ Idem.

Re-defense of a master's thesis to students who received "unsatisfactory" grade is not allowed in the period of final attestation.

A student who has received an "unsatisfactory" grade according to final attestation is expelled from M. Narikbayev KAZGUU University by the order of the Provost, followed by the issuance of a certificate intended for citizens who did not complete training, as "not fulfilling the requirements of the educational program" and "not having defended thesis (project), or master's thesis (project)" or "not having passed a comprehensive exam".

A student who does not pass the final attestation, in the next academic period appeals to the Provost of M. Narikbayev KAZGUU University, but no later than two weeks prior the beginning of the final attestation of the following academic year, to re-take final attestation. Permission to re-take final attestation is documented by the order of the Provost of M. Narikbayev KAZGUU University.

A student can re-take only those forms of final attestation according to which he received unsatisfactory grades.

The list of disciplines for state exams for people who have not passed these exams is determined by the curriculum that was valid in the year of graduation.

Upon completion of training, M. Narikbayev KAZGUU University awards academically outstanding students with honor degrees. There are three degrees: with honor (Cum laude), with great honor (Magna cum laude) and with the highest honor (Summa cum laude).

The degree with distinction is noted in the diploma of its own sample.

To receive the Summa cum laude diploma (with the highest honor), the student shall gain 4.0 GPA.

To receive the Magna cum laude diploma (with great honor), the student shall gain 3.8 – 3.9 GPA, and have "good" and "excellent" marks.

To receive the Cum laude diploma (with honor), the student shall gain 3.5 – 3.7 GPA, and have "good" and "excellent" marks.

11.2.1 THE MASTER'S DEGREE REQUIREMENTS FOR GRADUATION OF KAZGUU LAW SCHOOL

To obtain the master's degree in the graduate educational programs of KAZGUU Law School, the student shall meet the following criteria:

- master 60 ECTS in the master's program of core direction - 1 year of study, 90 ECTS in the master's program of core direction - 1.5 years of study, and 120 ECTS in scientific and pedagogical master's program - 2 years of study;
- gain at least 2.0 GPA;
- have no academic debt;
- complete all types of practices;
- defend master's thesis/project.

11.2.2 THE MASTER'S DEGREE REQUIREMENTS FOR GRADUATION OF THE HIGHER SCHOOL OF ECONOMICS

To obtain the master's degree in the graduate educational programs of the KAZGUU School of Law, the student shall meet the following criteria:

- gain at least 2.67 GPA;
- master 120 ECTS (scientific and pedagogical direction - 2 years of study), 60 ECTS (core direction – 1 year of study), 90 ECTS (core direction - 1.5 years of study);
- complete practice (industrial practice for master students of core direction (1-1.5 years), teaching and research practice for master students of scientific and pedagogical direction (2 years));
- defend master's thesis (project).

CHAPTER 12. CONCLUSION

Any changes and additions to this Academic Policy can be introduced by the Academic and Research Council on consideration of the proposals of the academic departments of M. Narikbayev KAZGUU University.