

**JSC “M. NARIKBAYEV KAZGUU UNIVERSITY”
SCHOOL OF LIBERAL ARTS**



KAZGUU
SCHOOL OF LIBERAL ARTS

**ACADEMIC CATALOG
FOR 2020-2021
ACADEMIC YEAR**

Nur-Sultan, 2020

The main aim of the Academic Catalog of KAZGUU School of Liberal Arts for the 2020-2021 academic year is to inform students, faculty, administration, as well as all interested parties about academic and student life of the School. This catalog includes information on the curricula and organizational structures prior to the 2020-2021 academic year. Each student, faculty and university staff member has to carefully study the catalog and follow the rules and procedures prescribed in it.

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



Welcome, dear students of School of Liberal Arts!

Right now, you are standing on the verge of your career! You have made the right choice when you decided to study one of the educational programmes of School of Liberal Arts at M. Narikbayev KAZGUU University. KAZGUU University is recognized both in Kazakhstan and abroad.

Graduates of our university are highly-qualified and sought after professionals in their fields!

KAZGUU University has been offering high-quality education for more than 25 years. During this period, KAZGUU has received a number of international accreditations and gained reputation as one of the most successful and recognized universities in the country. Educational programmes of School of Liberal Arts are among the high-demand and leading programmes in their areas globally. The faculty of School of Liberal Arts includes experts from linguistic companies, travel and translation agencies, graduates of leading international universities, and representatives of scientific communities.

Our partners assist us in developing high-quality content of the programme, organizing internships, and further graduate employment. Being second and third year students, you will have the opportunity to participate in academic mobility programme and study at one of the KAZGUU partner universities.

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

Sincerely,

Dean of M. Narikbayev KAZGUU

School of Liberal Arts,

Anar Ibrayeva, candidate of sciences in Philology,

MA in Applied Linguistics and TESOL

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PART 1 GENERAL INFORMATION ABOUT KAZGUU SCHOOL OF LIBERAL ARTS

MISSION

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

AIM

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

VISION

To become the leading humanitarian and language certification centre in Central Asia by 2025, providing language training and producing specialists in the social and humanitarian field in accordance with international standards.

Areas of focus of the School

- training students in the field of general education and languages;
- training specialists majoring in “Applied Linguistics”, “Translation Studies”, “Kazakh-English Languages and Linguistics”, “Tourism”, and “Hospitality”;
- educational work among students – the formation and development of moral and ethical qualities of students.

Strategic Goals of the School

- Preparation for international accreditation of “Applied Linguistics”, “Translation Studies”, “Kazakh-English Languages and Linguistics”, and “Hospitality”;
- Development of research activities;
- Strengthening academic reputation of the School;
- Promotion of School certification programmes.

Objectives of the School

- Passing international accreditation of education programmes of the School;
- Development of the SLA Business Council;
- Development of admission system in accordance with language criteria;
- Ensuring international standards of quality education;
- Establishing connections with potential employers and experts in the field of education and certification programmes;
- Improving the use of a practice-oriented approach aimed at students gaining practical competencies;
- Development of internal and external academic mobility of students and faculty;
- Participation in international grant programmes;
- Aligning training programmes with the requirements of international standards;
- Analysis of the achieved learning outcomes in accordance with the syllabi and graduate profile;
- Gradual transition to the principles of academic freedom;
- Strengthening the practical orientation of academic programmes;
- Further development of international relations: attracting international students and faculty, development of dual degree programmes, and expansion of the library fund;
- Fostering students' applied and research competencies;

- Organizing and holding research conferences and seminars;
- Forming a research school;
- Attracting graduates from leading foreign universities and certified specialists (CELTA, DELTA, TESOL, TOLES and others) to the educational process;
- Organization of certification courses and programmes on a commercial basis.

History

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

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

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

In order to develop moral and spiritual values and principles of students and to promote their understanding of native culture, traditions and customs in an international context, KAZGUU School of Liberal Arts annually organizes a 10-day tour to the historical places of Kazakhstan.

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

In 2020-2021 academic year, the School has continued working in programmes of “Applied Linguistics”, “Translation Studies”, “Tourism”, “Hospitality” as well as launched a new education programme “Kazakh-English Languages and Linguistics” for future professionals in journalism, philology, and translation / interpretation.

Organizational structure of the School includes:

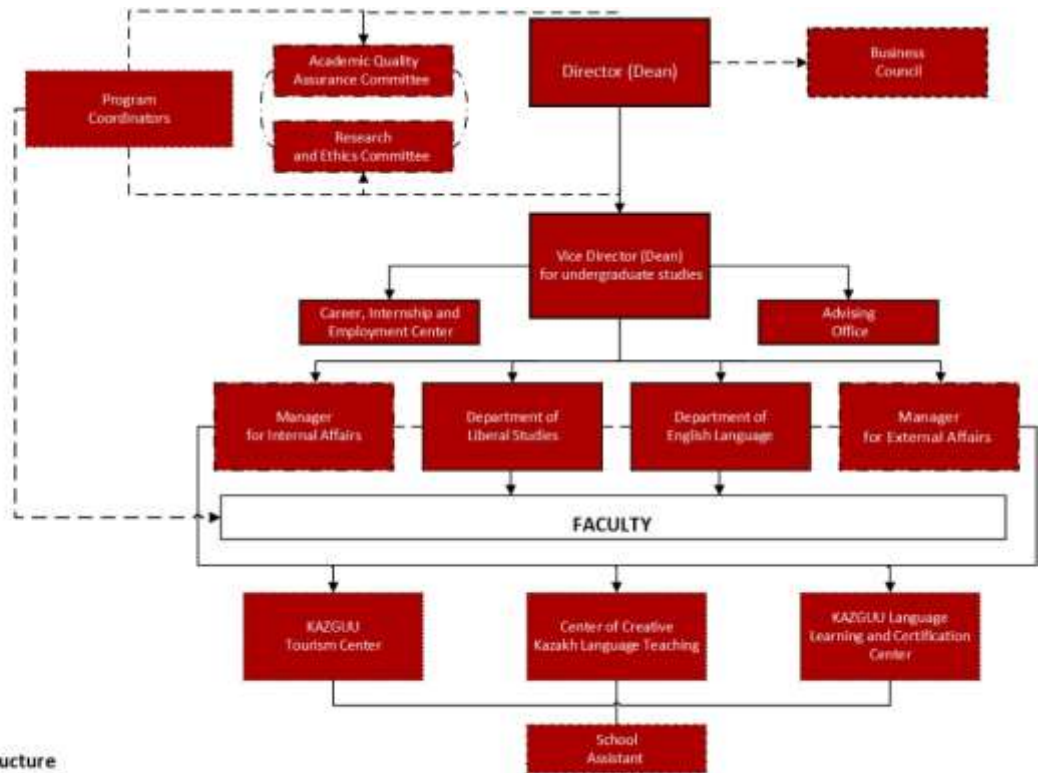
- Department of Liberal Studies;
- English Language Department.

Academic Quality Assurance Committee of KAZGUU School of Liberal Arts is the executive and collegial body for the academic activities of the School.

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

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

Organizational Structure of the School



Organizational structure
School of Liberal Arts
M.Narikbayev KAZGUU University

Administrative staff

Position	Full name	Room	Contacts
Director (dean)	Ibrayeva Anar Bauyrzhanovna	503	+7 (7172) 70-30-49 a_ibrayeva@kazguu.kz
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Assistant of the School	Utegenova Sholpan Maratovna	515	(Ext.) 1293 sh_utegenova@kazguu.kz

PART 2 COMPLIANCE WITH ACADEMIC INTEGRITY PRINCIPLES

M. Narikbayev KAZGUU University demands all faculty, students and staff to follow the rules of good academic practice and have zero tolerance towards any manifestations of academic dishonesty. All departments of the University are obliged to introduce students and staff with the rules of good academic practice and warn about the consequences of their violation, which are prescribed in the Handbook on Ensuring Academic Integrity: <http://tson.kazguu.kz/file/rukovod.pdf>

PART 3 INCLUSIVE EDUCATION POLICY

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

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

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

PART 4 ADMISSION POLICY AND PROCEDURES

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

General admission procedures for undergraduate programmes:

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

The applicant must provide the following documents to the admission office of M. Narikbayev KAZGUU University*:

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

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

Admission Policy and Procedures for Undergraduate Programmes of SLA

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

Table 4.1 Entry Requirements for English language proficiency

Educational Programme (EP)	English Language Level according to KEPT (CEFR)	Academic IELTS	TOEFL IBT/PBT, FCE/CAE/PET* (IELTS equivalents)
<u>EP with English as a Medium of Instruction:</u> 6B11101 – Hospitality 6B11102 – Tourism	Pre-Intermediate (A2) (40% out of 100%)	Not less 3.0	IBT not less 24 PBT not less 370 PET not less 120 FCE not less 140 CAE not less 160
<u>For Kazakh and Russian departments of the following EP:</u> 6B11102 – Tourism (3 years) 6B11102 – Tourism (4 years) 6B11101 – Hospitality	Not required	Not required	Not required
6B02301 – Translation Studies (Medium of Instruction - English, 4 years)	Intermediate B1 (60% out of 100%)	Not less 5.0	IBT not less 45 PBT not less 450 PET not less 154 FCE not less 154 CAE not less 160
6B02301 – Translation Studies (3 years)	Intermediate B1 (65% out of 100%)	Not less 5.5	IBT not less 59 PBT not less 496 FCE not less 162 CAE not less 162
6B02302 – Applied Linguistics (4 years)	Intermediate B1 (60% out of 100%)	Not less 5.0	IBT not less 45 PBT not less 450 PET not less 154 FCE not less 154 CAE not less 160
6B02302 – Applied Linguistics (3 years)	Intermediate B1 (65% out of 100%)	Not less 5.5	IBT not less 59 PBT not less 496 FCE not less 162 CAE not less 162
6B02303 – Kazakh-English Languages and Linguistics	Not required	Not required	Not required

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

- vocational education diploma with qualification corresponding to the chosen group of educational programmes (in accordance with the Order of Minister of Education and Science of the Republic of Kazakhstan dated April 01, 2019 No. 134) in accordance with Table 4.3;

- for admission on a fee basis – minutes of the interview with members of Admission Committee of the School;

- for admission on a basis of educational grant award – UNT certificate (not less than 25 points), including not less than 5 points for each general and special major disciplines in accordance with Table 4.4.

Table 4.3 Correspondence of Related SLA Undergraduate Programmes and Vocational Education Majors:

Higher Educational Programmes	Vocational Education Majors	
	Major and Qulaification Codes	Majors and Qualifications
B036 Translation Studies		
6B02301 - Translation Studies (3 years)	0105000	Primary Education
	0105000 3	Foreign Language Teacher at Primary Education Level
6B02302 - Applied Linguistics (3 years)	0111000	Secondary Education
	011108 3	Foreign Language Teacher
	0512000	Translation Studies (types)
	051201 3	Translator / Interpreter
	051202 3	Guide-Interpreter
6B091 Tourism		
6B1102 - Tourism (3 years)	0508000	Catering Service
	050806 3	Technologist-Manager
	0511000	Tourism (branches)
	051104 3	Manager
	0512000	Translation Studies (types)
	051201 3	Translator / Interpreter
	051202 3	Guide-Interpreter
	0521000	Hospitality: Restaurant and Hotel Management
	052101 3	Service Manager
	0522000	Organization and service of events
	052201 3	Event Manager
	1226000	Technology and Organization of Production at Food and Beverage Outlets
	122603 3	Technologist
	122604 3	Technician-Technologist
122606 4	Applied Bachelor of Technology and Organization of Production at Food and Beverage Outlets	

Table 4.4 List of UNT Major Subjects and Threshold Points for Undergraduate EP of SLA (Abbreviated Education)

Code	Educational Programme	General Discipline	Special Discipline	Medium of Instruction	Duration, years
B036 Translation Studies					
6B02301	Translation Studies	Kazakh / Russian	Foreign Language	English	3
6B02302	Applied Linguistics	Kazakh / Russian	Foreign Language	English	3
6B091 Tourism					
6B11102	Tourism	Geography	Organization of Tourist Activities	English / Russian	3

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

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

Table 4.2 List of Major Subjects of UNT and Threshold Points for Undergraduate Programmes of SLA (Full-Time Education)

Code	Education Programme	Major Subject1	Major Subject 2	Medium of Instruction
B036 Translation Studies				
6B02301	Translation Studies	World History (not less than 5 points)	Foreign Language (not less than 5 points)	English
6B02302	Applied Linguistics	World History (not less than 5 points)	Foreign Language (not less than 5 points)	English
B037 Philology				
6B02303	Kazakh-English Languages and Linguistics	Kazakh (not less than 5 points)	Kazakh Literature (not less than 5 points)	Kazakh
6B091 Tourism				
6B11101	Hospitality	Geography (not less than 5 points)	Foreign Language (not less than 5 points)	English
6B11102	Tourism	Geography (not less than 5 points)	Foreign Language (not less than 5 points)	English / Kazakh/ Russian

**KAZGUU English Placement Test – KEPT
(English / Kazakh / Russian Placement Tests for Applicants)**

Completion of KAZGUU English Placement Test and Kazakh / Russian Language Placement Test is one of the prerequisites for admission to M. Narikbayev KAZGUU University educational programmes.

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

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

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

English:	Reading Listening Writing Speaking
Russian (test for applicants enrolling in programmes with	Lexical-grammatical test Writing Speaking

DuoLingo	IELTS	TOEFL IBT	CEFR
75-80	5.0	35-45	B1
85-90	5.5	46-59	B1-B2
95-100	6.0	60-78	B2
105-110	6.5	79-93	B2
115-120	7.0	94-101	C1

Academic Credit Transfer for Admission

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

- graduates of International Baccalaureate and Nazarbayev Intellectual Schools;
- students having vocational education in relevant educational programmes;
- participants of the “Bachelor Degree for High School Students” Provisional Programme, who have completed the courses of undergraduate educational programme, prior to admission;
- non-degree students, who have completed the courses of undergraduate or post-graduate educational programme, prior to admission;
- students having IELTS/TOEFL IBT/PBT /FCE/CAE/PET certificates of the corresponding level.

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

Table 4.5 Credit Transfer of English Language courses for “Tourism” and “Hospitality” educational programmes

Course for Credit Transfer	Number of Credits	Basis – certificate of English language proficiency
«Cambridge English: B1 Preliminary» / «Cambridge English: B2 First»/ «Cambridge English: C1 Advanced» (1 st semester)	10	<ul style="list-style-type: none"> • Academic IELTS 5.0 Band Score and higher (minimum 5.5 for Writing and Speaking sections) or • TOEFL (TOEFL IBT 45 IBT or 450 PBT), or • PET (Overall Score: 154 and higher; Writing and Speaking score: 162 and higher), or • FCE (Overall Score: 162 and higher; Writing and Speaking score: 162 and higher) , or • CAE (Overall Score: 169 and higher; Writing and Speaking score: 162 and higher)
«Cambridge English: C1+ Advanced» (2 nd semester)	10	<ul style="list-style-type: none"> • Academic IELTS 7.0 Band Score and higher (minimum 5.5 for Writing and Speaking sections), or • TOEFL (TOEFL IBT 94 and higher or 590 PBT), or • CAE (Overall Score: 185 and higher; Writing and Speaking score: 162 and higher)

Table 4.6 Credit Transfer of English Language courses for “Kazakh-English Languages and Linguistics” educational programme

Course for Credit Transfer	Number of Credits	Basis – certificate of English language proficiency
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Basic Foreign Language I	10	<ul style="list-style-type: none"> • Academic IELTS 7.0 Band Score and higher (minimum 5.5 for Writing and Speaking sections), or • TOEFL (TOELF IBT 94 and higher or 590 PBT), or • CAE (Overall Score: 185 and higher; Writing and Speaking score: 162 and higher)
Basic Foreign Language II	10	<ul style="list-style-type: none"> • Academic IELTS or 8.0 Band Score (minimum 5.5 for Writing and Speaking sections) or • TOEFL (TOELF IBT от 110 или 637 PBT) or • CAE (Overall Score: 200 and higher; Writing and Speaking score: 162 and higher)

Table 4.7 Credit Transfer of English Language courses for “Applied Linguistics” / “Translation Studies” educational programmes

Course for Credit Transfer	Number of Credits	Basis – certificate of English language proficiency
Basic Foreign Language B1	10	<ul style="list-style-type: none"> • Academic IELTS 7.0 Band Score and higher (minimum 5.5 for Writing and Speaking sections), or • TOEFL (TOELF IBT 94 and higher or 590 PBT), or • CAE (Overall Score: 185 and higher; Writing and Speaking score: 162 and higher)
Basic Foreign Language B2	10	<ul style="list-style-type: none"> • Academic IELTS 8.0 Band Score and higher (minimum 5.5 for Writing and Speaking sections), or • TOEFL (TOELF IBT 110 and higher or 637 PBT), or • CAE (Overall Score: 200 and higher; Writing and Speaking score: 162 and higher)

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

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

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

3) for students awarded an educational grant change in the grade according to Clause 2 will not affect the allowance for the previous academic period.

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

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

Credit transfer for graduates of International Baccalaureate and Nazarbayev Intellectual Schools is carried out on the basis of a school-leaving certificate in the following disciplines (Table 4.8), upon the decision of SLA Academic Quality Assurance Committee.

Table 4.8 List of Disciplines of SLA EP on which credit transfer can be granted for IB and NIS graduates

Courses of SLA EP	Number of Credits	Note
Kazakh / Russian languages (A1/ A2/ B1/ B2/ C1)	5	Level of language proficiency is identified on the basis of KEPT results

Kazakh / Russian languages (A1+/ A2+/ B1+/ B2+/ C1+)	5	Level of language proficiency is identified on the basis of KEPT results
Contemporary History of Kazakhstan	5	Upon the decision of Academic Quality Assurance Committee
Information and Communication Technologies	5	Upon the decision of Academic Quality Assurance Committee
Philosophy and Identity in the Modern World I	4	Upon the decision of Academic Quality Assurance Committee (if “Cognitive Theory” discipline is listed in the school-leaving certificate)
Global Perspectives and Identity I	3	Upon the decision of Academic Quality Assurance Committee
CSI	for 1 st and 2 nd semesters	if “CAS” discipline is listed in the school-leaving certificate
Basic Foreign Language B1/ Basic Foreign Language B2/ Cambridge English B1/ Cambridge English B2/ Cambridge English C1/ Cambridge English C1+	10	if IELTS /TOEFL IBT/PBT /FCE/CAE/PET certificate of the corresponding level is provided
Total number of credits:	Up to 44 credits	

To grant credit transfer, Academic Quality Assurance Committee may request the syllabus of the course, which was completed at school. The grades are transferred in accordance with Table 4.9.

Table 4.9 Transfer of NIS Grades into Point-Rating Letter System for Evaluating Students’ Academic Performance

NIS grade	Letter Grade	Digital grade	%	Definition
A	A	4.0	95	excellent
B	B	3.0	80	good
C	C+	2.33	70	satisfactory
D	D+	1.33	55	satisfactory
7 or 6	A	4.0	95	excellent
5	B	3.0	80	good
4	C+	2.33	70	good
3	D+	1.33	55	satisfactory

Admission Policy and Procedures for Postgraduate Programmes

List of Postgraduate Educational Programmes of SLA:

Code	Educational Programme	Duration	Medium of Instruction
M056 Translation Studies, Simultaneous Interpretation			
7M02321	Translation Studies	2 years	English
7M02301	Translation Studies	1 year	English
M059 Foreign Philology			
7M02322	Applied Linguistics	2 years	English

7M02302	Applied Linguistics	1 year	English
M072 Management and Governance			
7M11102	Tourism Management	2 years	English

List of documents for admission to a programme:

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

Applicants for postgraduate programmes take the following entrance examinations:

- KT (Complex Test) including foreign language test (English, German, or French - upon applicant's choice);
- Test in major subjects (Table 4.10);
- Test for assessing readiness for postgraduate learning (in Kazakh or Russian - upon applicant's choice).

Table 4.10 List of Educational Programme Groups Indicating Major Subjects of Complex Test for Admission to Postgraduate Programmes

Educational Programme	Discipline 1	Discipline 2
Tourism Management	Management	Business Organization
Translation Studies	Translation and Interpreting Theory	Professional Foreign Language
Applied Linguistics	Fundamentals of Language Theory	Professional Foreign Language

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

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

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

- ✓ Test of English as a Foreign Language Institutional Testing Programm (TOEFL ITP)- 453 points and higher;
- ✓ Test of English as a Foreign Language Institutional Testing Programm (TOEFL IBT) – 46 points and higher;

- ✓ Test of English as a Foreign Language Paper-based testing (TOEFL PBT) – 453 points and higher;
- ✓ Test of English as a Foreign Language Paper-delivered testing (TOEFL PDT) – 65 points and higher;
- ✓ International English Language Tests System (IELTS) – 5.5 points and higher;
- ✓ Deutsche Sprachprüfung fuer den Hochschulzugang (DSH, Niveaustufe C1/ C1 level),
- ✓ TestDaF-Prüfung (Niveaustufe C1 / C1 level);
- ✓ Test de Franzais International™ – (TFI) – B1 and higher for Reading and Listening sections;
- ✓ Diplome d’Etudes en Langue française – (DELF), B2 level;
- ✓ Diplome Approfondi de Langue française – (DALF), C1 level;
- ✓ Test de connaissance du française – (TCF) – 400 points and higher.

Upon the decision of Academic Quality Assurance Committee transfer of academic credits can be carried out for:

- master degree students who have completed postgraduate programme courses while pursuing a bachelor degree;
- non-degree students who have completed undergraduate or postgraduate programme courses while enrolling in undergraduate or postgraduate programmes.

ADMISSION REQUIREMENTS FOR INTERNATIONAL STUDENTS

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

Application Deadlines

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

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

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

For citizens of countries:

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

English Language Requirements

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

List of Documents

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

After the interview, the following documents must be provided:

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

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

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

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

Visa Information

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

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

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

After obtaining a visa, an applicant must arrive to the country no later than August 24 of the current year and pay the tuition fee for 1st semester. Moreover, before arrival, the applicant must send the scanned version of the ticket and visa to the manager of the Admission office.

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

Financial eligibility

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

Medical Care and Health Insurance

All students enrolled and studying at M. Narikbayev KAZGUU University must provide a completed medical history form. All international students need to purchase an insurance policy.

Residence

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

PART 5 ACADEMIC PROCESS

Registration for Disciplines

Online registration of students for disciplines at M. Narikbayev KAZGUU University is conducted via AIS “Platonus”. Dates for registration period for each semester, summer / winter schools are indicated in academic calendar published in AIS “Platonus” and at University website <http://kazguu.kz/>.

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

First-year students of M. Narikbayev KAZGUU University are offered the orientation period, the terms of which are specified in the academic calendar. During the orientation week, they get acquainted with the academic procedures of M. Narikbayev KAZGUU University and meet with the staff members of the Higher Schools and departments of the university.

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

The bases for giving access to course registration are:

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

In exceptional cases (loss of breadwinner, death of close relatives, serious disease, etc.), the student is entitled to apply for Academic Quality Assurance Committee of the School:

- to receive permission to register for less number of credits than is specified in effective Academic Policy;
- not to register for one academic period.

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

The student may within two calendar weeks after the beginning of academic period upon the permission of the advisor:

- register for other courses;
- drop the registration.

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

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

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

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

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

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

A student on an academic probation can register for:

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

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

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

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

Registration of non-degree students

The applicant seeking to enroll in a course at M. Narikbayev KAZGUU University shall provide all necessary documents and submit an application within five working days prior to the beginning of the academic period to Academic Quality Assurance Committee of the relevant School to get a permission.

After receiving the permission from Academic Quality Assurance Committee they need to conclude a contract and make full payment for the number of credits planned to be taken in the academic period. The tuition is paid in accordance with the Service Cost Register for the current academic year.

Non-degree students are not awarded an academic degree and not conferred a diploma of graduate or postgraduate education. Non-degree students are entitled to register for the number of credits recommended by Academic Quality Assurance Committee.

Non-degree students are to comply with all the requirements of the courses and the programme and take entrance tests for admission to graduate or postgraduate programmes in accordance with the requirements of the Ministry of Education and Science of the Republic of Kazakhstan.

The requirements for admission of non-degree students and participants of the Provisional Program “Bachelor Degree for High School Students (Grades 10-11)” are subject to Admission Policy of Students at M. Narikbayev KAZGUU University. (<http://kazguu.kz/ru/abiturientam>).

The participants seeking to take the course without being assessed in the continuous, mid-term and final assignments and getting a final grade submit an application to Academic Quality Assurance Committee of the Higher School. A copy of the identity card, 086-U medical certificate form, and 2 photos in size 3x4 must be attached to the application.

Academic Consultation

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

To get a consultation, the students may contact their advisor via the corporate mail or register for individual consultation at the website: <http://tson.kazguu.kz/ru/moj-edvajzer/>.

Academic consultation is the joint work of an advisor and a student.

In this joint work the advisor has to:

- know the requirements of educational programme, policy, and procedures of M. Narikbayev KAZGUU University and the Higher School;

- assist in forming future professional orientation of a student and his / her professional competences as well as discuss correlation between academic training and student priorities in life, his / her future career;
- provide students with relevant information concerning requirements of M. Narikbayev KAZGUU University, the Higher School and the programme;
- help students in planning their educational trajectory in each semester of the academic year and in making decision of their choices of the courses;
- help in orientation and adaptation to the educational process;
- help the students in planning their school hours;
- represent academic interests of students before the administration of M. Narikbayev KAZGUU University;
- trace the progress of the students assigned to him/her;
- be available to students within office hours and stipulated time sufficient to satisfy the needs of students (students meeting schedule);
- be attentive to the individual needs of certain students.

The student has to:

- know the policy, catalog and other regulatory documentation of M. Narikbayev KAZGUU University, the Higher School and the relevant educational programme;
- plan their own academic path for meeting the requirements for getting an academic degree;
- know the academic performance records, completed credits, and received grades;
- trace and in due time receive the relevant information concerning the process of studying at the university published in official sources of the university (the university website, AIS "Platonus", Canvas LMS, etc.);
- understand own responsibilities for making decisions concerning personal learning goals and objectives as well as for meeting graduation requirements of M. Narikbayev KAZGUU University;
- demonstrate personal initiative and actively participate in consultation and planning of the process of studying.

Student Transfer and Readmission Procedures

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

Student applications for transfer and readmission are considered by Provost of M. Narikbayev KAZGUU University during summer and winter breaks at least five days prior to the start of the next academic period.

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

For transferred or readmitted students, the year of study is determined in consideration of prerequisites, compliance with the requirements of M. Narikbayev KAZGUU University, and educational programmes.

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

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

Educational Programme (Major) Transfer

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

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

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

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

No.	Year	English Language Level on the Basis of KEPT Results (CEFR)	Academic IELTS	TOEFL IBT/PBT, FCE/CAE (IELTS equivalent)
1	1st year	Intermediate B1 (60 points and higher)	5.0	IBT 45 PBT 450 FCE 154
2	2nd year	Advanced	7.0 and higher	IBT 94 PBT 590 CAE 185
3	3rd year	Advanced	8.0 and higher	IBT 110 PBT 637 CAE 200

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

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

3	3rd year	Intermediate B1 (65 points and higher)	5.5	IBT 59 PBT 496 FCE 162 CAE 162
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Transfer from Another University

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

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

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

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

An advisor assists the student in making a recommendation.

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

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

Transfer from course to course

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

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

Table 5.3 Course Completion Requirements for Full-Time Undergraduate Students

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

Table 5.4 Course Completion Requirements for Abbreviated Undergraduate Students

Educational Programme	Year	Minimum Number of Academic Credits	Minimum GPA
6B11102 – Tourism 6B02301 – Translation Studies 6B02302 – Applied Linguistics	1	65	2.0
	2	130	2.0
	3	184	2.0
Physical Education	1-2	8	pass
CSI Project	1-2	0	pass

A student with a GPA level below 2.0 at the end of the academic year is assigned the status of Academic Probation. The student in this case is not transferred to the next academic year and is on an academic probationary period.

A student on Academic Probation can register for:

- no more than 20 academic credits per semester if the GPA for the entire study period is from 1.67 to 2.0;
- no more than 15 academic credits per semester if the GPA for the entire study period is from 0 to 1.66.

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

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

Table 5.5 Course Completion Requirements for Postgraduate Students (Research and Pedagogy Area)

Educational Programme	Year	Minimum Number of Academic Credits	Minimum GPA
Translation Studies	1	60	2.0
Applied Linguistics Tourism Management	2	120	2.0

A postgraduate student with a GPA level below 2.0 at the end of the academic year is assigned the status of Academic Probation.

To obtain the Master Degree, the postgraduate student must meet the following requirements:

- to complete 60 or 120 ECTS by the end of study period;
- to complete the Internship;
- to pass a public defense of master thesis (project);
- to gain at least 2.0 GPA during the entire study period.

ACADEMIC MOBILITY

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

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

for educational programmes “Translation Studies” and “Applied Linguistics”, Kazakh-English Languages and Linguistics

- Astrakhan State University;
- Anshan Normal University, China;
- Eastern Mediterranean University, North Cyprus;
- University of Wroclaw, Poland;
- Corvinus University of Budapest, Hungary;
- Hanyang University, South Korea;
- Batumi Shota Rustaveli, Georgia;
- University of Ostrava, the Czech Republic;
- University of Jaen, Spain;
- University of Dunaujvaros, Hungary;
- University of Cadiz, Spain, and other universities.

for educational programmes “Tourism” and “Hospitality”

- Eastern Mediterranean University, North Cyprus;
- European University Viadrina, Germany;
- University of Liege, Belgium;
- University of Marburg, Germany;
- University of Turiba, Latvia;
- University of Piraeus, Greece;
- Mendel University in Brno, the Czech Republic;
- Mendel University, the Czech Republic;
- University of Toulouse, France;

- University of West Attice, Greece;
- University of Jaen, Spain, and other universities.

Students who have already completed at least 60 credits can participate in the academic mobility programme. To participate in the programme, students must submit the following documents to the Student Service Center (KAZGUU SSC) online:

- 1) a standard application form;
- 2) a copy of the passport of a citizen of the Republic of Kazakhstan;
- 3) transcript of academic performance for the current academic year;
- 4) a document certifying the level of foreign language proficiency (if any);
- 5) two photos in size 3x4;
- 6) completed standard student profile;
- 7) for students under 18 – written consent of the applicant's parents (guardians, legal representatives) to send their child to study abroad within the academic mobility programme;
- 8) two reference letters (in Kazakh, Russian, or English upon their choice);
- 9) copies of certificates, diplomas in the chosen field of study for participation in the event of national or international level (if any);
- 10) copies of documents certifying the fact of belonging to the following categories of persons, if any: a document on the family composition to certify the student's multi-member family background, a document certifying the absence of parents of the student (for the category of students related to orphans or students left without parental care), a document certifying the student's disability.

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

Competitive selection of applicants is carried out in two stages:

Stage 1. Test for foreign language proficiency.

Stage 2. Interview with members of the Competition Committee.

The main requirements of the second stage of competitive selection of applicants to study at foreign partner universities of M. Narikbayev KAZGUU University are:

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

DUAL DEGREE PROGRAMMES

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

Participation requirements:

- successful completion of a certain number of credits at KAZGUU University;
- GPA 3.0 and higher;
- level of English B2 and higher.

The programme terms and conditions:

1. Studying at KAZGUU and a partner University according to a jointly developed curriculum in accordance with the training model stipulated in the agreement (3+1; 2+2; 1+3).
2. Students take entrance examinations in accordance with the rules of admission to KAZGUU University.
3. Full-time study at KAZGUU and a partner University.
4. Graduates of the Programme receive two state diplomas: the KAZGUU diploma of higher education and the state diploma of a foreign partner University.

Partner Universities



- Northern Arizona University NAU (the USA)



- La Rochelle School of Tourism and Hospitality (France)

ACCREDITATIONS OF EDUCATIONAL PROGRAMMES



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

The Tourism educational programme has been successfully accredited and awarded the FIBAA quality mark.



IQAA — The Kazakhstani Independent Agency for Quality Assurance in Education

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

PART 6 CERTIFICATION PROGRAMMES (MINORS)

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

Certification programme (minor):

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

Within the framework of the main education programme, the study of disciplines of no more than two minors is allowed. If the student wants to master more than two minors, he or she appeals to the Academic Quality Assurance Committee.

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

Training in certification programmes lasts no more than 5 years.

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

For certification programmes that include practical courses or internships in international hotels or travel companies, there are additional requirements that are mandatory to be met.

“MEDIA LINGUISTICS” CERTIFICATION PROGRAMME

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

By the end of the course, students will be able to:

- analyze existing trends in modern media;
- edit media texts;
- write news articles;
- review events;
- analyze media texts;
- describe and classify all types of media texts.

Admission requirements:

- English level: Upper-Intermediate (IELTS 6.0 and higher);
- 3rd and 4th year students;
- 4 core courses;
- 1 elective course.

Requirements for completion of the certification programme:

- 25 academic credits
- GPA 2.67 and higher.

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

“TRANSLATION” CERTIFICATION PROGRAMME

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

By the end of the course, students will be able to:

- gain knowledge of translation methods and techniques;
- translate texts of various subjects and genres;
- apply modern technologies for processing translations;
- clearly and logically build up written speech in Kazakh / Russian and English when translating.

Admission requirements:

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

Requirements for completion of the certification programme:

- 25 academic credits;
- GPA 2.67 and higher.

Code	Programme Content	Number of credits	Prerequisites	Language
	Core Courses	20		
TIT 3221	Theory of Translation	5		English
Term 3222	Terminology	5		English
Tran I 3229	Translation I	5	Theory of Translation	English
Tran II 4231	Translation II	5	Translation I	English
	Elective courses	10		
Tran III 4313	Translation III	10	Translation II	English
	Business translation	5		English
	Technical translation	5		English
	Legal translation	5		English
	TOLES Foundation	5		English
	TOLES Higher	5		English
	TOTAL	30		

“CONFERENCE INTERPRETATION” CERTIFICATION PROGRAMME

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

By the end of the course, students will be able to:

- get basic theoretical knowledge in the field of interpretation;
- apply knowledge of interpretation methods and techniques for consecutive and simultaneous interpretation;
- apply technologies for performing consecutive and simultaneous interpretation;
- observe professional ethics of an interpreter.

Admission requirements:

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

Requirements for completion of the certification programme:

- 30 academic credits;
- GPA 2.67 and higher.

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

“TESOL – TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES” CERTIFICATION PROGRAMME

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

By the end of the course, students will be able to:

- acquire deep knowledge of grammar and apply it in teaching the language;
- demonstrate theoretical and practical knowledge of modern methods and approaches in teaching a foreign language;
- apply technology in teaching a foreign language;
- develop a course curriculum and training materials.

Admission requirements:

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

Requirements for completion of the certification programme:

- 27 academic credits (including internship);
- GPA 2.67 and higher;
- completing teaching internship (2 credits or more).

Note:

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

Code	Programme Content	Number of credits	Prerequisites	Language
	Core courses	20		
HTM 2304 HTM 2223	History of Teaching Methods	5		English
LA 3305 LA 3224	Language Acquisition (Language L, Language T)	5		English
CDMD 3306 CDMD 3225	Course development and Material design	5		English
LTA 4309 LTA 4226	Language Testing and Assessment	5		English
	Elective courses	5		
TL2TL 3233 TL2TL 3227	Technology in L2 Teaching and Learning	5		English

CLIL 3234 CLIL 3228	Content Language Integrated Learning	5		English
	Total	25		
	Teaching Internship	2 credits or more		

MINOR IN DOMESTIC AND INBOUND TOURISM

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

At the end of the programme student should be able to:

- Understand the basic concepts related to inbound and domestic tourism;
- Assess the leadership and management skills within the tourism and travel industry;
- Perform best practices in rural, urban and niche tourisms;
- Recognise various challenges of the tourism and travel industry;
- Demonstrate writing, presentation and communication skills.

Entry requirements:

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

Exit requirements:

- Student should earn 32 credits (including internship);
- Minimum level of GPA required to graduate from the programme is 2.67;
- Student should do an internship **ONLY** in well recognised **Touroperating company** (which has a significant experience in inbound and domestic tourism)

Course Code	Name	Number of credits	Prerequisites	Language
MICET 4311	MICE Tourism	5	Introduction to Hospitality	ENG
EE 3222	Eco & Ethnotourism	5	Basics of Tourism Studies	ENG
UT 3221	Urban Tourism	5	Basics of Tourism Studies	ENG
RT 3223	Rural tourism	5	Basics of Tourism Studies	ENG
MMTD 3225	Marketing and management of tourist destinations	5	Basics of Tourism Studies / Tourism Marketing	ENG
CHT 4224	Cultural Heritage and Tourism	5	Introduction to Hospitality/ Basics of Tourism Studies	ENG
	Total	30		
Internship in Touroperating company (after completing 3rd year of study)				2

MINOR IN TOUR GUIDING

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

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

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

By the end of the course, students will be able to:

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

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

Admission requirements:

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

Requirements for completion of the certification programme:

- 32 academic credits (including internship);
- GPA 2.67 and higher;

- Internship in the Center of Tourism and Translation of KAZGUU University / travel agency with significant experience in organizing domestic and inbound tourism, according to the recommendation of the EP Coordinator (at least 2 credits).

Course Code	Name	Number of credits	Prerequisites	Language
FL III 3210	Foreign Language III (B1)	5	Foreign Language II (A2)	по выбору
TG 3302 TG 3329	Tour Guiding	5	Introduction to Hospitality / Fundamentals of Tourism Studies	English
CHT 4224 CHT 4223	Cultural Heritage and Tourism	5	Introduction to Hospitality / Fundamentals of Tourism Studies	English
AMM 4312 AMM 4315	Arts and Museum Management	5	Cultural Heritage and Tourism	English
CC 4308 CC 3308	Cross-cultural Communications	5	Not required	English
CB 2214 CB 2217	Consumer Behaviour	5	Marketing / Tourism Marketing	English
	TOTAL	30		
Internship (after completing the 3rd year of study)				2

MINOR IN MARKETING IN TOURISM AND HOSPITALITY

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

At the end of the programme student should be able to:

- Apply the techniques of marketing promotion of tourist products;
- Define and segment markets, position goods and services that can meet the needs of target segments of the travel market;
- Effectively advertise and promote travel services;
- Apply leadership and management skills in tourism and hospitality.

Entry requirements:

- The programme is open for 2nd, 3rd level students of KAZGUU University of Tourism, Hospitality Majors;
- a good command of the English language - Intermediate (IELTS 5,0 and higher);
- Minimum level of GPA is 2.67.

Exit requirements:

- Student should earn 37 credits (including internship);
- Minimum level of GPA required to graduate from the programme is 2.67;
- Student should do an internship **ONLY** at the hotels from **international hotel chains** or in well recognised **Touroperating company** (which has significant experience in inbound and domestic tourism)

Course Code	Name	Number of credits	Prerequisites	Language
IH 1109	Introduction to Hospitality	5	n/a	ENG
TMark 3213	Tourism Marketing	5	Basics of Tourism Studies	ENG
CB 2214 CB 2217	Consumer Behaviour	5	Marketing/ Tourism Marketing	ENG
ASP 3226 ASP 3224	Advertising Strategy and Promotion	5	Marketing/ Tourism Marketing	ENG
MMTD 3225	Marketing and management of tourist destinations	5	Basics of Tourism Studies and Tourism Marketing	ENG
DM 4227 DM 4226	Digital Marketing	5	Marketing/ Tourism Marketing	ENG
PRMM 3307 PRMM 3306	PR & Marketing management in Tourism and Hospitality	5	Marketing/ Tourism Marketing	ENG
	Total	35		
Internship in Touroperating company/ Hotel (after completing 3rd year of study)				2

MINOR IN HOTEL AND RESTAURANT BUSINESS

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

At the end of the programme student should be able to:

- Understand the basic concepts related to hotel and restaurant management;
- Perform operational skills in the hotel departments (F&B department, Housekeeping department and others);
- Recognise various challenges of the hotel and restaurant management daily functioning routine.

Entry requirements:

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

Exit requirements:

- Student should earn 37 credits (including internship);
- Minimum level of GPA required to graduate from the programme is 2.67;
- Student should do an internship **ONLY** at the one of the **international hotel chains** (see Regulations for practical training/internship)

Course Code	Name	Number of credits	Prerequisites	Language
IH 1109	Introduction to Hospitality	5	n/a	ENG
HRM 3301	Hotel and Restaurant Management	5	Introduction to Hospitality	ENG
HLO 3305	Hotel Lodging Operations	5	Introduction to Hospitality	ENG
FBCO 4304	Food, Beverage & Catering Operations	5	Hotel and Restaurant Management	ENG
IATH 2206	Introduction into Accounting for Tourism & Hospitality	5	Introduction to Hospitality	ENG
ROM 3313	Room Operations Management	5	Introduction to Hospitality	ENG
DSH 3315	Delivering service in Hospitality	5	Introduction to Hospitality	ENG
	Total	35		
Internship at the Hotel (after completing 3rd year of study)				2

“HILTON-ASTANA” CERTIFIED INTERNSHIP PROGRAMME

The Certified Internship Programme “HILTON-ASTANA” is designed to help students to practice operational skills in hospitality industry.

The Internship Programme is organised at the one of ultramodern 5-star hotels - “HILTON-ASTANA”. This Programme has started in 2018 when M. Narikbayev KAZGUU University signed the bilateral agreement and cooperation with Hilton-Astana Hotel.

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

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

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

Requirements

Entry requirements:

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

Exit requirements:

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

CONTENT

Course Code	Name of the course	Number of credits	Language
PRMM 3218	PR& Marketing Management in Hospitality Industry	5	ENG
FBCO 4304	Food, Beverage & Catering Operations	5	ENG
GSM 4215	Guest Satisfaction Management	5	ENG
ROM 3302	Room Operations Management	5	ENG
HTM 4318	Hotel Training Management	5	ENG
SPAM 4317	SPA Management	5	ENG
HBD 4303	Hotel Business Development	5	ENG
HRMTH 3219	HR Management in Tourism & Hospitality***	5	ENG

PART 7 UNDERGRADUATE EDUCATIONAL PROGRAMMES

General Structure of SLA Educational Programmes

No.	Cycles and Disciplines	Academic credits
1	General education disciplines (GED),	56
2	The cycle of basic disciplines (BD), including introductory internship	not less 112
3	The cycle of majors (MD), including industry based and on-the-job internships	not less 60
4	Bachelor Senior project	12
5	Physical Education	8
6	CSI (Creativity. Service. Intelligence)	0

Standard (recommended) duration of study:

- for students enrolled on the basis of secondary education – 4 years,
- for students enrolled on the basis of secondary vocational education – 3 years.
- for NIS / IB graduates – can be reduced to 3 years.

Standard duration of study can be reduced by transferring academic credits for:

- students who have vocational education in related educational programmes;
- students-graduates of the international baccalaureate programme and Nazarbayev intellectual schools.

The duration of study in the undergraduate programme is determined by the amount of academic credits completed. When the set amount of academic credits is completed and the expected learning outcomes for the bachelor degree are achieved, the higher education programme is considered fully completed.

The maximum period of study allowed for SLA undergraduate programmes is 10 years.

BACHELOR OF ARTS IN 6B02301 – “TRANSLATION STUDIES”

The programme is aimed at developing the professional competencies of interpreters and translators in various fields.

The undergraduate programme in Translation Studies is based on international standards and focuses on local resources. In the development of the programme, the requirements of the SCES of the RoK, as well as the requirements of the modern market and employers were taken into account.

Learning Outcomes

Upon completion of this programme, graduates will be able to:

- demonstrate knowledge and understanding of language theory and linguistics of native and foreign languages applying them in various types of assignments;
- put into practice the strategies and methods of interpretation and translation;
- develop critical thinking and broad-spectrum skills in a production environment;
- possess professional skills in both English as a first foreign language and Chinese, German, French, Italian and Spanish as a second foreign language;
- demonstrate knowledge of traditions, culture, history, literature of the countries of the studied languages (English and a second foreign language);
- demonstrate interdisciplinary and communication skills based on knowledge of economics, psychology, politics, and other fields;
- express and justify their decisions, analyse emerging situations;
- determine further goals and ways to achieve them.

6B02301 – “TRANSLATION STUDIES” (4 years)

Semester	Course Code	Course Name	Credits
1 year			
1	General Education Disciplines		31
	GED 1102	Kazakh / Russian (A1, A2, B1, B2, C1)	5
	IKT 1104	Information and Communication Technologies	5
	PICW I 1105	Philosophy and Identity in the Modern World I	4
	GrU 1107	English Grammar in Use (KB)	5
	BFL 1108	Basic Foreign Language (B1)	10
	FK (1)	Physical Education	2
	Additional Courses		0
		Learning how to learn	0
	TSOIR (1)	Creativity. Service. Intelligence (CSI)	0
	TOTAL FOR SEMESTER		31
2 year			
2	General Education Disciplines		21
	GED 1103	Kazakh / Russian (A1+, A2+, B1+, B2+, C1+)	5
	PICW I 1106	Philosophy and Identity in the Modern World II	4
	ITI 1109	Introduction to Translation Studies	5
	GED 1101	Contemporary History of Kazakhstan	5
	FK (2)	Physical Education	2
	Basic Disciplines – core (university) component		10
	BFL 1201	Basic Foreign Language (B2)	10
	Additional Courses		0
	TSOIR (2)	Creativity. Service. Intelligence (CSI)	0
	Professional Training		1
UOP	Introductory Internship	1	
TOTAL FOR SEMESTER		32	
2 year			
3	General Education Disciplines		2
	FK (3)	Physical Education	2
	Basic Disciplines – core (university) component		25
	TIT 2202	Theory of Translation – M2, M3	5
	FLT 2203	Fundamentals of Language Theory	5
	AW C1 2206	Academic Writing (C1)	5
	FL I 2208	Second Foreign Language I (A0, A1)	10
	Major Disciplines – university component		5
	RM I 2301	Research Methods I	5
	TOTAL FOR SEMESTER		32

4	General Education Disciplines		2
	FK (4)	Physical Education	2
	Basic Disciplines - core (university) component		20
	AW C2 2207	Academic Writing (C2)	5
	FL II 2209	Second Foreign Language II (A2)	10
	Basic Disciplines - elective component		5
	HTM 2223	History of Methodology of Foreign Language Teaching - M4	5
	Major Disciplines - university component		15
	RM II 2302	Research Methods II	5
	Tran I 2303	Translation I - M2	5
	CSI I 2304	Consecutive and Simultaneous Interpretation I - M3	5
	TOTAL FOR SEMESTER		37
3 year			
5	Basic Disciplines - core (university) component		10
	Term 3204	Terminology - M2, M3	5
	FL III 3210	Second Foreign Language III (B1)	5
	Basic Disciplines - elective component		15
	MMS 3215	Mass Media and Society - M1	5
	FTGMT 3216	Functional Types and Genres of Media Texts - M1	5
	GA 3221	English Grammar Awareness - M4	5
	LA 3224	Theory and Methodology of Studying Foreign Language - M4	5
	TM 3322	Theory of Meaning	5
	Major Disciplines - university component		10
	Tran II 3305	Translation II -M2	5
	CSI II 3306	Consecutive and Simultaneous Interpretation II - M3	5
	TOTAL FOR SEMESTER		35
6	Basic Disciplines - core (university) component		10
	TTP 3205	Translation Tools and Practice	5
	FL IV 3211	Second Foreign Language IV (B2)	5
	Basic Disciplines - elective component		10
	SW 3217	Speech Writing - M1	5
	CE 3218	Communication Ethics - M1	5
	CDMD 3225	Course Design and Development of Training Materials - M4	5
	TL2TL 3227	Technologies in English Language Teaching - M4	5
	CLIL 3228	Content Language Integrated Learning - M4	5
	Major Disciplines - elective component		10
	Tran II 3305	Translation III - M2	10
	CSI II 3306	Consecutive and Simultaneous Interpretation III - M3	10
	Professional Training		3
	PP I	Industry based Internship	3
	TOTAL FOR SEMESTER		33

4 year			
7	Basic Disciplines - core (university) component		13
	FL V 4212	Second Foreign Language V (C1)	5
	CCC 4213	Intercultural Communication	5
	Socl 4214	Sociolinguistics	3
	Basic Disciplines - elective component		5
	NWR 4219	News Reporting - M1	5
	FC 4220	Legal Literacy and Mass Media and Information Reliability - M1	5
	LTA 4226	Methodology of Language Knowledge Assessment - M4	5
	BT 4229	Translation of Official Documents - M2	5
	TT 4230	Technical Translation - M2	5
	LT 4231	Legal Translation - M2	5
	TF 4232	TOLES Foundation - M2	5
	TH 4233	TOLES Higher - M2	5
	Major Disciplines - university component		5
	Styl 4307	Stylistics - M1	5
	Major Disciplines - elective component		5
	RM III 4308	Research Methods III	5
	BL 4309	Fundamentals of Lexcography	5
	CW 4310	Creative Writing	5
	Lit 4311	Literature	5
Tran IV 4314	Translation IV - M2	5	
CSI IV 4315	Consecutive and Simultaneous Interpretation IV - M3	5	
TOTAL FOR SEMESTER		28	
8	Professional Training		8
	PP II	On- the -job training	8
	Final Attestation		12
	IA	Bachelor Senior project	12
	TOTAL FOR SEMESTER		20

M1 – Minor in MEDIA LINGUISTICS

M2 – Minor in TRANSLATION

M3 – Minor in CONFERENCE INTERPRETATION

M4 – Minor in “TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES” (TESOL)

COHORT 2020

6B02301 – “TRANSLATION STUDIES” (3 years)			
Semester	Course Code	Course Name	Credits
1 year			
1	General Education Disciplines		7
	GED 1101	Contemporary History of Kazakhstan	5
	FK (1)	Physical Education	2
	Basic Disciplines – core (university) component		25
	TIT 2202	Theory of Translation – M2, M3	5
	FLT 2203	Fundamentals of Language Theory	5
	AW C1 2206	Academic Writing (C1)	5
	FL I 2208	Second Foreign Language I (A0, A1)	10
	Major Disciplines – university component		5
	RM I 2301	Research Methods I	5
	Additional Courses		0
		Learning how to learn	0
	TSOIR (1)	Creativity. Service. Intelligence (CSI)	0
	TOTAL FOR SEMESTER		37
2 year			
2	General Education Disciplines		2
	FK (2)	Physical Education	2
	Basic Disciplines – core (university) component		15
	AW C2 2207	Academic Writing (C2)	5
	FL II 2209	Second Foreign Language II (A2)	10
	Basic Disciplines – elective component		5
	HTM 2223	History of Methodology of Foreign Language Teaching – M4	5
	Major Disciplines – university component		15
	RM II 2302	Research Methods II	5
	Tran I 2303	Translation I – M2	5
	CSI I 2304	Consecutive and Simultaneous Interpretation I – M3	5
	Additional Courses		0
	TSOIR (2)	Creativity. Service. Intelligence (CSI)	0
	TOTAL FOR SEMESTER		37
2 year			
3	General Education Disciplines		2
	FK (3)	Physical Education	2
	Basic Disciplines – core (university) component		10
	Term 3204	Terminology – M2, M3	5
	FL III 3210	Second Foreign Language III (B1)	5
	Basic Disciplines – elective component		10
	MMS 3215	Mass Media and Society – M1	5

3	FTGMT 3216	Functional Types and Genres of Media Texts – M1	5
	GA 3221	English Grammar Awareness – M4	5
	LA 3224	Theory and Methodology of Studying Foreign Language – M4	5
	Major Disciplines – university component		10
	Tran II 3305	Translation II –M2	5
	CSI II 3306	Consecutive and Simultaneous Interpretation II – M3	5
	TOTAL FOR SEMESTER		32
4	General Education Disciplines		2
	FK (4)	Physical Education	2
	Basic Disciplines – core (university) component		10
	TTP 3205	Translation Tools and Practice	5
	FL IV 3211	Second Foreign Language IV (B2)	5
	Basic Disciplines – elective component		10
	SW 3217	Speech Writing – M1	5
	CE 3218	Communication Ethics – M1	5
	CDMD 3225	Course Design and Development of Training Materials – M4	5
	TL2TL 3227	Technologies in English Language Teaching - M4	5
	CLIL 3228	Content Language Integrated Learning – M4	5
	Major Disciplines – elective component		10
	Tran III 3312	Translation III – M2	10
	CSI II 3313	Consecutive and Simultaneous Interpretation III – M3	10
	Internship		2
	PP I	Industry based Internship I	2
	TOTAL FOR SEMESTER		34
3 year			
5	Basic Disciplines – core (university) component		10
	FL V 4212	Second Foreign Language V (C1)	5
	CCC 4213	Intercultural Communication	5
	Basic Disciplines – elective component		10
	NWR 4219	News Reporting – M1	5
	FC 4220	Legal Literacy and Mass Media and Information Reliability – M1	5
	LTA 4226	Methodology of Language Knowledge Assessment – M4	5
	BT 4229	Translation of Official Documents – M2	5
	TT 4230	Technical Translation – M2	5
	LT 4231	Legal Translation – M2	5
	TF 4232	TOLES Foundation – M2	5
	TH 4233	TOLES Higher – M2	5
	Major Disciplines – university component		5
	Styl 4307	Stylistics – M1	5

5	Major Disciplines – elective component		5
	RM III 4308	Research Methods III	5
	BL 4309	Fundamentals of Lexcography	5
	CW 4310	Creative Writing	5
	Lit 4311	Literature	5
	Internship		2
	PP II	Industry based Internship II	2
TOTAL FOR SEMESTER		32	
6	Internship		8
	PP III	On-the-job training	8
	Final Attestation		12
	IA	Bachelor Senior project	12
	TOTAL FOR SEMESTER		20

M1 – Minor in MEDIA LINGUISTICS

M2 – Minor in TRANSLATION

M3 – Minor in CONFERENCE INTERPRETATION

M4 – Minor “TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES”(TESOL)

6B02301 – TRANSLATION STUDIES (4 years)			
Semester	Course Code	Course Name	Credits
1 year			
1	General Education Disciplines		37
	Phil 1110	Philosophy	5
	GED 1101	Contemporary History of Kazakhstan	5
	BFL 1108	Basic Foreign Language (B1)	10
	GED 1102	Kazakh / Russian (A1, A2, B1, B2, C1)	5
	GPI I 1105	Global Perspectives and Identity I	3
	CT 1107	Critical Thinking	5
	GP 1109	General Psychology	2
	FK (1)	Physical Education	2
	Additional Courses		0
	TSOIR (1)	Creativity. Service. intelligence (CSI)	0
	TOTAL FOR SEMESTER		
2 year			
2	General Education Disciplines		15
	GED 1103	Kazakh / Russian (A1+, A2+, B1+, B2+, C1+)	5
	IKT 1104	Information and Communication Technologies	5
	GPI II 1106	Global Perspectives and Identity II	3
	FK (2)	Physical Education	2
	Basic Disciplines - core (university) component		15
	BFL 1201	Basic Foreign Language (B2)	10
	BC 1202	Business Communications	5
	Additional Courses		0
	TSOIR (2)	Creativity. Service. intelligence (CSI)	0
	Internship		1
	UOP	Introductory Internship	1
TOTAL FOR SEMESTER			31
2 year			
3	General Education Disciplines		2
	FK (3)	Physical Education	2
	Basic Disciplines - core (university) component		25
	TIT 2202	Theory of Translation – M2, M3	5
	FLT 2203	Fundamentals of Language Theory	5
	AW C1 2206	Academic Writing (C1)	5
	FL I 2208	Second Foreign Language I (A0, A1)	10
	Major Disciplines – university component		5
	RM I 2301	Research Methods I	5
	TOTAL FOR SEMESTER		

4	General Education Disciplines		2
	FK (4)	Physical Education	2
	Basic Disciplines - core (university) component		15
	AW C2 2207	Academic Writing (C2)	5
	FL II 2209	Second Foreign Language II (A2)	10
	Basic Disciplines - elective component		5
	HTM 2223	History of Methodology of Foreign Language Teaching - M4	5
	Major Disciplines - university component		15
	RM II 2302	Research Methods II	5
	Tran I 2303	Translation I - M2	5
	CSI I 2304	Consecutive and Simultaneous Interpretation I - M3	5
	TOTAL FOR SEMESTER		37
3 year			
5	Basic Disciplines - core (university) component		10
	Term 3204	Terminology - M2, M3	5
	FL III 3210	Second Foreign Language III (B1)	5
	Basic Disciplines - elective component		10
	MMS 3215	Mass Media and Society - M1	5
	FTGMT 3216	Functional Types and Genres of Media Texts - M1	5
	GA 3221	English Grammar Awareness - M4	5
	LA 3224	Theory and Methodology of Studying Foreign Language - M4	5
	TM 3322	Theory of Meaning	5
	Major Disciplines - university component		10
	Tran II 3305	Translation II -M2	5
	CSI II 3306	Consecutive and Simultaneous Interpretation II - M3	5
	TOTAL FOR SEMESTER		30
6	Basic Disciplines - core (university) component		5
	TTP 3205	Translation Tools and Practice	5
	FL IV 3211	Second Foreign Language IV (B2)	5
	Basic Disciplines - elective component		15
	SW 3217	Speech Writing - M1	5
	CE 3218	Communication Ethics - M1	5
	CDMD 3225	Course Design and Development of Training Materials - M4	5
	TL2TL 3227	Technologies in English Language Teaching - M4	5
	CLIL 3228	Content Language Integrated Learning - M4	5
	Major Disciplines - elective component		10
	Tran III 3312	Translation III	10
	CSI II 3313	Consecutive and Simultaneous Interpretation III	10
	Internship		3
	PP I	Industry based Internship I	3
	TOTAL FOR SEMESTER		33

4 year			
7	Basic Disciplines - core (university) component		13
	FL V 4212	Second Foreign Language V (C1)	5
	CCC 4213	Intercultural Communication	5
	Socl 4214	Sociolinguistics	3
	Basic Disciplines - elective component		5
	NWR 4219	News Reporting - M1	5
	FC 4220	Legal Literacy and Mass Media and Information Reliability - M1	5
	LTA 4226	Methodology of Language Knowledge Assessment - M4	5
	BT 4229	Translation of Official Documents - M2	5
	TT 4230	Technical Translation - M2	5
	LT 4231	Legal Translation - M2	5
	TF 4232	TOLES Foundation - M2	5
	TH 4233	TOLES Higher - M2	5
	Major Disciplines - university component		5
	Styl 4307	Stylistics - M1	5
	Major Disciplines - elective component		5
	RM III 4308	Research Methods III	5
	BL 4309	Fundamentals of Lexcography	5
	CW 4310	Creative Writing	5
	Lit 4311	Literature	5
Tran IV 4314	Translation IV - M2	5	
CSI IV 4315	Consecutive and Simultaneous Interpretation IV - M3	5	
TOTAL FOR SEMESTER		28	
8	Internship		8
	PP II	On-the-job training	8
	Final Attestation		12
	ИА	Bachelor Senior project.	12
	TOTAL FOR SEMESTER		20

M1 – Minor in MEDIA LINGUISTICS

M2 – Minor in TRANSLATION

M3 – Minor in CONFERENCE INTERPRETATION

M4 – Minor in TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES (TESOL)

COHORT 2018**6B02301 – TRANSLATION STUDIES (4 years)**

Course Code	Course Name	Credits
1 year		
CORE COURSES		54
GED 1101	Philosophy	5
GED 1102	Kazakh – 1 / Russian – 1	5
GED 1104	Information and Communication Technology	5
GED 1105	Contemporary History of Kazakhstan	5
GED 1106	Kazakh – 2 / Russian – 2	5
ENG 1108	Basic Foreign Language for Intercultural Communication B1	10
ENG 1109	Basic Foreign Language for Intercultural Communication B2	10
FK	Physical Education	2/2
BUS 2201	Business Communications	5
ELECTIVE COURSES		15
GED 1108	Critical Thinking	5
ENG 1111	Speaking Practice	5
ENG 1210	English for Communication Purposes	5
2-4 years		
CORE COURSES		64
Basic Disciplines		39
TLNG 3201	Professional Foreign Language	5
LNG 2202	Professional Kazakh / Russian	5
BUS 3202	Business Ethics	5
MGT 2201	Organizational Behaviour	5
TLRN 2203	Second Foreign Language (German, French, Spanish, Italian, Chinese) A1A2	5
TLNG 3213	Second Foreign Language (German, French, Spanish, Italian, Chinese) B1B2	5
LNG 3204	Theory of Translation	5
FK	Physical Education	2/2
Major Disciplines		25
TLRN 2202	Fundamentals of Language Theory	5
TUR 4317	Research Methods	5
TRN 3305	Translation Practice	5
INT 4305	Interpretation Practice	5
TLNG 4213	Special Professional Foreign Language for Intercultural Communication	5
ELECTIVE COURSES		90
Basic Disciplines		
BUS 3204	International Business	5

LNG 3203	Business English	5
MGT 3203	Leadership	5
ECN 4216	Global Economics	5
ECN 4314	WTO: Policy and Current Trends	5
TLNG 3213	Academic Writing	5
IRF 2201	Fundamentals of International Relations	5
TLNG 4219	Literature of Britain and America	5
TRN 3307	Translation of Fiction	5
IRF 3310	Diplomatic Club (workshop)	5
TLNG 3214	Public Speaking	5
IRF 3302	Diplomatic Protocol and Documents	5
IR 4208	Project Work in IR	5
IR 3303	Globalization and International Organizations	5
IR 3204	Negotiating and Public Diplomacy	5
INT 3302	Introduction to Consecutive Interpretation	5
INT 3303	Introduction to Simultaneous Interpretation	5
TLNG 3214	Country Studies	5
TRN 3310	Subtitling: Documentaries and Popular Science Films	5
TRN 2218	Theory of Meaning	5
TRN 3215/TRN 2210	Advanced Course in Translation Studies	5
TRN 3215/TRN 2210	Advanced Course in Translation Studies	5
Major Disciplines		
TRN 2201	Fundamentals of Profession of a Translator / Interpreter	5
INT 4307	Simultaneous Interpretation – Advanced Level	5
TRN 4306	Consecutive Interpretation – Advanced Level	5
TRN 3308	Technical Translation	5
TLNG 4217	Professional Translation and Interpretation – Advanced Level	5
TRN 3215 /TRN 2210	Elective Advanced Course	5
TRN 3215 /TRN 2210	Elective Advanced Course	5
INTERNSHIP		13
UOP	Introductory Internship	1
UOP	Introductory Internship	1
PP	Industry based Internship I	1
PP	Industry based Internship II	2
PP	On-the-job training	8
FINAL ATTESTATION		12
IA	Bachelor Senior project	12

6B02301 – TRANSLATION STUDIES (4 years)		
Course Code	Course Name	Credits
1 year		
CORE COURSES		54
GED 1101	Philosophy	5
GED 1102	Kazakh – 1 / Russian – 1	5
GED 1104	Information and Communication Technology	5
GED 1105	Contemporary History of Kazakhstan	5
GED 1106	Kazakh – 2 / Russian – 2	5
ENG 1108	Basic Foreign Language for Intercultural Communication B1	10
ENG 1209	Basic Foreign Language for Intercultural Communication B2	10
BUS 2201	Business Communications	5
FK	Physical Education	2/2
ELECTIVE COURSES		5
GED 1108	Critical Thinking	5
ENG 1111	Speaking Practice	5
ENG 1210	English for Communication Purposes	5
LNG 3203	Business English	5
2-4 years		
CORE COURSES		69
Basic Disciplines		44
TLNG 3201	Professional Foreign Language	5
LNG 2202	Professional Kazakh / Russian	5
BUS 3202	Business Ethics	5
MGT 2201	Organizational Behaviour	5
TLRN 2203	Second Foreign Language (German, French, Spanish, Italian, Chinese) A1A2	5
TLNG 3213	Second Foreign Language (German, French, Spanish, Italian, Chinese) B1B2	5
TLRN 2202	Fundamentals of Language Theory	5
LNG 3204	Theory of Translation	5
FK	Physical Education	2/2
Major Disciplines		25
TRN 2201	Fundamentals of Profession of a Translator / Interpreter	5
TRN 3305	Translation Practice	5
INT 4305	Interpretation Practice	5
TLNG 4213	Special Professional Foreign Language for Intercultural Communication	5
RM	Research Methods	5

ELECTIVE COURSES		90
<i>Basic Disciplines</i>		70
INT 3302	Introduction to Consecutive Interpretation	5
INT 3303	Introduction to Simultaneous Interpretation	5
TRN 3307	Translation of Fiction	5
TLNG 3214	Country Studies	5
TRN 2218	Theory of Meaning	5
TRN 3215/TRN 2210	Advanced Course in Translation Studies	5
TRN 3310	Subtitling: Documentaries and Popular Science Films	5
TLNG 3213	Academic Writing	5
TLNG 4219	Literature of Britain and America	5
BUS 3204	International Business	5
MGT 3203	Leadership	5
ECN 4216	Global Economics	5
ECN 4314	WTO: Policy and Current Trends	5
IRF 2201	Fundamentals of International Relations	5
IRF 3310	Diplomatic Club (workshop)	5
TLNG 3214	Public Speaking	5
IR 3302	Diplomatic Protocol and Documents	5
IR 4208	Project Work in IR	5
IR 3303	Globalization and International Organizations	5
IR 3204	Negotiating and Public Diplomacy	5
<i>Major Disciplines</i>		25
RM III 4310	Simultaneous Interpretation – Advanced Level	5
TRN 4306	Consecutive Interpretation – Advanced Level	5
TRN 3308	Technical Translation	5
TLNG 4217	Professional Translation and Interpretation – Advanced Level	5
ENG 1111	Speaking Practice	5
TRN 3215/TRN 2210	Elective Advanced Course	5
TRN 3215/TRN 2210	Elective Advanced Course	5
Internship		13
UOP	Introductory Internship	1
UOP	Introductory Internship	1
PP	Industry based Internship I	2
PP	Industry based Internship II	2
PP	On-the-job training	7
FINAL ATTESTATION		12
HA	Bachelor Senior project	12

BACHELOR OF ARTS IN “6B02302 – APPLIED LINGUISTICS”

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

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

Learning outcomes:

By the end of this programme, graduates will be able to:

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

6B02302 – “APPLIED LINGUISTICS” (4 years)

Semester	Course Code	Course Name	Credits
1 year			
1	General Education Disciplines		31
	PICW I 1105	Philosophy and Identity in the Modern World I	4
	IKT 1104	Information and Communication Technologies	5
	BFL 1108	Basic Foreign Language (B1)	10
	GED 1102	Kazakh / Russian (A1, A2, B1, B2, C1)	5
	GrU 1107	English Grammar in Use	5
	FK	Physical Education	2
	Additonal Courses		0
		Learning how to learn	0
	TSOIR (1)	Creativity. Service. Intelligence (CSI)	0
TOTAL FOR SEMESTER		31	
2 year			
2	General Education Disciplines		21
	GED 1103	Kazakh / Russian (A1+, A2+, B1+, B2+, C1+)	5
	PICW II 1106	Philosophy and Identity in the Modern World II	4
	IL 1109	Introduction to Linguistics	5
	GED 1101	Contemporary History of Kazakhstan	5
	FK	Physical Education	2
	Basic Disciplines – core (university) component		10
	BFL 1201	Basic Foreign Language (B2)	10
	Additonal Courses		0
	TSOIR (2)	Creativity. Service. Intelligence (CSI)	0
	Internship		1
	UOP	Introductory Internship	1
TOTAL FOR SEMESTER		32	
2 year			
3	General Education Disciplines		2
	FK	Physical Education	2
	Basic Disciplines – core (university) component		20
	GA 2202	English Grammar Awareness	5
	AW C1 2206	Academic Writing (C1)	5
	FL I 2208	Second Foreign Language I (A0, A1)	10
	Major Disciplines – university component		10
	RM I 2301	Research Methods I	5
	HL 2303	History of the English Language	5
	TOTAL FOR SEMESTER		32
2 year			
4	General Education Disciplines		2
	FK	Physical Education	2

4	Basic Disciplines - core (university) component		20
	MSL 2203	Morphology, Lexicology and Syntax	5
	AW C2 2207	Academic Writing (C2)	5
	FL II 2209	Second Foreign Language II (A2)	10
	Major Disciplines - university component		10
	RM II 2302	Research Methods II	5
	HTM 2304	History of Methodology of Foreign Language Teaching - M4	5
TOTAL FOR SEMESTER		32	
3 year			
5	Basic Disciplines - core (university) component		15
	PP 3204	Phonetics and Phonology	5
	FL III 3210	Second Foreign Language III (B1)	5
	LE 3205	Literary Editing	5
	Basic Disciplines - elective component		15
	MMS 3215	Mass Media and Society - M1	5
	FTGMT 3216	Functional Types and Genres of Media Texts - M1	5
	TIT 3221	Theory of Translation - M2, M3	5
	Major Disciplines - university component		5
	LA 3305	Theory and Methodology of Studying Foreign Language - M4	5
TOTAL FOR SEMESTER		35	
6	Basic Disciplines - core (university) component		5
	FL IV 3211	Second Foreign Language IV (B2)	5
	CCC 3213	Intercultural Communication	5
	Basic Disciplines - elective component		15
	SW 3217	Speech Writing - M1	5
	CE 3218	Communication Ethics - M1	5
	Tran I 3229	Translation I - M2	5
	CSII 3230	Consecutive and Simultaneous Interpretation I - M3	5
	Term 4222	Terminology - M2, M3	5
	TL2TL 3233	Technologies in Teaching English - M4	5
	CLIL 3234	Content Language Integrated Learning - M4	5
	Major Disciplines - university component		10
	CDMD 3306	Course Design and Development of Training Materials - M4	5
	CL 3307	Corpus Linguistics	5
	Internship		3
PP I	Industry based Internship	3	
TOTAL FOR SEMESTER		33	

4 year			
7	Basic Disciplines - core (university) component		13
	FL V 4212	Second Foreign Language V (C1)	5
	Socl 4214	Sociolinguistics	3
	Basic Disciplines - elective component		5
	NWR 4219	News Reporting - M1	5
	FC 4220	Legal Literacy and Mass Media and Information Reliability - M1	5
	BT 4224	Business Translation - M2	5
	TT 4225	Technical Translation - M2	5
	LT 4226	Legal Translation - M2	5
	TF 4227	TOLES Foundation - M2	5
	TH 4228	TOLES higher - M2	5
	Tran II 4231	Translation II - M2	5
	CSI II 4232	Consecutive and Simultaneous Interpretation II - M3	5
	TTP 3223	Practicing CAT Tools - M3	5
	Major Disciplines - university component		10
	LTA 4309	Methodology of Language Knowledge Assessment - M4	5
	Styl 4308	Stylistics - M1	5
	Major Disciplines - elective component		5
	RM III 4309	Research Methods III	5
	BL 4310	Fundamentals of Lexcography	5
	CW 4311	Creative Writing	5
Lit 4312	Literature	5	
TOTAL FOR SEMESTER		33	
8	Internship		8
	PP II	On-the-job training	8
	Final Attestation		12
	ИА	Bachelor Senior project	12
	TOTAL FOR SEMESTER		20

M1 – Minor in MEDIA LINGUISTICS

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M3 – Minor in CONFERENCE INTERPRETATION

M4 – Minor in TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES (TESOL)

6B02302 – “APPLIED LINGUISTICS” (3 years)			
Semester	Course Code	Course Name	Credits
1 year			
1	General Education Disciplines		7
	GED 1101	Contemporary History of Kazakhstan	5
	FK 1103	Physical Education	2
	Basic Disciplines – core (university) component		20
	GA 2202	English Grammar Awareness	5
	FL I 2208	Second Foreign Language I (A0, A1)	10
	AW C1 2206	Academic Writing (C1)	5
	Major Disciplines – university component		10
	RM I 2301	Research Methods I	5
	HL 2303	History of the English Language	5
	Additional Courses		0
		Learning how to learn	0
	TSOIR (1)	Creativity. Service. Intelligence (CSI)	0
	TOTAL FOR SEMESTER		37
2 year			
2	General Education Disciplines		2
	FK 1103	Physical Education	2
	Basic Disciplines – core (university) component		20
	AW C2 2207	Academic Writing (C2)	5
	FL II 2209	Second Foreign Language II (A2)	10
	MSL 2203	Morphology, Lexicology and Syntax	5
	Major Disciplines – university component		10
	RM II 2302	Research Methods II	5
	HTM 2304	History of Methodology of Foreign Language Teaching – M4	5
	Additional Courses		0
	TSOIR (2)	Creativity. Service. Intelligence (CSI)	0
TOTAL FOR SEMESTER		32	
2 year			
3	General Education Disciplines		2
	FK 1103	Physical Education	2
	Basic Disciplines – core (university) component		15
	FL III 3210	Second Foreign Language III (B1)	5
	PP 3204	Phonetics and Phonology	5
	LE 3205	Literary Editing	5
	Basic Disciplines – elective component		15
	MMS 3215	Mass Media and Society – M1	5
	FTGMT 3216	Functional Types and Genres of Media Texts – M1	5
	TIT 3221	Theory of Translation – M2, M3	5

	Major Disciplines - university component		5
	LA 3305	Theory and Methodology of Studying Foreign Language - M4	5
	TOTAL FOR SEMESTER		37
4	General Education Disciplines		2
	FK 1103	Physical Education	2
	Basic Disciplines - core (university) component		10
	FL IV 3211	Second Foreign Language IV (B2)	5
	CCC 3213	Intercultural Communication	5
	Basic Disciplines - elective component		10
	FC 4220	Speech Writing - M1	5
	TIT 3221	Communication Ethics - M1	5
	Term 4222	Terminology	5
	Tran I 3229	Translation I - M2	5
	CSII 3230	Consecutive and Simultaneous Interpretation I - M3	5
	TL2TL 3233	Technologies in Teaching English - M4	5
	CLIL 3234	Content Language Integrated Learning - M4	5
	Major Disciplines - university component		10
	CL 3307	Corpus Linguistics	5
	CDMD 3306	Course Design and Development of Training Materials - M4	5
	Internship		2
	PP 1	Industry based Internship	2
	TOTAL FOR SEMESTER		34
	3 year		
5	Basic Disciplines - core (university) component		5
	FL V 4212	Second Foreign Language V (C1)	5
	Basic Disciplines - elective component		5
	NWR 4219	News Reporting - M1	5
	FC 4220	Legal Literacy and Mass Media and Information Reliability - M1	5
	TTP 3223	Practicing CAT Tools	5
	BT 4224	Translation of Official Documents - M2	5
	TT 4225	Technical translation - M2	5
	LT 4226	Legal Translation - M2	5
	TF 4227	TOLES Foundation - M2	5
	TH 4228	TOLES Higher - M2	5
	Tran II 4231	Translation II -M2	5
	CSI II 4232	Consecutive and Simultaneous Interpretation II - M3	5
	Major Disciplines - university component		10
	Styl 4308	Stylistics	5
	LTA 4309	Methodology of Language Knowledge Assessment - M4	5
	Major Disciplines - elective component		10
	RM III 4309	Research Methods III	5
	BL 4310	Fundamentals of Lexcography	5

5	CW 4311	Creative Writing	5
	Lit 4312	Literature	5
	Tran II 3305	Translation III	10
	CSI II 3306	Consecutive and Simultaneous Interpretation III	10
	Internship		2
	PP II	Industry based Internship II	2
	TOTAL FOR SEMESTER		32
Internship			8
6	PP III	On-the-job training	8
	Final Attestation		12
	ИА	Bachelor Senior project	12
	TOTAL FOR SEMESTER		20

M1 – Minor in MEDIA LINGUISTICS

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COHORT 2019

6B02302 – “APPLIED LINGUISTICS” (4 years)

Semester	Course Code	Course Name	Credits
1 year			
1	General Education Disciplines		32
	Phil 1107	Philosophy	5
	GED 1101	Contemporary History of Kazakhstan	5
	BFL 1108	Basic Foreign Language (B1)	12
	GED 1102	Kazakh / Russian (A1, A2, B1, B2, C1)	5
	GPI I 1105	Global Perspectives and Identity I	3
	FK	Physical Education	2
	Additional Courses		0
		Learning how to learn	0
	TSOIR (1)	Creativity. Service. Intelligence (CSI)	0
	TOTAL FOR SEMESTER		32
	2 year		
2	General Education Disciplines		20
	GED 1103	Kazakh / Russian (A1+, A2+, B1+, B2+, C1+)	5
	IKT1104	Information and Communication Technologies	5
	IL 1109	Introduction to Linguistics	5
	GPI II 1106	Global Perspectives and Identity II	3
	FK	Physical Education	2
	Basic Disciplines - core (university) component		10
	BFL 1201	Basic Foreign Language (B2)	10
	Additional Courses		0
	TSOIR (1)	Creativity. Service. Intelligence (CSI)	0
	Internship		2
	UOP	Introductory Internship	2
TOTAL FOR SEMESTER		32	
2 year			
3	General Education Disciplines		2
	FK	Physical Education	2
	Basic Disciplines - core (university) component		20
	GA 2202	English Grammar in Use	5
	FL I 2208	Second Foreign Language I (A0, A1)	10
	AW C1 2206	Academic Writing (C1)	5
	Major Disciplines - university component		10
	RM I 2301	Research Methods I	5
	HL 2303	History of the English Language	5
	TOTAL FOR SEMESTER		32

4	General Education Disciplines		2
	FK 1103	Physical Education	2
	Basic Disciplines - core (university) component		20
	AW C2 2207	Academic Writing (C2)	5
	FL II 2209	Second Foreign Language II (A2)	10
	MSL 2203	Morphology, Lexicology and Syntax	5
	Major Disciplines - university component		10
	RM II 2302	Research Methods II	5
	HTM 2304	History of Methodology of Foreign Language Teaching - M4	5
	TOTAL FOR SEMESTER		32
3 year			
5	Basic Disciplines - core (university) component		15
	FL III 3210	Second Foreign Language III (B1)	5
	PP 3204	Phonetics and Phonology	5
	LE 3205	Literary Editing	5
	Basic Disciplines - elective component		15
	MMS 3215	Mass Media and Society - M1	5
	FTGMT 3216	Functional Types and Genres of Media Texts - M1	5
	TIT 3221	Theory of Translation - M2, M3	5
	Major Disciplines - university component		5
	LA 3305	Theory and Methodology of Studying Foreign Language - M4	5
	TOTAL FOR SEMESTER		35
6	Basic Disciplines - core (university) component		10
	FL IV 3211	Second Foreign Language IV (B2)	5
	CCC 3213	Intercultural Communication	5
	Basic Disciplines - elective component		10
	FC 4220	Speech Writing - M1	5
	TIT 3221	Communication Ethics - M1	5
	Term 4222	Terminology	5
	Tran I 3229	Translation I - M2	5
	CSI I 3230	Consecutive and Simultaneous Interpretation I - M3	5
	TL2TL 3233	Technologies in Teaching English - M4	5
	CLIL 3234	Content Language Integrated Learning - M4	5
	Major Disciplines - university component		10
	CL 3307	Corpus Linguistics	5
	CDMD 3306	Course Design and Development of Training Materials - M4	5
	Internship		2
	PP 1	Industry based Internship I	2
	TOTAL FOR SEMESTER		32

4 year			
7	Basic Disciplines - core (university) component		8
	FL V 4212	Second Foreign Language V (C1)	5
	Socl 4214	Sociolinguistics	3
	Basic Disciplines - elective component		5
	NWR 4219	News Reporting - M1	5
	FC 4220	Legal Literacy and Mass Media and Information Reliability - M1	5
	TTP 3223	Practicing CAT Tools	5
	BT 4224	Translation of Official Documents - M2	5
	TT 4225	Technical translation - M2	5
	LT 4226	Legal Translation - M2	5
	TF 4227	TOLES Foundation - M2	5
	TH 4228	TOLES Higher - M2	5
	Tran II 4231	Translation II -M2	5
	CSI II 4232	Consecutive and Simultaneous Interpretation II - M3	5
	Major Disciplines - university component		10
	Styl 4308	Stylistics	5
	LTA 4309	Methodology of Language Knowledge Assessment - M4	5
	Major Disciplines - elective component		10
	RM III 4309	Research Methods III	5
	BL 4310	Fundamentals of Lexcography	5
	CW 4311	Creative Writing	5
	Lit 4312	Literature	5
	Tran II 3305	Translation III	5
CSI II 3306	Consecutive and Simultaneous Interpretation III	5	
TOTAL FOR SEMESTER		33	
Internship			8
8	PPP II	On-the-job training	8
	Final Attestation		12
	IA	Bachelor Senior project	12
	TOTAL FOR SEMESTER		20

M1 – Minor in MEDIA LINGUISTICS

M2 – Minor in TRANSLATION

M3 – Minor in CONFERENCE INTERPRETATION

M4 – Minor in TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES (TESOL)

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

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

Learning outcomes:

By the end of the programme, the graduate:

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

COHORT 2020

6B02303 – “KAZAKH-ENGLISH LANGUAGES AND LINGUISTICS” (4 years)

Semester	Course Code	Course Name	Credits
1 year			
1	General Education Disciplines		31
	AK 1102	Academic Kazakh I	5
	AK 1103	Basic Foreign Language I (A1-A2)	10
	IKT 1104	Information and Communication Technologies	5
	PICW I 1105	Philosophy and Identity in the Modern World	4
	PICW II 1106	English Grammar in Use	5
	GrU 1107	Physical Education	2
	Additional Courses		0
		Learning how to learn	0
	TSOIR (1)	Creativity. Service. Intelligence (CSI)	0
TOTAL FOR SEMESTER		31	
2 year			
2	General Education Disciplines		21
	AK 1103	Academic Kazakh II	5
	GED 1101	Contemporary History of Kazakhstan	5
	PICW I 1105	Philosophy and Identity in the Modern World II	4
	IL 1109	Introduction to Linguistics (Kazakh)	5
	FK	Physical Education	2
	Basic Disciplines – core (university) component		10
	BFL 1201	Basic Foreign Language II (A2-B1)	10
	Additional Courses		0
	TSOIR (2)	Creativity. Service. Intelligence (CSI)	0
	Internship		1
	UOP	Introductory Internship	1
TOTAL FOR SEMESTER		32	
2 year			
3	General Education Disciplines		2
	FK	Physical Education	2
	Basic Disciplines – core (university) component		30
	BFL 1202	Basic Foreign Language III (B1-B2)	10
	PKL 2205	Phonetics of the Kazakh Language	5
	LT 2206	Text Linguistics (Kazakh)	5
	KL 2207	Kazakh Literature	5
	MSLEL 2209	Morphology, Syntax, Lexicology (Kazakh)	5
TOTAL FOR SEMESTER		32	
2 year			
General Education Disciplines		2	
FK	Physical Education	2	

4	Basic Disciplines - core (university) component		20
	AE 2203	Academic English C1	5
	AE 2204	Introduction to Linguistics (English)	5
	HGKL 2211	Historical Grammar of the Kazakh Language	5
	MSLEL 2209	Morphology, Syntax, Lexicology (English)	5
	Major Disciplines - university component		10
	KLTM 2301	Methodology of Teaching the Kazakh Language	5
	HTM 2310	History of Methodology of Teaching Foreign Languages - M4	2
	TOTAL FOR SEMESTER		32
3 year			
5	Basic Disciplines - core (university) component		10
	AE 2204	Academic English C2	5
	PPEL 3212	Phonetics and Phonology (English)	5
	Basic Disciplines - elective component		10
	MMS 3215	Mass Media and Society - M1	5
	FTGMT 3216	Functional Types and Genres of Media Texts - M1	5
	TIT 3221	Theory of Translation - M2, M3	5
	Major Disciplines - university component		15
	RM I 3302	Research Methods I	5
	HEL 3304	History of the English Language	5
	LA 3305	Theory and Methodology of Studying Foreign Language - M4	5
	TOTAL FOR SEMESTER		35
6	Basic Disciplines - elective component		15
	SW 3217	Speech Writing - M1	5
	CE 3218	Communication Ethics - M1	5
	Term 3222	Terminology	5
	Tran I 3229	Translation I - M2	5
	CSI I 3230	Consecutive and Simultaneous Interpretation I - M3	5
	TL2TL 3233	Technologies in Teaching English - M4	5
	CLIL 3234	Content Language Integrated Learning - M4	5
	Major Disciplines - university component		15
	RM II 3303	Research Methods II	5
	CDMD 3306	Course Design and Development of Training Materials	5
	LTA 3307	Methodology of Language Knowledge Assessment	5
	Internship		3
	PP I	Industry based Internship I	3
	TOTAL FOR SEMESTER		33

4 year			
7	Basic Disciplines - core (university) component		8
	LE 4213	Literary Editing	5
	SLing 4214	Sociolinguistics	3
	Basic Disciplines - elective component		10
	NWR 4219	News Writing and Reporting - M1	5
	FC 4220	Fact Checking - M1	5
	TTP 4223	Translation Tools and Practice	5
	BT 4224	Business Translation - M2, M5	5
	TT 4225	Technical Translation - M2	5
	LT 4226	Legal Translation - M2, M5	5
	TF 4227	TOLES Foundation- M2, M5	5
	TH 4228	Toles Higher- M2, M5	5
	PLing 4236	Psycholinguistics	5
	CCC 4237	Intercultural Communication	5
	Tran II 4231	Translation II -M2	5
	CSI II 4232	Consecutive and Simultaneous Interpretation II - M3	5
	Tran III 4338	Translation III	10
	CSI III 4339	Consecutive and Simultaneous Interpretation III	10
	Major Disciplines - university component		10
	CL 4308	Corpus Linguistics	5
	Styl 4309	Stylistics - M1	5
Major Disciplines -elective component		5	
Lit 4314	Literature	5	
CW 4311	Creative Writing (English)	5	
CW 4312	Creative Writing (Kazakh)	5	
RM III 4313	Research Methods III	5	
TOTAL FOR SEMESTER		33	
8	Internship		8
	PP II	On-the-job training	8
	Итоговая аттестация		12
	ИА	Bachelor Senior project	12
	TOTAL FOR SEMESTER		20

M1 – Minor in MEDIA LINGUISTICS

M2 – Minor in TRANSLATION

M3 – Minor in CONFERENCE INTERPRETATION

M4 – Minor in TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES (TESOL)

BACHELOR OF SERVICE MANAGEMENT IN "6B11101 – HOSPITALITY"

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

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

Learning outcomes

Upon completion of the programme the graduates will learn to:

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

6B11101 - "HOSPITALITY" (4 years)

Semester	Course Code	Course Name	Credits
1 year			
1	General Education Disciplines		31
	PICW I 1106	Philosophy and Identity in the Modern World I	4
	IKT 1105	Information and Communication Technologies	5
	GED 1104	Cambridge English (B1, B2, C1)	10
	GED 1102	Kazakh / Russian (A1, A2, B1, B2, C1)	5
	GED 1101	Contemporary History of Kazakhstan	5
	FK (1)	Physical Education	2
	Additional Courses		0
		Learning how to learn	0
	TSOIR (1)	Creativity. Service. Intelligence (CSI)	0
	TOTAL FOR SEMESTER		31
2 year			
2	General Education Disciplines		21
	GED 1103	Kazakh / Russian (A1+, A2+, B1+, B2+, C1+)	5
	PICW II 1107	Philosophy and Identity in the Modern World II	4
	IH 1109	Introduction to Hospitality	5
	BTS 1108	Fundamentals of Tourism Studies	5
	FK (2)	Physical Education	2
	Basic Disciplines - core (university) component		10
	GED 1201	Cambridge English (B1+, B2+, C1+)	10
	Additional Courses		0
	TSOIR (2)	Creativity. Service. Intelligence (CSI)	0
	Internship		1
UOP	Introductory Internship	1	
TOTAL FOR SEMESTER		32	
2 year			
3	General Education Disciplines		2
	FK (3)	Physical Education	2
	Basic Disciplines - core (university) component		30
	RMTH I 2203	Research Methods in Tourism and Hospitality I	5
	BETH 2202	Business English for Tourism and Hospitality	5
	FL I 2208	Second Foreign Language I (A0, A1)	10
	ITG 2205	Geography of International Tourism	5
	IATH 2206	Introduction to Accounting for Tourism and Hospitality M4	5
TOTAL FOR SEMESTER		32	

4	General Education Disciplines		2
	FK (4)	Physical Education	2
	Basic Disciplines - core (university) component		20
	FL II 2209	Second Foreign Language II (A2)	10
	RMTH II 2204	Research Methods in Tourism and Hospitality II	5
	TMan 2207	Tourism Management	5
	Basic Disciplines - elective component		10
	BWS 2216	Consumer Behaviour – M2, M3	5
	CB 2217	Business Writing Skills (Kazakh/Russian)	5
	Internship		1
	UOP	Industry based Internship I	1
	TOTAL FOR SEMESTER		33
3 year			
5	Basic Disciplines - core (university) component		10
	FL III 3210	Second Foreign Language III (B1) – M2	5
	TMark 3213	Tourism Marketing – M3	5
	Basic Disciplines - elective component		5
	EE 3221	Eco & Ethnotourism	5
	UT 3220	Urban Tourism	5
	PPTH 3218	Planning Projects in Tourism and Hospitality	5
	HRMTH 3219	HR Management in Tourism and Hospitality***	5
	Major Disciplines - university component		10
	HRM 3301	Hotel and Restaurant Management	5
	ROM 3302	Operating Activities of Room Service***	5
	Major Disciplines - elective component		5
	CC 3308	Intercultural Communication – M2	5
	TOTAL FOR SEMESTER		30
6	Basic Disciplines - core (university) component		8
	FL V 4212	Second Foreign Language IV (B2)	5
	CC 3214	Cost Control	3
	Basic Disciplines - elective component		5
	TE 3227	Tourism Economics	5
	TG 3229	Tour Guiding – M2	5
	RT 3222	Rural Tourism	5
	ASP 3224	Advertisement Strategy and Promotion – M3	5
	MMTD 3225	Marketing and management of tourist destinations – M3	5
	Major Disciplines - university component		15
	HLO 3305	Operating Activities in Hotels	5

6	PRMM 3306	PR & Marketing Management in Tourism & Hospitality – M3***	5
	CEM 3307	Catering and Event Management – M2	5
	Major Disciplines – elective component		5
	NT 3312	Niche Tourism	5
	ST 3311	Sustainable Tourism	5
	TIA 3310	Analysis of Tourism Industry	5
	DSH 3309	Delivering Service in Hospitality	5
	QSMH 3313	Quality Service Management in Hospitality	5
	Internship		2
	PP I	Industry based Internship II	2
TOTAL FOR SEMESTER			35
4 year			
7	Basic Disciplines – core (university) component		10
	FL V 4212	Second Foreign Language V (C1)	5
	GSM 4215	Management of Guest Experience***	5
	Basic Disciplines – elective component		5
	CHT 4223	Cultural Heritage and Tourism M 1, M 2	5
	DM 4226	Digital Marketing – M3	5
	STTH 4230	Sales Techniques in Hospitality	5
	TL 4228	Legislation n Tourism	5
	Major Disciplines – university component		10
	HBD 4303	Development of Hotel Business***	5
	FBCO 4304	Operating Activities of “Food, Beverage & Catering” Service ***	5
	Major Disciplines – elective component		10
	MICET 4314	MICE Tourism	5
	AMM 4315	Art & Museum Management – M2	5
	EITH 4316	Entrepreneurship and Innovations in Tourism and Hospitality	5
	SPAM 4317	Hotel SPA-Management ***	5
	HTM 4318	Hotel Training Management ***	5
	TOTAL FOR SEMESTER		
8	Internship		8
	PP II	On-the-job training	8
	Final Attestation		12
	IA	Bachelor Senior project	12
	TOTAL FOR SEMESTER		

*M2

Minor in Tour Guiding

*M3

Minor in Marketing in Tourism & Hospitality

Hilton Astana

6B11101 - "HOSPITALITY" (4 years)			
Semester	Course Code	Course Name	Credits
1 year			
1	General Education Disciplines		30
	GPI I 1105	Global Perspectives and Identity I	3
	IKT 1105	Information and Communication Technologies	5
	GED 1104	Cambridge English (B1, B2, C1)	10
	GED 1102	Kazakh / Russian (A1, A2, B1, B2, C1)	5
	CT 1107	Critical Thinking	5
	FK (1)	Physical Education	2
	Additional Courses		0
		Learning how to learn	0
	TSOIR (1)	Creativity. Service. Intelligence (CSI)	0
TOTAL FOR SEMESTER		30	
2 year			
2	General Education Disciplines		22
	GED 1101	Contemporary History of Kazakhstan	5
	GED 1103	Kazakh / Russian (A1+, A2+, B1+, B2+, C1+)	5
	GPI II 1106	Global Perspectives and Identity II	3
	Phil 1110	Philosophy	5
	GP 1109	General Psychology	2
	FK (2)	Physical Education	2
	Basic Disciplines - core (university) component		10
	GED 1105	Cambridge English (B1+, B2+, C1+)	10
	Additional Courses		0
	TSOIR (2)	Creativity. Service. Intelligence (CSI)	0
	Internship		1
	UOP	Introductory Internship	1
TOTAL FOR SEMESTER		33	
2 year			
3	General Education Disciplines		2
	FK (3)	Physical Education	2
	Basic Disciplines - core (university) component		30
	IH 2204	Introduction to Hospitality	5
	BTS 2203	Fundamentals of Tourism Studies	5
	RMTH I 2205	Research Methods in Tourism and Hospitality I	5
	BFL 1202	Business English for Tourism and Hospitality	5
	FL I 2206	Second Foreign Language I (A0, A1)	10
	TOTAL FOR SEMESTER		32

4	General Education Disciplines		2
	FK (4)	Physical Education	2
	Basic Disciplines - core (university) component		25
	FL II 2210	Second Foreign Language II (A2)	10
	RMTH II 2206	Research Methods in Tourism and Hospitality II	5
	TMan 2208	Tourism Management	5
	ITG 2207	Geography of International Tourism	5
	Basic Disciplines - elective component		5
	CB 2217	Consumer Behaviour – M2, M3	5
	BWS 2216	Business Writing Skills (Kazakh/Russian)	5
	Internship		1
	UOP	Introductory Internship II	1
	TOTAL FOR SEMESTER		33
3 year			
5	Basic Disciplines - core (university) component		10
	FL III 3210	Second Foreign Language III (B1) – M2	5
	TMark 3213	Tourism Marketing – M3	5
	Basic Disciplines - elective component		10
	EE 3221	Eco & Ethnotourism	5
	UT 3220	Urban Tourism	5
	PPTH 3218	Planning Projects in Tourism and Hospitality	5
	HRMTH 3219	HR Management in Tourism and Hospitality***	5
	Major Disciplines - university component		10
	HRM 3301	Hotel and Restaurant Management	5
	ROM 3302	Operating Activities of Room Service***	5
	Major Disciplines - elective component		5
	CC 3308	Intercultural Communication – M2	5
	TOTAL FOR SEMESTER		35
6	Basic Disciplines - core (university) component		8
	FL V 4212	Second Foreign Language IV (B2)	5
	CC 3214	Cost Control	3
	Basic Disciplines - elective component		5
	TE 3227	Tourism Economics	5
	TG 3229	Tour Guiding – M2	5
	RT 3222	Rural Tourism	5
	ASP 3224	Advertisement Strategy and Promotion – M3	5
	MMTD 3225	Marketing and management of tourist destinations – M3	5
	Major Disciplines - university component		15
	HLO 3305	Operating Activities in Hotels	5

6	PRMM 3306	PR & Marketing Management in Tourism & Hospitality – M3***	5
	CEM 3307	Catering and Event Management – M2	5
	Major Disciplines – elective component		5
	NT 3312	Niche Tourism	5
	ST 3311	Sustainable Tourism	5
	TIA 3310	Analysis of Tourism Industry	5
	DSH 3309	Delivering Service in Hospitality	5
	QSMH 3313	Quality Service Management in Hospitality	5
	Internship		2
	PP I	Industry based Internship I	2
TOTAL FOR SEMESTER			35
4 year			
7	Basic Disciplines – core (university) component		5
	FL V 4212	Second Foreign Language V (C1)	5
	Basic Disciplines – elective component		5
	CHT 4223	Cultural Heritage and Tourism M 1, M 2	5
	DM 4226	Digital Marketing – M3	5
	STTH 4230	Sales Techniques in Hospitality	5
	TL 4228	Legislation n Tourism	5
	Major Disciplines – university component		10
	HBD 4303	Development of Hotel Business***	5
	FBCO 4304	Operating Activities of “Food, Beverage & Catering” Service ***	5
	Major Disciplines – elective component		10
	MICET 4314	MICE Tourism	5
	AMM 4315	Art & Museum Management – M2	5
	EITH 4316	Entrepreneurship and Innovations in Tourism and Hospitality	5
	SPAM 4317	Hotel SPA-Management ***	5
	HTM 4318	Hotel Training Management ***	5
	GSM 4319	Management of Guest Experience***	5
	TOTAL FOR SEMESTER		
8	Internship		8
	PP II	Industry based Internship II	8
	Final Attestation		12
	IA	Bachelor Senior project	12
	TOTAL FOR SEMESTER		

***M2**

Minor in Tour guiding

***M3**

Minor in Marketing in Tourism & Hospitality

Hilton Astana

BACHELOR OF SERVICE MANAGEMENT IN “6B11102 TOURISM”

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

Learning Outcomes

By the end of this programme, graduates will be able to:

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

COHORT 2020

6B11102 – “TOURISM” (4 years)			
Semester	Course Code	Course Name	Credits
1 year			
1	General Education Disciplines		31
	PICW I 1106	Philosophy and Identity in the Modern World I	4
	IKT 1105	Information and Communication Technologies	5
	GED 1104	Cambridge English (B1, B2, C1)	10
	GED 1102	Kazakh / Russian (A1, A2, B1, B2, C1)	5
	GED 1101	Contemporary History of Kazakhstan	5
	FK (1)	Physical Education	2
	Additional Courses		0
		Learning how to learn	0
	TSOIR (1)	Creativity. Service. Intelligence (CSI)	0
	TOTAL FOR SEMESTER		31
2 year			
2	General Education Disciplines		21
	GED 1103	Kazakh / Russian (A1+, A2+, B1+, B2+, C1+)	5
	PICW II 1107	Philosophy and Identity in the Modern World II	4
	IH 1109	Introduction to Hospitality	5
	BTS 1108	Fundamentals of Tourism Studies	5
	FK (2)	Physical Education	2
	Basic Disciplines – core (university) component		10
	GED 1201	Cambridge English (B1+, B2+, C1+)	10
	Additional Courses		0
	TSOIR (2)	Creativity. Service. Intelligence (CSI)	0
	Internship		1
UOP	Introductory Internship	1	
TOTAL FOR SEMESTER		32	
2 year			
3	General Education Disciplines		2
	FK (3)	Physical Education	2
	Basic Disciplines – core (university) component		30
	RMTH I 2203	Research Methods in Tourism and Hospitality I	5
	BETH 2202	Business English for Tourism and Hospitality	5
	FL I 2208	Second Foreign Language I (A0, A1)	10
	ITG 2205	Geography of International Tourism	5
	IATH 2206	Introduction to Accounting for Tourism and Hospitality M4	5
	TOTAL FOR SEMESTER		32
2 year			
4	General Education Disciplines		2
	FK (4)	Physical Education	2

4	Basic Disciplines - core (university) component		25
	FL II 2209	Second Foreign Language I (A0, A1)	10
	RMTH II 2204	Research Methods in Tourism and Hospitality II	5
	TMan 2207	Tourism Management	5
	CB 2214	Consumer Behaviour – M2, M3	5
	Basic Disciplines - elective component		5
	TTATT 2217	Techniques and Tactics of Active Tourism	5
	BWS 2218	Business Writing Skills (Kazakh/Russian)	5
	Internship		1
	UOP	Introductory Internship II	1
	TOTAL FOR SEMESTER		33
3 year			
5	Basic Disciplines - core (university) component		15
	FL III 3210	Second Foreign Language III (B1) – M2	5
	TMark 3213	Tourism Marketing - M3	5
	Mic I 3215	Microeconomics	5
	Basic Disciplines - elective component		10
	EE 3222	Eco & Ethnotourism – M1	5
	UT 3221	Urban Tourism – M1	5
	HRMTH 3220	HR Management in Tourism and Hospitality	5
	Major Disciplines - university component		5
	PPTH 3301	Planning Projects in Tourism and Hospitality	5
	Major Disciplines - elective component		5
	ROM 3313	Operating Activities of Room Service – M4	5
	TOTAL FOR SEMESTER		35
6	Basic Disciplines - core (university) component		5
	FL IV 3211	Second Foreign Language IV (B2)	5
	Basic Disciplines - elective component		5
	TE 3228	Tourism Economics	5
	RT 3223	Rural Tourism – M1	5
	ASP 3226	Advertisement Strategy and Promotion - M3	5
	MMTD 3225	Marketing and Management of Tourist Destinations – M3	5
	Major Disciplines - university component		15
	TG 3302	Tour Guiding- M2	5
	NT 3304	Niche Tourism	5
	EM 3303	Event Management	5
	Major Disciplines - elective component		5
	PRMM 3307	PR & Marketing Management in Tourism & Hospitality – M3	5
	TIA 3309	Analysis of Tourism Industry	5
	ST 3310	Sustainable Tourism	5
HLO 3314	Operating Activities in Hotels – M4	5	

6	DSH 3315	Delivering Service in Hospitality – M4	5
	Internship		2
	PP I	Industry based Internship I	2
	TOTAL FOR SEMESTER		32
4 year			
7	Basic Disciplines – core (university) component		8
	FL V 4212	Second Foreign Language V (C1)	5
	EM 4216	Exhibition Management	3
	Basic Disciplines – elective component		5
	CHT 4224	Cultural Heritage and Tourism M 1, M 2	5
	DM 4227	Digital Marketing – M3	5
	TL 4229	Legislation in Tourism	5
	Major Disciplines – university component		10
	EITH 4305	Entrepreneurship and Innovations in Tourism and Hospitality	5
	HRM 4306	Hotel and Restaurant Management – M4	5
	Major Disciplines – elective component		10
	MICET 4311	MICE Tourism – M1	5
	AMM 4312	Art & Museum Management – M2	5
	CC 4308	Intercultural Communication – M2	5
	FBCO 4316	Operating Activities of “Food, Beverage & Catering” Service – M4	5
	TOTAL FOR SEMESTER		33
	8	Internship	
PP II		On-the-job training	8
Final Attestation		12	
IA		Bachelor Senior project	12
TOTAL FOR SEMESTER		20	

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

COHORT 2019

6B11102 – “TOURISM” (4 years)			
Semester	Course Code	Course Name	Credits
1 year			
1	General Education Disciplines		30
	GPI I 1106	Global Perspectives and Identity I	3
	IKT 1105	Information and Communication Technologies	5
	GED 1104	Cambridge English (B1, B2, C1)	10
	GED 1102	Kazakh / Russian (A1, A2, B1, B2, C1)	5
	CT 1107	Critical Thinking	5
	FK (1)	Physical Education	2
	Additional Courses		0
		Learning how to learn	0
	TSOIR (1)	Creativity. Service. Intelligence (CSI)	0
	TOTAL FOR SEMESTER		30
	2 year		
2	General Education Disciplines		22
	GED 1101	Contemporary History of Kazakhstan	5
	GED 1103	Kazakh / Russian (A1+, A2+, B1+, B2+, C1+)	5
	GPI II 1107	Global Perspectives and Identity II	3
	Phil 1110	Philosophy	5
	GP 1109	General Psychology	2
	FK (2)	Physical Education	2
	Basic Disciplines – core (university) component		10
	GED 1105	Cambridge English (B1+, B2+, C1+)	10
	Additional Courses		0
	TSOIR (2)	Creativity. Service. Intelligence (CSI)	0
	Internship		1
UOP	Introductory Internship I	1	
TOTAL FOR SEMESTER		33	
2 year			
3	General Education Disciplines		2
	FK (3)	Physical Education	2
	Basic Disciplines – core (university) component		30
	RMTH I 2205	Research Methods in Tourism and Hospitality I	5
	BETH 2202	Business English for Tourism and Hospitality	5
	FL I 2209	Second Foreign Language I (A0, A1)	10
	IH 2204	Introduction to Hospitality	5
	BTS 2203	Fundamentals of Tourism Studies	5
TOTAL FOR SEMESTER		32	
2 year			
3	General Education Disciplines		2
	FK (4)	Physical Education	2

4	Basic Disciplines - core (university) component		25
	FL II 2210	Second Foreign Language II (A2)	10
	RMTH II 2206	Research Methods in Tourism and Hospitality II	5
	TMan 2208	Tourism Management	5
	ITG 2207	Geography of International Tourism	5
	Basic Disciplines - elective component		5
	TTAT 2217	Techniques and Tactics of Active Tourism	5
	BWS 2218	Business Writing Skills (Kazakh/Russian)	5
	IATH 2230	Introduction to Accounting for Tourism and Hospitality - M4	5
	CB 2231	Consumer Behaviour - M2, M3	5
	Internship		1
	UOP	Introductory Internship II	1
	TOTAL FOR SEMESTER		33
3 year			
5	Basic Disciplines - core (university) component		15
	FL III 3211	Second Foreign Language III (B1) - M2	5
	TMar 3214	Tourism Marketing - M3	5
	Mic 3215	Microeconomics	5
	Basic Disciplines - elective component		10
	EE 3222	Eco & Ethnotourism - M1	5
	UT 3221	Urban Tourism - M1	5
	HRMTH 3220	HR Management in Tourism and Hospitality	5
	Major Disciplines - university component		10
	PPTH 3301	Planning Projects in Tourism and Hospitality	5
	Major Disciplines - elective component		5
	ROM 3313	Operating Activities of Room Service - M4	5
	TOTAL FOR SEMESTER		35
6	Basic Disciplines - core (university) component		5
	FL IV 3212	Second Foreign Language IV (B2)	5
	Basic Disciplines - elective component		5
	TE 3228	Tourism Economics	5
	RT 3223	Rural Tourism - M1	5
	ASP 3226	Advertisement Strategy and Promotion - M3	5
	MMTD 3225	Marketing and Management of Tourist Destinations - M3	5
	Major Disciplines - university component		15
	TG 3302	Tour Guiding - M2	5
	NT 3304	Niche Tourism	5
	EM 3303	Event Management	5

6	Major Disciplines – elective component		5
	PRMM 3307	PR & Marketing Management in Tourism & Hospitality – M3	5
	TIA 3309	Analysis of Tourism Industry	5
	ST 3310	Sustainable Tourism	5
	HLO 3314	Operating Activities in Hotels – M4	5
	DSH 3315	Delivering Service in Hospitality – M4	5
	Internship		2
	PP I	Industry based Internship I	2
TOTAL FOR SEMESTER		32	
4 year			
7	Basic Disciplines – core (university) component		8
	FL V 4213	Second Foreign Language V (C1)	5
	EM 4216	Exhibition Management	3
	Basic Disciplines – elective component		5
	CHT 4224	Cultural Heritage and Tourism M 1, M 2	5
	DM 4227	Digital Marketing – M3	5
	TL 4229	Legislation in Tourism	5
	Major Disciplines – university component		10
	EITH 4305	Entrepreneurship and Innovations in Tourism and Hospitality	5
	HRM 4306	Hotel and Restaurant Management – M4	5
	Major Disciplines – elective component		10
	MICET 4311	MICE Tourism – M1	5
	AMM 4312	Apt& Museum Management – M2	5
	CC 4308	Intercultural Communication– M2	5
	FBCO 4316	Operating Activities of “Food, Beverage & Catering” Service - M4	5
	TOTAL FOR SEMESTER		33
8	Internship		8
	PP II	On-the-job training	8
	Final Attestation		12
	IA	Bachelor Senior project.	12
	TOTAL FOR SEMESTER		20

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

COHORT 2018

6B11102 - "TOURISM" (4 years)		
Course Code	Course Name	Credits
1 year		
CORE COURSES		64
GED 1101	Philosophy	5
GED 1102	Kazakh - 1 / Russian - 1	5
GED 1104	Information and Communication Technology	5
GED 1105	Contemporary History of Kazakhstan	5
GED 1106	Kazakh - 2 / Russian - 2	5
GED 1108	Critical Thinking	5
GED1103	Foreign Language (English A2B1)	10
GED1107	Academic English (B1+)	10
ECN1201	Fundamentals of Economic Theory	5
ECN1202	Mathematics in Economics and Business - I	5
FK	Physical Education	2/2
2-4 years		
CORE COURSES		106
Basic Disciplines		81
LNG2201	Professional Foreign Language	5
LNG 2202	Professional Kazakh / Russian	5
BUS 2201	Business Communications	5
BUS 2202	Business Ethics	5
MGT 2201	Organizational Behaviour	5
FIN2201	Finance	5
ECN2204	Microeconomics - I	5
ECN2205	Macroeconomics - I	5
ECN2208	Statistics / Econometrics	5
TUR2201	Fundamentals of Tourism Studies	5
TUR2202	Introduction to Hospitality and History of Tourism	5
TUR3205	Tourism Marketing	7
ACC2201	Accounting	5
TUR2203	Geography of International Tourism & Destination Marketing	5
TUR2204	Tourism Management	5
FK	Physical Education	2/2
Major Disciplines		25
TUR2306	Eco & Ethnotourism (Technique and Tactics of Active Tourism)	5
TUR3311	Operating Activities in Hotels	5
TUR3209	Hotel Management	5
TUR3307	Tour Guiding	5
TUR3314	Cultural Heritage	5
ELECTIVE COURSES		53

Basic Disciplines		23
LNG3203	Business English	5
TUR3212	Art & Museum Management	5
MGT3203	Leadership	5
MGT3204	HR Management	5
MKT3202	Marketing Research	5
MKT3203	PR and Marketing Communications	5
TUR3213	Sales Management in Hotels	5
MKT4205	Consumer Behaviour	5
MGT4213	Strategic Management	5
MKT4204	Brand Management	5
ECN4217/FIN4215/ACC4213/ MGT4216/ TUR4222	Advanced Course in Economics, Finance, Accounting, Management, Tourism	5
BUS3203	Entrepreneurship	5
MGT3211	Project Management	5
TUR3208	Event Management	5
MKT4209	Digital Marketing	5
TLNG2201	Intercultural Communication	5
MKT4206	Promotion and Advertisement Strategy	5
FIN4223	Bloomberg Market Concept (BMC)	4
Major Disciplines		30
TUR3310/	IT in Tourism: GDS Abacus	5
TUR3315	Legislation in Tourism	5
TUR4316	Management of Guest Experience *	5
TUR4317	Operating Activities of Room Service *	5
TUR4318	Operating Activities of "Food, Beverage & Catering" Service *	5
TUR4319	Hotel SPA Management*	5
TUR4320	Training Management in Hotels *	5
TUR4321	PR & Marketing Management in Tourism & Hospitality *	5
Internship		13
UOP	Introductory Internship I	1
UOP	Introductory Internship II	1
PP	Industry based Internship I	1
PP	Industry based Internship II	2
PP	On-the-job training	8
FINAL ATTESTATION		12
HA	Bachelor Senior project	12

** Courses conducted outside University campus, on the basis of international hotel network. These Courses are available after completing the Minor in Hospitality.*

COHORT 2017

6B11102 – “TOURISM” (4 years)		
Course Code	Course Name	Credits
1 year		
CORE COURSES		64
GED 1101	Philosophy	5
GED 1102	Kazakh – 1 / Russian – 1	5
GED 1104	Information and Communication Technologies	5
GED 1105	Contemporary History of Kazakhstan	5
GED 1106	Kazakh – 2 / Russian – 2	5
GED 1108	Critical Thinking	5
GED1103	Foreign Language (English A2B1)	10
GED1107	Academic English (B1+)	10
ECN1201	Fundamentals of Economic Theory	5
ECN1202	Mathematics in Economics and Business – I	5
FK	Physical Education	2/2
2-4 years		
CORE COURSES		86
Basic Disciplines		76
LNG2201	Professional Foreign Language	5
LNG 2202	Professional Kazakh / Russian	5
BUS 2201	Business Communications	5
BUS 2202	Business Ethics	5
MGT 2201	Organizational Behaviour	5
FIN2201	Finance (5/3)	5
ECN2204	Microeconomics – I	5
ECN2205	Macroeconomics – I	5
ECN2208	Statistics / Econometrics	5
TUR2201	Fundamentals of Tourism Studies	5
TUR2202	Introduction to Hospitality and History of Tourism	5
TUR3205	Tourism Marketing	7
TUR2203	Geography of International Tourism & Destination Marketing	5
TUR2204	Tourism Management	5
FK	Physical Education	2/2
Major Disciplines		10
TUR2306	Eco & Ethnotourism (Technique and Tactics of Active Tourism)	5
TUR3307	Tour Guiding	5
ELECTIVE COURSES		73
Basic Disciplines		43
LNG3203	Business English	5

TUR3212	Art & Museum Management	5
TUR3311	Operating Activities in Hotels	5
TUR3209	Hotel Management	5
TUR3314	Cultural Heritage	5
MGT3203	Leadership	5
ACC2201	Accounting	5
MGT3204	HR Management	5
MKT3202	Marketing Research	5
MKT3203	PR and Marketing Communications	5
TUR3213	Sales Management in Hotels	5
MKT4205	Consumer Behaviour	5
MGT4213	Strategic Management	5
MKT4204	Brand Management	5
ECN4217/FIN4215/ACC4213/ MGT4216/TUR4222	Advanced Course in Economics, Finance, Accounting, Management, Tourism	5
BUS3203	Entrepreneurship	5
MGT3211	Project Management	5
TUR3208	Event Management	5
MKT4209	Digital Marketing	5
TLNG2201	Intercultural Communication	5
MKT4206	Promotion and Advertisement Strategy	5
FIN4223	Bloomberg Market Concept (BMC)	4
Major Disciplines		30
TUR3310/	IT in Tourism: GDS Abacus	5
TUR3315	Legislation in Tourism	5
TUR4316	Management of Guest Experience *	5
TUR4317	Operational Management of Room Service *	5
TUR4318	Operating Activities of "Food, Beverage & Catering" Service*	5
TUR4319	Hotel SPA Management*	5
TUR4320	Training Management in Hotels *	5
TUR4321	PR & Marketing Management in Tourism & Hospitality *	5
Internship		13
UOP	Introductory Internship	1
UOP	Introductory Internship	1
PP	Industry based Internship I	2
PP	Industry based Internship II	2
PP	Industry based Internship III	7
FINAL ATTESTATION		12
IA	Bachelor Senior project	12

** Courses conducted outside University campus, on the basis of international hotel network. These Courses are available after completing the Minor in Hospitality.*

PART 8 POSTGRADUATE EDUCATIONAL PROGRAMMES

General Structure of Postgraduate Educational Programmes of SLA

Discipline Cycles and Types of Activities	1 year	2 year
Basic Disciplines	10	35
<i>including teaching training</i>	-	4
Major Disciplines	25	49
<i>including industry based internship</i>	4	-
<i>including research internship</i>	-	4
Scientific research / Experimental research	13	24
Master graduate project / Master thesis	12	12
Total	60	120

**MASTER OF LIBERAL ARTS / MASTER OF ARTS IN
“7M02321 TRANSLATION STUDIES” / “7M02301 TRANSLATION STUDIES”**

Prepare a new generation of professionals who can:

- apply the knowledge and skills necessary for the interpretation of international events, forums, conferences;
- demonstrate interdisciplinary and social skills, knowledge of economy, psychology, politics, etc;
- determine further goals and ways to achieve them;
- produce high-quality translation and interpretation.

LEARNING OUTCOMES

The graduates of the programme should be able to:

- analyze ethical and legal responsibilities in organizations and society;
- compare and contrast the use of theory in qualitative, quantitative, and mixed methods research;
- intergrate knowledge of qualitative, quantitative, and mixed methods approaches into developing a research design;
- demonstrate research issues in translation, including recent approaches, current problems and conduct a nuanced text analysis;
- critically evaluate, revise, edit and produce high-quality translations in both the source and target languages;
- identify and distinguish between a range of modern translation software, utilities and tools;
- apply methods and skills of an advanced Internet search;
- comprehend and apply basic principles of consecutive interpreting and note-taking;
- possess developed skills in synchronic translation practice in the fields of economics, politics, oil and gas field, jurisprudence and etc.
- demonstrate interdisciplinary and social skills producing knowledge in the field of economy, psychology, politics and others.

7M02301 - "TRANSLATION STUDIES" (1 year)

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

7M02321 - "TRANSLATION STUDIES" (2 years)

Semester	Course Code	Course Name	Credits
1 year			
1	Basic Disciplines - core (university) component		11
	LP 1201	Leadership Psychology	3
	HFRM 1202	History and Philosophy of Research Methods	3
	HEP 1203	Higher Education Pedagogy	5
	Basic Disciplines - elective component		10
	AW 1206	Academic Writing	5
	SD 1207	Sociolinguistics and Dialectology	5
	IC 1208	Intercultural Communication	5
	IAT 1209	Introduction to Audiovisual Translation	5
	Major Disciplines - university component		5
	AT 1301	Advanced Translation	5
	Major Disciplines - elective component		5
	CATT 1303	CAT Tools and Terminology	5
	TOTAL FOR SEMESTER		31
2	Basic Disciplines - core (university) component		5
	RM 1204	Research Methods I	5
	Basic Disciplines - elective component		5
	TW 1210	Thesis Writing	5
	STAT 1211	Strategies and Tools in Audiovisual Translation	5
	Major Disciplines - elective component		20
	TAT 1304	Technologies in audiovisual translation	5
	IDVO1305	Introduction to dubbing and voice-over	5
	Scr 1306	Script-discourse	5
	Subt 1307	Subtitling	5
	ICI 1311	Intermediate Consecutive Interpretation	5
	ISI 1312	Intermediate Simultaneous Interpretation	5
	AITS 1315	Applied Interpreting and Translations Studies	5
	LT 1316	Localization and Terminology	5
	Research Project I		2
	TOTAL FOR SEMESTER		32
2 year			
3	Basic Disciplines - core (university) component		4
	TI 1205	Teaching Practice	4
	Major Disciplines - university component		4
	RI 2302	Research Practice	4
	Major Disciplines - elective component		15
	PAT 2308	Pragmatics of audiovisual translation	5
	PrAT 2309	Practice of audiovisual translation	5
	TIC 2310	Translation and Intercultural Communication	5
ACI 2313	Advanced Consecutive Interpretation	5	

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

MASTER OF ARTS IN “7M02322 APPLIED LINGUISTICS”

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

Learning Outcomes:

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

7M02322 - "APPLIED LINGUISTICS" (2 years)

Semester	Course Code	Course Name	Credits
1 year			
1	Basic Disciplines - core (university) component		11
	LP 1201	Leadership Psychology	3
	HFRM 1202	History and Philosophy of Research Methods	3
	HL 1203	History of Linguistics	5
	Basic Disciplines - elective component		5
	AW 1207	Academic Writing	5
	Major Disciplines - university component		5
	GA 1301	Grammar Awareness	5
	Major Disciplines - elective component		9
	SD 1307	Sociolinguistics and Dialectology	5
PCS 1308	Professional communication skills	4	
TOTAL FOR SEMESTER			30
2 year			
2	Basic Disciplines - core (university) component		10
	RM 1205	Research Methods I	5
	SLTP 1204	Second Language Teaching and Pedagogy	5
	Basic Disciplines - elective component		5
	TW 2208	Thesis Writning	5
	Major Disciplines - university component		5
	CLIL 1306	CLIL	5
	Major Disciplines - elective component		10
	IP 1309	Issues of psycholinguistics	5
	FCL 1310	Foundations of cognitive linguistics	5
	LALT 1311	Language Acquisition (Language L, Language T)	5
	Research Project I		2
TOTAL FOR SEMESTER			32
2 year			
3	Basic Disciplines - core (university) component		4
	TE 1206	Teaching Internship	4
	Major Disciplines - university component		20
	CLLT 1302	Corpus Linguistics and Language Teaching	5
	RI 2304	Research Practice	5
	CDM 2303	Course Design and Management	5
	CALL 2305	Computer-assisted language learning	5
	Research Project II		4
TOTAL FOR SEMESTER			28
4	Research Project III		18
	Master's Thesis Defence		12
	TOTAL FOR SEMESTER		

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

➤ **for ALL Educational Programmes:**

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

➤ **for educational programmes of HIGHER SCHOOL OF ECONOMICS:**

No.	Course Name	Course Code	Credits	Prerequisites
1	Cambridge English: B1 Preliminary**	GED 1104	10	-
2	Cambridge English: B2 First**			-
3	Cambridge English: C1 Advanced**			-
4	Cambridge English: B1+ Preliminary**	GED 1105	10	GED 1104 Cambridge English: B1 Preliminary**
5	Cambridge English: B2+ First**			GED 1104 Cambridge English: B2 First**
7	Cambridge English: C1+ Advanced**			GED 1104 Cambridge English: C1 Advanced**
8	Cambridge English: A2 Key***	GED 1104	20	-
9	Global Perspectives and Identity I	GED 1119	3	-
10	Global Perspectives and Identity II	GED 1120	3	Global Perspectives and Identity I

➤ for educational programmes of KAZGUU LAW SCHOOL:

- educational programme “International Law”

No.	Course Name	Course Code	Credits	Prerequisites
1	Cambridge English: B1 Preliminary*	GED 1106	6	-
2	Cambridge English: B2 First*			-
3	Cambridge English: C1 Advanced*			-
4	Cambridge English: B1+ Preliminary*	GED 1107	5	GED 1106 Cambridge English: B1 Preliminary*
5	Cambridge English: B2+ First*			GED 1106 Cambridge English: B2 First*
7	Cambridge English: C1+ Advanced*			GED 1106 Cambridge English: C1 Advanced*
8	International Legal English I	GED 1112	5	GED 1107 Cambridge English: B1+ and higher IELTS 5,0 and higher
9	International Legal English II	GED 1113	5	GED 1107 Cambridge English: B1+ and higher IELTS 5,0 and higher
10	TOLES Foundation	GED 1114	5	GED 1110 Introduction to Legal English or GED 1109 Cambridge English: A2+ and higher or IELTS 3,0 and higher
11	TOLES Higher	GED 1115	5	GED 1111 English for Specific Purposes or GED 1114 TOLES Foundation certificate 60 points and higher
12	TOLES Advanced	GED 1116	5	GED 1115 TOLES Higher or TOLES Higher certificate 60 points and higher
13	Business English	GED 1117	5	Cambridge English: A2+ and higher or IELTS 5,0 and higher
14	Philosophy and Identity in the Modern World I	GED 1121	4	-
15	Philosophy and Identity in the Modern World II	GED 1122	4	Philosophy and Identity in the Modern World I

- educational programmes “Law” and “Law and Law Enforcement”

No.	Course Name	Course Code	Credits	Prerequisites
1	Cambridge English: A1 Starter	GED 1108	5	-
2	Cambridge English: A2 Key			-
3	Cambridge English: B1 Preliminary			-
4	Cambridge English: B2 First			-
5	Cambridge English: A1+ Starter	GED 1109	5	GED 1108 Cambridge English: A1 Starter

7	Cambridge English: A2+ Key			GED 1108 Cambridge English: A2 Key
8	Cambridge English: B1+ Preliminary			GED 1108 Cambridge English: B1 Preliminary
9	Cambridge English: B2+ First			GED 1108 Cambridge English: B2 First
10	Introduction to Legal English (TOLES pre-Foundation)	GED 1110	5	GED 1109 Cambridge English A1+ and higher
11	English for Specific Purposes (TOLES Foundation)	GED 1111	3	GED 1110 Introduction to Legal English or GED 1109 Cambridge English: A2+ and higher or IELTS 3,0 and higher
12	TOLES Higher	GED 1115	5	GED 1111 English for Specific Purposes or GED 1114 TOLES Foundation or TOLES Foundation certificate 60 points and higher
13	TOLES Advanced	GED 1116	5	GED 1115 TOLES Higher or TOLES Higher certificate 60 points and higher
14	Business English	GED 1117	5	Cambridge English: A2+ and higher or IELTS 5,0 and higher
15	Philosophy and Identity in the Modern World I	GED 1121	4	-
16	Philosophy and Identity in the Modern World II	GED 1122	4	Philosophy and Identity in the Modern World I

DESCRIPTION OF DISCIPLINES

for ALL Educational Programmes

Course Title: Contemporary History of Kazakhstan

Code: GED 1101 ECTS: 5

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

Prerequisites: -

Course Title: Kazakh language (levels A1/A1+; A2/A2+; B1/ B1+; B2/B2+; C1/C1+)

Code: GED 1102 / GED 1103

ECTS: 10 (5/5)

Description: The course develops future specialists' communication competence – the ability to apply language in various every-day and professional situations by focusing on speaking, writing, listening, and reading skills.

Prerequisites: - /GED 1102

Course Title: Russian language (levels A2/A2+; B1/ B1+; B2/B2+; C1/C1+)

Code: GED 1102 / GED 1103

ECTS: 10 (5/5)

Description: The course develops future specialists' communication competence – the ability to apply language in various every-day and professional situations by focusing on speaking, writing, listening, and reading skills.

Prerequisites: - /GED 1102

Course Title: Information and Communication Technology

Code: IKT 1104 ECTS: 5

Description: This course is aimed at developing practical skills of ICTs in professional life, upgrading practical knowledge and skills of working with ICTs, software and information networks.

Prerequisites: -

Course Title: Philosophy: Global Perspectives and Identity I / Philosophy: Global Perspectives and Identity II

Code: GED 1121/ GED 1122 ECTS: 4/4

Description: The course studies an Individual in the frames of contemporary questions and challenges, which are faced daily. We will consider important issues of existence and moral development of a person, values formation in the global world and how to save the identity. The following questions will be answered: do we need a philosophy, can it give any ready answers on personal and global problems, how an individual can exist in the state of inner and external conflict? How does a person treat freedom, is he/she ready to accept and use freedom? What is the meaning of justice and honesty for a modern person? Is artificial intelligence the maximum limit a humanity can reach? We will also consider the legacy of our ancestor as a dialogue of morality, humanness, honesty as a base for the personal realization.

Philosophy is the field of knowledge, which will teach students how to think and will create conditions for your continuous development as an Individual.

Prerequisites: - / Philosophy: Global Perspectives and Identity I

Course Title: Philosophy

Code: Phil 1101 ECTS: 5

Description: The role of philosophy in the system of preparation of a modern specialist is determined by the object of its study, which is a person and his/her relations with nature and society. Philosophy develops philosophical and worldview methodological culture, moral principles, sets the foundation for students' theoretical and worldview formation.

The aim of philosophy is to introduce students to the historical experience of world philosophical thought, including Kazakh philosophy, give insight to modern philosophical culture, contribute to the development and enhancement of independent analytical skills in humanitarian field.

Prerequisites: -

Course Title: Global Perspectives and Identity I-II

Code: GED 1119 ECTS: 3/3

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

Prerequisites: - /Global Perspectives and Identity I

Course Title: Learning how to learn

Code: GED 1120 ECTS: 0

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

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

Prerequisites:-

Course Title: "Physical Education"

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

Prerequisites:-

Description of Disciplines for HSE Programmes

Course Title: Cambridge English: B1 Preliminary

Code: GED 1104 ECTS: 10

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

Prerequisites: -

Course Title: Cambridge English: B2 First

Code: GED 1104 ECTS: 10

Description: First Certificate in English is designed for students with B1 level to help them study effectively in English. The course teaches and develops reading, writing, listening, and speaking skills as well as essential grammar and vocabulary. More specifically it offers:

- authentic reading texts and listening tasks providing training in the reading and listening techniques and strategies;
- a systematic approach to speaking tasks providing models for students to follow and clear outcomes for improved performance;
- a step-by-step approach to writing tasks with models to work from and sample answers;
- comprehensive coverage of all major grammar and vocabulary areas tested in the First Certificate Exam.

Prerequisites: -

Course Title: Cambridge English: C1 Advanced

Code: GED 1104 ECTS: 10

Description: The course is designed for students with B2-C1 levels of English. The course teaches and develops reading, writing, listening, and speaking skills, as well as essential grammar and vocabulary. Upon the completion of the course, students will

demonstrate the variety of reading skills, including understanding specific information, text organization features, tone and text structure. Students will be able to write diverse essays, show understanding of feeling, attitude, opinion, purpose, agreement, and gist. Students will be able to interact in conversational English.

Prerequisites: -

Course Title: Cambridge English: B1+ Preliminary

Code: GED 1105 ECTS: 10

Description: This course is designed for students to improve their ability to study effectively in English. The course will help them develop skills and knowledge in reading and understanding authentic academic texts, listening to lectures and presentations, writing different essay types, participating in seminar and group discussions, preparing and giving presentations. It improves such study skills as note-taking, critical thinking and working independently.

Prerequisites: GED 1104 Cambridge English: B1 Preliminary ECTS: 10

Course Title: Cambridge English: B2+ First

Code: GED 1105 ECTS: 10

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

Prerequisites: GED 1104 Cambridge English: B2 First ECTS: 10

Course Title: Cambridge English: C1+ Advanced

Code: GED 1105 ECTS: 10

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

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

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

Description of Disciplines for KLS Programmes

Course Title: Cambridge English: B1 Preliminary*

Code: GED 1106 **ECTS:** 6

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

Prerequisites: -

Course Title: Cambridge English: B2 First*

Code: GED 1106 **ECTS:** 6

Description: First Certificate in English is designed for students with B1 level to help them study effectively in English. The course teaches and develops reading, writing, listening, and speaking skills as well as essential grammar and vocabulary. More specifically it offers:

- authentic reading texts and listening tasks providing training in the reading and listening techniques and strategies;
- a systematic approach to speaking tasks providing models for students to follow and clear outcomes for improved performance;
- a step-by-step approach to writing tasks with models to work from and sample answers;
- comprehensive coverage of all major grammar and vocabulary areas tested in the First Certificate Exam.

Prerequisites: -

Course Title: Cambridge English: C1 Advanced*

Code: GED 1106 **ECTS:** 6

Description: The course is designed for students with B2-C1 levels of English. The course teaches and develops reading, writing, listening, and speaking skills, as well as essential grammar and vocabulary. Upon the completion of the course, students will

demonstrate the variety of reading skills, including understanding specific information, text organization features, tone and text structure. Students will be able to write diverse essays, show understanding of feeling, attitude, opinion, purpose, agreement, and gist. Students will be able to interact in conversational English.

Prerequisites: -

Course Title: Cambridge English: B1+ Preliminary *

Code: GED 1107 **ECTS:** 5

Description: This course is designed for students to improve their ability to study effectively in English. The course will help them develop skills and knowledge in reading and understanding authentic academic texts, listening to lectures and presentations, writing different essay types, participating in seminar and group discussions, preparing and giving presentations. It improves such study skills as note-taking, critical thinking and working independently.

Prerequisites: GED 1106 Cambridge English: B1 Preliminary ECTS: 6

Course Title: Cambridge English: B2+ First *

Code: GED 1107 **ECTS:** 5

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

Prerequisites: GED 1106 Cambridge English: B2 First ECTS: 6

Course Title: Cambridge English: C1+ Advanced*

Code: GED 1107 **ECTS:** 5

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

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

Prerequisites: GED 1106 Cambridge English: C1 Advanced ECTS: 6

Course Title: Cambridge English: A1 Starter
Code: GED 1108 ECTS: 5

Description: The course is for students with A0 level, which provides skills and language highly relevant in daily life. The main aim of the course is to help students to achieve an overall English language proficiency of beginner basic user. It will help students to interact in a simple way and answer simple questions in daily life. The course enables to develop and practice all 4 language skills: listening, reading, writing and speaking.

The course is intended to accomplish its goal within one semester of 15 weeks.

Prerequisites: -

Course Title: Cambridge English: A2 Key
Code: GED 1108 ECTS: 5

Description: This one-term course is designed to give students grounding in English pronunciation, grammar, and essential vocabulary in order to understand the basic concepts of the English language. The main aim of the course is to build and develop students' communication skills and extend grammar and vocabulary range.

Prerequisites: -

Course Title: Cambridge English: B1 Preliminary
Code: GED 1108 ECTS: 5

Description: This course is designed in accordance with Cambridge English: Preliminary program (PET). The course gives students the confidence to communicate effectively in real-life situations. The course is built for basic users (CEFR A2) with pre-intermediate level and helps students to progress further to B1 level. The course aims to develop communicative skills of speaking,

listening, reading and writing, extend vocabulary and grammar range. This course shows you have mastered the basics.

Prerequisites: -

Course Title: Cambridge English: B2 First
Code: GED 1108 ECTS: 5

Description: First Certificate in English is designed for students with B1 level to help them study effectively in English. The course teaches and develops reading, writing, listening, and speaking skills as well as essential grammar and vocabulary. More specifically it offers:

-authentic reading texts and listening tasks providing training in the reading and listening techniques and strategies;

-a systematic approach to speaking tasks providing models for students to follow and clear outcomes for improved performance;

-a step-by-step approach to writing tasks with models to work from and sample answers;

-comprehensive coverage of all major grammar and vocabulary areas tested in the First Certificate Exam.

Prerequisites: -

Course Title: Cambridge English: A1+ Starter

Code: GED 1109 ECTS: 5

Description: The course focuses on developing communicative skills of speaking, listening, reading and writing. It also covers essential grammar, vocabulary and idioms.

The main goals of the course are: to study and develop grammar rules used in formal and informal style; to acquire relevant vocabulary; to develop effective listening and reading skills; to build confidence in speaking and pronunciation skills necessary for further study of English course.

Prerequisites: GED 1108 Cambridge English: A1 Starter ECTS: 5

Course Title: Cambridge English: A2+ Key
Code: GED 1109 ECTS: 5

Description: The course focuses on developing communicative skills of speaking, listening, reading and writing. It also covers essential grammar, vocabulary and idioms.

The main goals of the course are: to study and develop grammar rules used in formal and informal style; to acquire relevant vocabulary;

to develop effective listening and reading skills; to build fluency and confidence in speaking and pronunciation skills necessary for further study of English course.

Prerequisites: GED 1108 Cambridge English: A2 Key ECTS: 5

Course Title: Cambridge English: B1+ Preliminary

Code: GED 1109 ECTS: 5

Description: This course is designed for students to improve their ability to study effectively in English. The course will help them develop skills and knowledge in reading and understanding authentic academic texts, listening to lectures and presentations, writing different essay types, participating in seminar and group discussions, preparing and giving presentations. It improves such study skills as note-taking, critical thinking and working independently.

Prerequisites: GED 1108 Cambridge English: B1 Preliminary ECTS: 5

Course Title: Cambridge English: B2+ First

Code: GED 1109 ECTS: 5

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

Prerequisites: GED 1108 Cambridge English: B2 First ECTS: 5

Course Title: Introduction to Legal English

Code: GED 1110 ECTS: 5

Description: The course is aimed at developing lexical and grammatical range of students in the field of law by comparing English and Kazakh legislature. This course prepares students for the core course English for Specific Purposes. Upon completion of the course, students will use professional English language in written and spoken speech; take part in discussions on law-related matters, read and extract necessary information, summarize and paraphrase information from legal texts.

Prerequisites: GED 1109 Cambridge English: A1+ Starter and higher ECTS: 5

Course Title: English for Specific Purposes

Code: GED 1111 ECTS: 3

Description: The course is a smart start in studying international legal English in the field of private law while improving the skills of general English and is intended for those who speak English A2 (Pre-intermediate) and above.

The main objective of this program is to study legal terms through the use of special vocabulary, mastering the modern style of legal English, the exact use of grammatical structures, words and expressions in the legal context, including in the context of written contracts.

Prerequisites: GED 1110 Introduction to Legal English ECTS: 5

or GED 1109 Cambridge English: A2+ and higher ECTS: 5

or IELTS 3.0 and higher

Course Title: TOLES Foundation

Code: GED 1114 ECTS: 5

Description: This course is an excellent start for learning legal English in private international law along with improving general English skills and can be studied by those who have A2 (Pre-intermediate) and higher levels.

The main objective of this course is to present and practice legal terms through increasing vocabulary, apply precise grammar constructions and introduce modern style of legal writing.

Prerequisites: GED 1110 Introduction to Legal English ECTS: 5

or GED 1109 Cambridge English: A2+ and higher ECTS: 5

or IELTS 3.0 and higher

Course Title: TOLES Higher

Code: GED 1115 ECTS: 5

Description: The course is for those students who have B2 (Intermediate) and higher, and have already passed TOLES Foundation. The course involves complex authentic legal texts and documents. The main objective of this course is to increase legal vocabulary through learning set expressions, collocations, synonyms, prepositions, and etc. that allow students to be able to interpret legal terms and give their definitions. The course program also includes

audio materials in the form of interview on the topics related to day-to-day lawyers practice.

Prerequisites: GED 1111 English for Specific Purposes ECTS: 3 or GED 1114 TOLES Foundation ECTS: 5 or TOLES Foundation Certificate Score 60 and higher

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

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

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

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

Prerequisites: GED 1115 TOLES Higher ECTS: 5 or TOLES Higher Certificate Score 60 and higher

**Course Title: International Legal English I
Code: GED 1112 ECTS: 5**

Description: The course is designed for students who have the Intermediate and higher level of English and gives an excellent opportunity for further in-depth study of the profes-

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Prerequisites: GED 1107 Cambridge English: B1+ and higher ECTS: 5 or IELTS 5,0 and higher

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**Course Title: International Legal English II
Code: LPIL-II (GED 1116) ECTS: 5**

Description: The course gives an excellent opportunity for further in-depth study of the professional language in the field of international law. After completing the course, students will be able to apply professional terms to produce texts in oral and written form in the field of hu-

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man rights, sea law and diplomatic and consular law; to read and understand legal texts, periodicals, instruments and acts in the field of international law; and to use legal language within the scope of international law subjects taught in English and apply it in practice.

Prerequisites: GED 1107 Cambridge English: B1+ and higher ECTS: 5 or IELTS 5,0 and higher

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

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

Prerequisites: GED 1109 Cambridge English: A2+ and higher ECTS: 5 or IELTS 3.0 and higher

**Description of Disciplines
for «Translation Studies»,
«Applied Linguistics» and
«Kazakh-English Languages and
Linguistics» educational
programmes
(2019 and 2020 year of enrollment)**

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

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

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

**Наименование: Практическая грамма-
тика английского языка**
Код: GrU 1107 **ECTS: 5**

Описание: During the course students learn specific grammatical features of English and apply them in practice. With the skills gained, students can convey their ideas in accordance with English grammar and stylistics.

Prerequisites: -

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

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

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

Course Code: 1210 ECTS: 5
Course Name: Phonetics of Kazakh Language
Course Description: During the course students will get acquainted with the phonetics of the Kazakh language, phonetic patterns and characteristics of speech, its features in the

process of (regional) pronunciation. This course is aimed at developing the skills of applying the methods of phonetic analysis, identifying graphic peculiarities in parsing words and the ability to correctly convey sounds in the process of communication.

Prerequisites: Introduction to Linguistics

Course Code: 1210 **ECTS:** 5

Course Name: Morphology, Syntax and Lexis (Kazakh Language)

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

Course Title: Academic English C2

Code: AW C2 2206 **ECTS: 5**

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

Prerequisites: Academic English C1

Course Title: Foreign Language I (A0,A1)

Code: FL I 2208 **ECTS: 10**

Description: This course is intended for students with a zero level of proficiency in second foreign language. The goal is to develop foreign language communicative competence. Students will learn most common words and phrases needed for everyday communication; they will study common grammatical structures, and will be able to participate in conversations.

Prerequisites: -

Course Title: Foreign Language II (A2)

Code: FL II 2209 **ECTS: 10**

Description: This course is aimed at developing skills and abilities in skimming and

scanning in reading; oral and written speech. Grammatical material covers the basic grammatical phenomena, the mastery of which is necessary in order to express one in language and to read and understand texts and stories.

Prerequisites: Foreign Language I (A0,A1)

Course Title: Foreign Language III (B1)

Code: FL III 3210 **ECTS: 5**

Description: This course contributes to the development of socio-cultural knowledge and skills. The course covers a large share of modern vocabulary. There is further development of already existing skills and abilities in speaking. In writing, the emphasis is on developing the ability to write letters and essays.

Prerequisites: Foreign Language II (A2)

Course Title: Foreign Language IV (B2)

Code: FL IV 3211 **ECTS: 5**

Description: The objectives of this course are developing and enhancing language knowledge as well as students' extra-linguistic knowledge, expanding the range of language understanding, enriching the active vocabulary, and improving oral and written language within lexical and grammatical topics.

Prerequisites: Foreign Language III (B1)

Course Title: Foreign Language V (C1)

Code: FL V 4212 **ECTS: 5**

Description: The course is designed to develop essential skills and academic language. Course topics include different types of essays, paraphrasing, and academic summaries. Besides, students will practice in reading of academic texts and scholarly articles, improve their listening skills through watching authentic video materials and enhance speaking and presentation skills through preparing presentations.

Prerequisites: Foreign Language IV (B2)

Course Title: Research Methods I

Code: RM I 2301 **ECTS: 5**

Description: This course studies qualitative methods in social science focused on investigation of concepts, meanings, and understandings via gathering and analyzing non-numerical data. The program of the course involves the study of the qualitative data

collection tools, types of statistical analyses, interpretation of the results of research, and practical tasks.

Prerequisites: -

Course Title: Research Methods II

Code: RM II 2302 ECTS: 5

Description: This course studies quantitative methods in social science focused on systematic empirical investigation of observable phenomena via statistical analyses. The program of the course involves the study of the main tools to collect quantitative data, types of statistical analyses as well as interpretation of the results of research, and practical tasks.

Prerequisites: Research Methods I

Course Title: Research Methods III

Code: RM III 4309 ECTS: 5

Description: The following course is designed to educate students about more sophisticated methods of research to investigate more complex phenomena. During the course students will be taught mixed method research and learn different kinds of mixed-method research to answer research questions.

Prerequisites: Research Methods I, II

Course Title: Cross-cultural communication

Code: CCC 3213/4213 ECTS: 5

Description: The course will introduce students to the cross-cultural communication phenomenon as an important issue in the era of globalization and internationalization. Students will know the basic concepts and categories that constitute cross-cultural communication as a science. Moreover, students will study the peculiarities and the ways of effective communication between people from different cultures.

Prerequisites: -

Course Title: Lexis, Morphology and Syntax

Code: MSL 2203 ECTS: 6

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

various types of linguistic analysis such as morphological, lexical and syntactic analyses

Prerequisites: -

Course Title: Course development and Material design

Code: CDMD 3306/3225 ECTS: 5

Description: The course is aimed to teach students to design course and class materials taking into account students' differences and individual needs. Within the given course, students will learn how to design syllabus, develop effective learning outcomes in accordance with Bloom's taxonomy, determine and order the content of the course, select and develop the materials that meet the course goal and learning outcomes and develop the assignments.

Prerequisites: -

Course Title: Phonetics and Phonology

Code: PP 3204 ECTS: 5

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

Prerequisites: -

Course Title: Grammar Awareness

Code: GA 3221/2202 ECTS: 5

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

Prerequisites: -

Course Title: Language Testing and Assessment

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

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

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

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

Course Title: History of Language
Code: HL 2303 **ECTS: 5**

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

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

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

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

Course Title: News Writing and Reporting
Code: NWR 4219 **ECTS: 5**
Description: This course teaches students how to report and write news stories that are

accurate, fair and complete. Students will learn the basic elements of reporting—how to observe events, how to interview people, and how to use other research tools. Students will also learn how to write and structure news stories for different media platforms including print, broadcast and online.

Prerequisites: -

Course Title: Mass Media and Society

Code: MMS 3215 ECTS: 5

Description: This course is an introduction to the mass media and their impact on society. This course addresses many positive and negative implications associated with society's reliance on social media platforms. Using a perspective rooted in digital literacy, the course examines how social media is used in both personal and professional contexts, and how we might use social media to communicate competently, ethically, and strategically.

Prerequisites: -

Course Title: Communications Law and Fact Checking

Code: FC 4220 ECTS: 5

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

Prerequisites: -

Course Title: Functional types and genres of media texts

Code: FTGMT 3216 ECTS: 5

Description: This course introduces students to universal typological classification encompassing a variety of media texts. Students study the peculiarities of media texts and mechanisms of text perception in different communicative contexts. Students will learn to analyze media texts from the perspective of thematic structure and linguistic-cultural factor.

Prerequisites: Stylistics

Course Title: Communication Ethics

Code: CE 3218 ECTS: 5

Description: This course provides students with an overview of ethical standards relevant to social behavior and an in-depth study of contemporary ethical issues facing communicators. Concepts of truth, confidentiality, conflict of interest, social justice, and other issues will be addressed.

Prerequisites: -

Course Title: English Language and Translation

Code: ALP 3220 ECTS: 5

Description: The course is aimed to improve the level of English for those who choose Translation Minor. The course will cover the issues in translation of specific grammar and vocabulary. Students will learn how to work with different types dictionaries and how to make up glossaries.

Prerequisites: -

Course Title: Business Translation/ Interpretation

Code: BT 4224/4229 ECTS: 5

Description: This course is designed to help students build upon their fundamental English language communication skills by using professional and formal business tools such as letters, reports, and oral presentations in structured business environments and to help them find the ways to translate special commercial documents from English into Russian/Kazakh and vice versa.

Prerequisites: -

Course Title: Legal Translation/Interpretation

Code: LT 4225/4231 ECTS: 5

Description: The purpose of the course is to develop and enhance students' practical liaison translation and interpretation skills of the topic-specific legal texts and to give insight into means, methods and techniques of translation transformations while performing liaison translation/interpretation.

Prerequisites: -

Course Title: Basics of Lexicography

Code: BL 4310/4309 **ECTS: 5**

Description: The course is focused on the historical development of English lexicography as a linguistic science, issues of lexicography and types of dictionaries. Besides, students will know about the basics of compiling dictionaries and will practice compiling explanatory dictionaries of topic-specific terms.

Prerequisites: -

Course Title: Introduction to Translation and Interpretation

Code: ITI 1109 **ECTS: 5**

Description: The main goal of this course is to give students basic knowledge of the profession, its retrospective and perspective, professional and ethical qualities the interpreter/translator should possess. The course will help students to better understand their profession and direct students in their choice of a prospective area to work in (translation or interpreting).

Prerequisites: Basic Foreign Language B2

Course Title: Consecutive and Simultaneous Interpretation I

Code: CSI I 2304 **ECTS: 5**

Description: The course aims to provide students with knowledge of the principles, key methods and skills of consecutive and simultaneous interpreting.

The course focuses on the development of consecutive and simultaneous interpretation skills and abilities of interpreting texts of different character from English into Russian and the other way round, identifying and solving translation problems.

Prerequisites: Introduction to Translation and Interpreting, Basic Foreign Language B2, Translation and Interpretation Theory

Course Title: Consecutive and Simultaneous Interpretation II

Code: CSI II 3306 **ECTS: 5**

Description: The course provides intensive training in consecutive and simultaneous interpretation techniques with the emphasis on interpreting texts of intermediate level of difficulty. The course will cover a wide range of scenarios in consecutive and simultaneous interpretation in order to prepare students for the real-life situations. Students will go through a lot of self-practice to consolidate the skills

learnt and achieve the professionalism in interpretation.

Prerequisites: Introduction to Translation and Interpreting, Translation and Interpretation Theory, Consecutive and Simultaneous Interpretation I

Course Title: Consecutive and Simultaneous Interpretation III

Code: CSI III 3313 **ECTS: 10**

Description: The course focuses on the developing and expanding conference interpreting skills and knowledge; memory training for conference interpreting; developing the capacity to summarize and synthesize; learning approaches to acquiring and expanding vocabulary relevant to specific areas of knowledge; developing language knowledge (mother tongue and other languages); expanding and deepening general knowledge and acquiring an appropriate level of intercultural awareness.

Prerequisites: Prerequisites: Introduction to Translation and Interpreting, Translation and Interpretation Theory, Consecutive and Simultaneous Interpretation II

Course Title: Consecutive and Simultaneous Interpretation IV

Code: CSI IV 4315 **ECTS: 5**

Description: The course is developed for senior students who desire to improve their proficiency in consecutive and simultaneous interpreting. This course is aimed at improving the knowledge, skills and competencies in various types of simultaneous interpretation: simultaneous interpretation with text, simultaneous interpretation without text, simultaneous interpretation with equipment, simultaneous interpretation without equipment, simultaneous interpretation of dialogues and monologues, remote simultaneous and consecutive interpretation as well as computer-assisted translation tools in terms of preparation for simultaneous and consecutive interpretation.

Prerequisites: Introduction to Translation and Interpreting, Translation and Interpretation Theory, Consecutive and Simultaneous Interpretation III

Course Title: Fundamentals of Language Theory

Code: FLT 2203 **ECTS: 5**

Description: The areas of the theory of English discussed within the course include history (studying evolution of the English language, theoretical phonetics, theoretical grammar, and lexicology). In addition, the course provides an insight into the main paradigms in linguistics, which the theory of language has been developing within.

Prerequisites: Basic Foreign Language B2

Course Title: History of Teaching Methods

Code: HTM 2223 ECTS: 5

Description: The course is aimed to teach students classical and contemporary foreign language teaching methods and approaches. Students of the course will be able to formulate teaching and learning goals, choose the appropriate and effective study materials based on the methods used and apply them in the classroom.

Prerequisites: Introduction to Linguistics, Grammar Awareness

Course Title: Speech Writing

Code: SW 3217 ECTS: 5

Description: The course focuses on writing for public speaking. Students will learn about the difference between argument and rhetorical technique and how to identify strength and logical fallacies in arguments. Students will learn how to apply various stylistic devices to write persuasive speeches.

Prerequisites: Academic Writing C2, Creative writing, Stylistics

Course Title: Terminology

Code: Term 3222 ECTS: 5

Description: This course introduces the theoretical basis and application of terminology in specialized translation. The course covers learning terminology tools and resources used by the international translators community. Moreover, Terminology course includes learning such important aspects for terminological projects, like: 1. Terminology Project Management; 2. Localization; 3. Standardization; 4. Quality Management.

Prerequisites:

Course Title: Translation and Interpreting Theory

Code: TIT 1202 ECTS: 5

Description: The purpose of the course is to establish and enhance the basic knowledge about and understanding of translation and interpreting. Students will learn about the key differences between and approaches to both translation and interpreting. The course focuses on linguistic and translational theories that are applied to perform professional interpretation/translation from English and into it. The material compiled in succession assists in training highly qualified experts in the translation theory and practice.

Prerequisites: Introduction to Translation and Interpreting, Basic Foreign Language B2

Course Title: Translation I

Code: Tran I 2203 ECTS: 5

Description:

Description: The course focuses on introducing students to the sphere of translation. Students will learn about the process of translation of texts and what it involves. Students will know about the principles of a pre-text analysis using the schemes of some specific texts.

Prerequisites: Introduction to Translation and Interpreting, Theory of Translation

Course Title: Translation II

Code: Tran II 3305 ECTS: 5

Description: The course focuses on developing the translation skills. Students will learn how to work out and use translation strategies. During the course students will practice doing a pre-text analysis, identifying communicative tasks of a text and try to find translation solutions for the specific translation tasks.

Prerequisites: Introduction to Translation and Interpreting, Theory of Translation, Translation I

Course Title: Translation III

Code: Tran IV 4314 ECTS: 5

Description: The course will help to enhance students' professional skills through translating various texts. Students will practice doing the pre-text analysis, compiling topical glossaries, editing, and proofreading their translations. Additionally, students will practice applying CAT tools to enhance their translation capacity.

Prerequisites: Introduction to Translation and Interpreting, Theory of Translation and Interpreting, Translation II

Course Title: Translation IV

Code: Tran I 2203 ECTS: 5

Description: The course is developed for senior students who desire to enhance their proficiency in translation. Students will practice translating texts of advanced level using their own translation strategies, choosing and applying specific approaches to translation and utilizing an appropriate tool to solve a translation task.

Prerequisites: Introduction to Translation and Interpreting, Theory of Translation and Interpreting, Translation III

Course Title: Translation tools and Practice

Code: TTP 4223 ECTS: 5

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

Prerequisites: Introduction to Translation and Interpreting, Translation and Interpreting Theory

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

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

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

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

Course Code: ENG1111 **ECTS:** 5
Course Name: Listening and Speaking
Course Description: The course "Language Core Skills" provides students with cutting-edge and interactive methods to master their language skills. This course is designed for

those students who desire to enhance their language skills and allows them to practice each skill in multiple contexts.

Prerequisites: Basic knowledge of language

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

Course Code: BUS2201, BUS 3201 **ECTS:** 5
Course Name: Business Communications
Course Description: The process of interaction with people is based on building communications, which are essential for the professional and social success. The main purpose of this course is to shape students' understanding of the effective communications and their techniques, as well as application of the knowledge and skills gained in their practical activity for managing social behaviour of individuals and groups.

Prerequisites: none

Course Code: BUS3204 **ECTS:** 5
Course Name: Business Ethics
Course Description: The course focuses on examining ethical issues within the future professional activity. To gain such an understanding requires to study topics such as the moral content of human action; recognizing and analysing ethical issues in various types of professional activity; understanding core business values and promoting ethical behaviour; the social responsibilities of modern businesses as well as ethics in a global context.
Prerequisites: Ethics and Philosophy

Course Code: TLNG3213 **ECTS:** 5

Course Name: Academic Writing

Course Description: This course prepares undergraduate students for future career opportunities by developing critical thinking, writing, collaboration and research skills that are considered as a core need in employability on the international level. It gives students the opportunity to deliver thoughts, analyse and express viewpoints toward various topics.

Prerequisites: English and Cross-Cultural Communication

Course Code: TLNG2202 **ECTS:** 5

Course Name: Fundamentals of Language Theory

Course Description: This course introduces the fundamentals of language and linguistics with a focus on the nature of language. The topics as phonetics, phonology, morphology, semantics, syntax, and pragmatics will be the core elements of the course. Key concepts to be covered include, sound production and sound system (phonology), inflection and derivation, case marking, morphemes, word-formation and structure (morphology), sentence structure (syntax), meaning of words and expressions (semantics), second language learning. It will also discuss its application (applied linguistics), language acquisition and learning, dialects, registers, social aspects of language (language variation), and language change.

Prerequisites: none

Course Code: INT 3302 **ECTS:** 5

Course Name: Introduction to Consecutive Translation

Course Description: The course introduces students to the fundamentals of consecutive translation, to the consecutive interpretation technique and more specifically to note taking, focusing on public speaking, discourse analysis and memory exercises. The following themes as "Presentation of the profession of conference interpreter, the different types of interpreting techniques and the general competences" will be covered in this course. After the presentation of recommendations for note taking for consecutive interpreting, students will start developing their own technique before rendering consecutively simple oral interventions.

Prerequisites: English and Cross-Cultural Communication

Course Code: INT 4306 **ECTS:** 5

Course Name: Consecutive-Advanced

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

Prerequisites: Introduction to Consecutive Translation

Course Code: INT 3303 **ECTS:** 5

Course Name: Introduction to Simultaneous

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

Prerequisites: Introduction to Consecutive Translation

Course Code: INT 4307 **ECTS:** 5

Course Name: Simultaneous Advanced

Course Description: The course 'Simultaneous Translation II' is developed for senior students who desire to improve their proficiency in simultaneous translation. Objectives and competences developing the capacity to summarize and synthesize; learning approaches to acquiring and expanding vocabulary relevant to specific areas of knowledge; developing

skills for simultaneous interpretation in the context of technical and political meetings or conferences.

Prerequisites: Introduction to Simultaneous

Course Code: TLGN2203 **ECTS:** 5

Course Name: Second Foreign Language (German, French, Spanish, Chinese, Italian) A1 and A2

Course Description: This is a core course designed for Bachelor students of Translation Studies Department as the primary stage of the second foreign language acquisition. The course is aimed to develop linguistic and communicative competences of students by forming basic skills to use phonological, grammatical and lexical phenomena and principles of the second foreign language in communication.

Prerequisites: none

Course Code: TLNG3213 **ECTS:** 5

Course Name: Second Foreign Language (German, French, Spanish, Chinese, Italian) B1B2

Course Description: This is an elective course designed for Bachelor students of Translation Studies Department as the intermediate stage of the second foreign language acquisition. The course is aimed to develop communicative competences of students by enlarging and deepening their receptive and productive language material. For successful completion of the course it is required for students to have at least A2 reference level of the target language according to Common European Framework of Reference for Languages.

Prerequisites: Second Foreign Language (German, French, Spanish, Chinese, Italian) A1A2

Course Code: TLNG2204, LNG3203 **ECTS:** 5

Course Name: Business English

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

Prerequisites: English B1

Course Code: TRN 2201 **ECTS:** 5

Course Name: Introduction to Translation Studies

Course Description: The course covers a wide range of issues and debates in translation studies and aims to provide students with an overview of various topics as the history of translation studies, different translation theories and various approaches to translating.

Prerequisites: none

Course Code: TLNG2202 **ECTS:** 5

Course Name: Fundamentals of Language Theory

Course Description: This course introduces the fundamentals of language and linguistics with a focus on the nature of language. The topics as phonetics, phonology, morphology, semantics, syntax, and pragmatics will be the core elements of the course. Key concepts to be covered include, sound production and sound system (phonology), inflection and derivation, case marking, morphemes, word-formation and structure (morphology), sentence structure (syntax), meaning of words and expressions (semantics), second language learning. It will also discuss its application (applied linguistics), language acquisition and learning, dialects, registers, social aspects of language (language variation), and language change.

Prerequisites: none

Course Code: TLNG4219 **ECTS:** 5

Course Name: English and American Literature

Course Description: This course is developed to acquaint students with the history of British Literature. Students will obtain a great opportunity to have insights into how British literature was developed in different periods and became a part of history.

Prerequisites: English and Cross-Cultural Communication B1B2

Course Code: TLNG4217 **ECTS:** 5

Course Name: Advanced English for Industry Professions

Course Description: This course is designed for those students who desire to have in-depth Advanced English training and enhance their technical English and meet the needs of the industry and labour market.

Prerequisites: Professionally-oriented English C1

Course Code: TRN 3310 **ECTS:** 5

Course Name: Subtitling: Documentaries and Non-fiction genres

Course Description: This course is focused on analysing subtitled clips of a wide diversity of non-fiction genres, news programmed, programmes on national and international current affairs, which involve a variety of subtitling features. In addition, the work consists of subtitling assignments with group analysis and evaluation.

Prerequisites: English for Professional Purposes, English Society and Culture;

Course Code: INT 4305 **ECTS:** 5

Course Name: Interpretation

Course Description: This course is focused on developing knowledge and understanding, skills and competencies of students in various types of interpretation and building upon interpretation competencies developing a systematic, reflective approach to interpreting tasks in real-world settings and outlines the use of different modes of interpreting under professional working conditions and focusing on active listening and analysis, effective use of memory, and delivery of the target message. Students will have the opportunity to practice consecutive and simultaneous interpretation in economic, political, scientific, medicine and other fields by means of audio-visual materials, contextual meaningful situations and expand their vocabulary that is considered as an integral part of interpreter/translator profession.

Prerequisites: Introduction to Translation Studies

Course Code: TRN 3305 **ECTS:** 5

Course Name: Translation

Course Description: The course is designed to determine and solve range of translation tasks by themselves, conduct self-monitoring and self-correction, which match to the modern requirements for the preparation of Bachelor students of Translation and Interpreting Studies Department. Self-work assignments of the students are oriented on strengthening the skills of the analysis of the original text (analysis before translation), and the final text (analysis of the translation).

Prerequisites: Russian/Kazakh for Professional Purposes, Fundamentals of Language Theory

Course Code: TLNG3211 **ECTS:** 5

Course Name: English for Professional Purposes

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

Prerequisites: English B2

Course Code: TRN2210, TRN3215, TRN3314, TRN4309, **ECTS:** 5

Course Name: Selected Topics in Translation Studies

Course Description: These courses will cover specific topics related to Translation Studies. The students' may consider this course as a transfer from other universities.

Prerequisites: Translation Theory

Course Code: LNG2202 **ECTS:** 5

Course Name: Professional Kazakh/Russian

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

Prerequisites: Kazakh/Russian B2

Course Code: TRN3307 **ECTS:** 5

Course Name: Applied Literary Translation

Course Description: This course presents students to the translation from English into Kazakh/ Russian of works in the fields of literature. It is designed for students of Translation

Studies Bachelor degree programme. Objectives and competences are to develop competence in understanding and translating literary texts in English and Kazakh (Russian); to develop cultural and language competences for English and Kazakh (Russian); to develop technical and professional translation skills for literary translation; to develop competence in text formation and editing, complying with the norms and conventions of the English and Kazakh (Russian); languages;
Prerequisites: English Society and Culture; English and American Literature.

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

Course Code: MGT2303 **ECTS:** 5
Course Name: Principles of Leadership
Course Description: The course is aimed to target highly mature and motivated students who plan to pursue managerial career in organizations of both private and government sectors. The course is modelled as an integrated framework that consists of the best leadership practices presentations and lectures. The students will also be exposed to learning first-hand experience of great leaders from industry, government and wide range of social sector enterprises.
Prerequisites: Principles of Management

Course Code: TLNG3314 **ECTS:** 5
Course Name: Public Speaking
Course Description: This course prepares students to develop and strengthen skills in preparing oral presentations in a variety of situations. It will also sharpen skills in critical listening. This course is practice-oriented. It is essen-

tial to possess speaking clearly and comfortably in public. The aim of this course is to provide students with a basic theoretical background and tactics that work for and against the speaker. The feedback will be given from the instructor and classmates
Prerequisites: none

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

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

Course Code: IR 3304 **ECTS:** 5
Course Name: Negotiations and Public Diplomacy
Course Description: The course provides an introduction into public diplomacy. It deals

with the practice of public diplomacy and negotiations. The course provides a discussion of global issues and current world problems, such as peace and security, climate change and international trade and role of public diplomacy in its solution. It discusses the increased role of Public Diplomacy and Negotiations in International Relations.

Prerequisites: Fundamentals of International Relations

Course Code: MGT2201 **ECTS:** 5

Course Name: Organizational Behaviour

Course Description: Organizational behaviour studies the behaviour of people in the organization and assesses its impact on performance. The course of "Organizational Behaviour" focuses on human resource management as an object. Minimum level of knowledge and skills mastered within this course include: possession of theoretical issues of individual behaviour in the organization, groups' formation and development and their behaviour; ability to understand the essence of the organizational culture in the company, balance between "leadership" and "power", impact of conflict on the organization; skills of managing interpersonal and intergroup relations, as well as organizational change.

Prerequisites: none

Course Code: TLNG2207 **ECTS:** 5

Course Name: English Society and Culture

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

Prerequisites: English for Communication; English B2.

Course Code: TLNG4213 **ECTS:** 5

Course Name: Professional English and Cross-Cultural Communication

Course Description: The course is aimed to enhance communicative and professional competences of students by enlarging and deepening their receptive and productive language material. In addition, it will enable learners to compare economic, political and cultural situation in Kazakhstan and with other countries of the world including the target language countries.

Prerequisites: For successful completion of the course it is necessary for students to have at least C1 reference level according to Common European Framework of Reference for Languages.

Course Code: TLNG3214 **ECTS:** 5

Course Name: English and American Studies

Course Description: Over the course students will discover the unique identities of English and American studies to enhance your understanding and appreciation of American geography, literature, history, and culture. This course offers students a unique opportunity to learn in a collaborative setting. Students benefit from having the exploration of different types of formal and creative project activities. Upon the completion of this course you will gain a variety of critical approaches.

Prerequisites: none

Description of Disciplines For “Hospitality” and “Tourism” educational programmes

Course Code: BTS 1108/2203 **ECTS:** 5

Course Name: Basics of Tourism Studies

Course Description: The course introduces the history of tourism and its development, its economic value and prospective, basics of territorial organization and destination management. The course objective is to provide students with systematic understanding of tourism as a subject of their future profession.

Prerequisites: none

Course Code: IH 1109/2204 **ECTS:** 5

Course Name: Introduction to Hospitality and Tourism History

Course Description: This course provides an overview of the hospitality and tourism industry, its growth and development, industry segments and their distinguishing characteristics, trends and current concerns. Students are introduced to career opportunities and the employability skills needed to succeed in specific hospitality fields. It also covers the history of tourism, including pilgrimage, the Grand Tour, the growth of railroads and airlines, and the more recent expansion of the leisure economy.

Prerequisites: Basics of Tourism Studies

Course Code: ITG 2205/2207 **ECTS:** 5

Course Name: International Tourism Geography

Course Description: International Tourism Geography addresses the need to understand the cultural, environmental, historical and political context in which international tourism takes place. This course examines the history, components, and spatial structure of travel and tourism as a socioeconomic phenomenon and as one of the major industries in the world; investigates its institutional organization, the motivations and flows of travellers, and global and local interactions and implications.

Prerequisites: Basics of Tourism Studies

Course Code: TMan 2207/08 **ECTS:** 5

Course Name: Tourism Management

Course Description: Overview of travel and tourism in Kazakhstan and abroad with a focus

on terminology, demographics, economic, socio-cultural and environmental impacts of tourism and travel, and the industry's management issues in a global context. This course explores all aspects of travel and tourism, lodging, foodservice, meetings, conventions, exhibitions, leisure and recreation.

Prerequisites: Basics of Tourism Studies

Course Code: TMar 3213/14 **ECTS:** 5/7

Course Name: Tourism Marketing

Course Description: This course will provide students with an understanding of the marketing process as it applies to travel and tourism. While general concepts of marketing for travel and tourism are similar to the marketing of other products and services, the travel and tourism industry has unique characteristics that create a variety of problems and opportunities specific to and important for tourism marketing professionals.

Prerequisites: Basics of Tourism Studies

Course Code: EE 3221/22

TTATT 2217

ECTS: 5

Course Name: Eco & Ethotourism (Active Tourism Techniques and Tactics)

Course Description: This course introduces students to the concept of ecotourism and its economic, cultural and environmental impacts at different scales. With reference to specific locations and activities, students will be aware of the methods through which ecotourism can be marketed and managed, together with its potential adverse impacts. Through studying this course, students will also get insights to one of the emerging and promising types of tourism – ethnotourism. During course students will also gain practical skills to design tour itinerary – they will learn technique and methodology of organizing cycling, hiking, rafting, climbing, horse riding tours and other tourist activities usually used for organising eco and ethnotours.

Prerequisites: Basics of Tourism Studies

Course Title: Foreign Language I (A0,A1)

Code: FL I 2208

ECTS: 10

Description: This course is intended for students with a zero level of proficiency in second foreign language. The goal is to develop foreign language communicative competence. Students will learn most common words and phrases needed for everyday communication;

they will study common grammatical structures, and will be able to participate in conversations.

Prerequisites: -

Course Title: Foreign Language II (A2)

Code: FL II 2209 ECTS: 10

Description: This course is aimed at developing skills and abilities in skimming and scanning in reading; oral and written speech. Grammatical material covers the basic grammatical phenomena, the mastery of which is necessary in order to express one in language and to read and understand texts and stories.

Prerequisites: Foreign Language I (A0,A1)

Course Title: Foreign Language III (B1)

Code: FL III 3210 ECTS: 5

Description: This course contributes to the development of socio-cultural knowledge and skills. The course covers a large share of modern vocabulary. There is further development of already existing skills and abilities in speaking. In writing, the emphasis is on developing the ability to write letters and essays.

Prerequisites: Foreign Language II (A2)

Course Title: Foreign Language IV (B2)

Code: FL IV 3211 ECTS: 5

Description: The objectives of this course are developing and enhancing language knowledge as well as students' extra-linguistic knowledge, expanding the range of language understanding, enriching the active vocabulary, and improving oral and written language within lexical and grammatical topics.

Prerequisites: Foreign Language III (B1)

Course Title: Foreign Language V (C1)

Code: FL V 4212 ECTS: 5

Description: The course is designed to develop essential skills and academic language. Course topics include different types of essays, paraphrasing, and academic summaries. Besides, students will practice in reading of academic texts and scholarly articles, improve their listening skills through watching authentic video materials and enhance speaking and presentation skills through preparing presentations.

Prerequisites: Foreign Language IV (B2)

Course Code: TG 3302/3229 **ECTS:** 3/5

Course Name: Tour Guiding

Course Description: This course focuses on developing of skills required to design and deliver engaging walking tours in and out of the city. Students will develop the research skills, the interpretation skills, writing a prepared script and the public-speaking and logistical skills necessary to become an effective walking tour guide. It presents technique and methodology of leading an actual tour.

Prerequisites: Introduction to Hospitality and Tourism History

Course Code: EM 3303 **ECTS:** 5

Course Name: Event Management

Course Description: The subject of discipline is based on the study of practical experience of western and domestic companies in the planning, promotion, evaluation, and analysis of events "event" potential. Content of the course include following key points: emerging role of events in promoting destination, typology of events, review of national event strategic plans, impacts and the legacy of the events, strategic plan of event, event conceptualization, project management of event, delivering of event and evaluation.

Prerequisites: none

Course Code: HRM 3301/4306 **ECTS:** 5

Course Name: Hotel Management

Course Description: The Hotel Management course is focused on operating process of the hotel administration, accounts, marketing, housekeeping, front office or front of house, food and beverage management, catering and maintenance. Course aims to deliver students latest knowledge of underlying management principles and broad understanding of the operational aspects of the international hotel industry.

Prerequisites: Introduction to Hospitality and Tourism History (preferably, but not necessarily)

Course Code: HLO 3305/3314 **ECTS:** 5

Course Name: Hotel Lodging Operations

Course Description: This course provides students with the understanding of the functions and operations of hotels. Course consists of

three main parts, as the room division operations, Food and beverage units operations, staff and support departments operations.

Prerequisites: Hotel Management

Course Code: AMM 4312/4315 **ECTS:** 5

Course Name: Arts and Museum Management

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

Prerequisites: Tourism Management

Course Code: CHT 4223/4224 **ECTS:** 5

Course Name: Cultural Heritage

Course Description: This course will focus on exploration of theoretical, epistemological, and methodological approaches to the concept of heritage and will discuss how heritage has been defined and studied over time in various contexts. Main themes of the Cultural Heritage course will be related to contemporary heritage practices and issues related to defining, managing, representing, and utilizing diverse forms of heritage. Students will receive an introduction to international and national cultural heritage regulations, laws, and policies focused on the management, preservation, and protection of cultural resources.

Prerequisites: none

Course Title: Cross-cultural communication
Code: CC 3308/4308 **ECTS:** 5

Description: The course will introduce students to the cross-cultural communication phenomenon as an important issue in the era of globalization and internationalization. Students will know the basic concepts and categories that constitute cross-cultural communication as a science. Moreover, students will study the peculiarities and the

ways of effective communication between people from different cultures.

Prerequisites: -

Course Code: GSM 4215/4319 **ECTS:** 5

Course Name: Guest Satisfaction Management

Course Description: This course is designed to prepare future employees and managers to meet customers' expectations. Review of customer service philosophy and techniques, services marketing, quality issues, service design and delivery, customer interaction systems, complaint handling and service recovery, customer relationships, loyalty management, and operations are addressed.

Prerequisites: none

Course Code: ROM 3302/3313 **ECTS:** 5

Course Name: Room Operations Management

Course Description: This course will discover basic skills necessary for the operations in housekeeping and front office. Concepts and techniques of rooms sales forecasting, revenue budgeting, analysis of rooms sales and profit, break-even analysis, rooms pricing and yield management.

Prerequisites: none

Course Code: SPAM 4317 **ECTS:** 5

Course Name: Hotel SPA Management

Course Description: During this course students will learn the rising financial contribution the spa industry is having on the leisure industry in chain hotels. Course will help to prepare, present and monitor a consolidated spa budget. Students will learn how to effectively use marketing techniques to create a market demand and will learn the systems and processes necessary to deliver consistent high quality service.

Prerequisites: none

Course Code: HTM 4318 **ECTS:** 5

Course Name: Hotel Training Management

Course Description: This course entirely concentrated on self development program, students also will understand the importance of coaching in the hotels and developing new skills relevant for Tourism and Hospitality industry.

Prerequisites: none

Course Code: PRMM 3306/3307 **ECTS:** 5

Course Name: PR & Marketing Management in Hospitality Industry

Course Description: This course explores the practice of public relations in hospitality industry which is used to craft a hotel's image in order to achieve desired outcome. Public relations activities include press relations, product publicity, corporate communications, lobbying and advisory services. Today, however, the ever-growing challenge for marketing communications professionals is that savvy audiences are in control of what, when and how the information will be consumed - the ever-increasing influence of social media technology dominates the public relations spectrum. This course will show which tactics use for public relations and how to keep content marketing valuable to the user, and how to maintain successful marketing communications practices.

Prerequisites: none

Course Code: FBCO 4304/4316 **ECTS:** 5

Course Name: Food, Beverage, & Catering Operations

Course Description: This course provides students with practical skills and knowledge for effective management of food service operations. It presents basic service principles while emphasizing the importance of meeting the needs and, whenever possible, exceeding the expectations of guests.

Prerequisites: Hotel Management

Course Code: TL 4228/4229 **ECTS:** 5

Course Name: Tourism Law

Course Description: This course examines basic principles of law applicable to tourism and hospitality; international and national tourism legislation and various law issues such as consumer protection, product and service liability, employment, and environmental issues.

Prerequisites: none

Course Code: MMTD 3225 **ECTS:** 5

Course Name: Destination Marketing and Management

Course Description: This course takes a destination management and marketing approach to tourism, and focuses on the planning of destination experiences, and the management of sustainable destinations. Students will identify,

and analyse in detail, how these two principles have been integrated in a variety of destinations to enhance global competitiveness. Topics include the roles and functions of governments and destination management organizations (DMOs); planning and product development; policy and regulation; positioning and branding; resources, networks and partnerships; destination leadership.

Prerequisites: Principles of Marketing

Course Code: IATH 2206/30/31 **ECTS:** 5

Course Name: Introduction to Accounting

Course Description: The course is aimed at the orientation of students in the field of accounting, analysis and audit. Moreover the course discusses the ethical standards for an accountant and auditor professions. This course determines the role of accountants in the company's management system, the application of accounting, the relationship with other business processes, and the content of international certification programmes in the field of accounting.

Prerequisites:

Course Code: ECN2204 **ECTS:** 5

Course Name: Microeconomics

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

Prerequisites: -

Course Code: TUR3310 **ECTS:** 5

Course Name: IT in Tourism: GDS Abacus

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

Prerequisites: ICT (Foundation)

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

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

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

Course Code: MKT4206 **ECTS:** 5
Course Name: Advertising Strategy

Course Description: Course explains the nature and importance of advertising strategy for the company. Students will learn various aspects of communication strategy, advantages and disadvantages of different advertising vehicles. Students will examine how to reach target audience with use of consumer-targeting techniques.

Prerequisites: Principles of Marketing

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

Course Code: FIN5322 **ECTS:** 4/5
Course Name: Bloomberg Market Concepts
Course Description: Bloomberg Market Concepts (BMC) is an 8-hour self-paced e-learning course consisting of 4 modules – Economics, Currencies, Fixed Income and Equities. The Bloomberg terminal is one of the most widely used data retrieval and analytical tools in trading rooms worldwide. Familiarity with this software is mandatory within the financial services industry, for entry-level staff all the way up to senior managers. This course is designed for students who need a basic introduction to the vast array of functions in order to become more familiar with a higher level of functionality and complexity.

Prerequisites: none

Course Code: MGT3305 **ECTS:** 5
Course Name: Human Resource Management (HRM)
Course Description: This basic course of HRM explains how to build an effective system of managing people within organization. It considers HRM as an element of company's mission and strategy, stresses the staff as the most important resource requiring development and investment. In line with this concept, we will discuss formation of human resources policy, strategic approach to the human resource

management. The course explores traditional functions of human resource management: personnel planning, recruitment and placement, wages and incentives. The purpose of the course is to familiarize students with modern methods of HRM, and develop their skills on planning the staff, recruiting, hiring, and evaluating.

Prerequisites: Principles of Management

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

Course Name: Critical thinking

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

Prerequisites: -

Course Code: BUS2201, BUS 3201 **ECTS:** 5

Course Name: Business Communications

Course Description: The process of interaction with people is based on building communications, which are essential for the professional and social success. The main purpose of this course is to shape students' understanding of the effective communications and their techniques, as well as application of the knowledge and skills gained in their practical activity for managing social behaviour of individuals and groups.

Prerequisites: none

Course Code: BUS3204 **ECTS:** 5

Course Name: Business Ethics

Course Description: The course focuses on examining ethical issues within the future professional activity. To gain such an understanding requires to study topics such as the moral content of human action; recognizing and analysing ethical issues in various types of professional activity; understanding core business values and promoting ethical behaviour; the

social responsibilities of modern businesses as well as ethics in a global context.

Prerequisites: Ethics and Philosophy

Course Code: TLNG2204, LNG3203 **ECTS:** 5

Course Name: Business English

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

Prerequisites: English B1

Course Code: LNG2202 **ECTS:** 5

Course Name: Professional Kazakh/Russian

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

Prerequisites: Kazakh/Russian B2

Course Code: MGT2201 **ECTS:** 5

Course Name: Organizational Behaviour

Course Description: Organizational behaviour studies the behaviour of people in the organization and assesses its impact on performance. The course of "Organizational Behaviour" focuses on human resource management as an object. Minimum level of knowledge and skills mastered within this course include: possession of theoretical issues of individual behaviour in the organization, groups' formation and development and their behaviour; ability to understand the essence of the organizational culture in the company, balance between "leadership" and "power", impact of conflict on the organization; skills of managing interpersonal and intergroup relations, as well as organizational change.

Prerequisites: none

Course Code: MGT2303 **ECTS:** 5

Course Name: Principles of Leadership

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

Prerequisites: Principles of Management

Course Code: TLNG3314 **ECTS:** 5

Course Name: Public Speaking

Course Description: This course prepares students to develop and strengthen skills in preparing oral presentations in a variety of situations. It will also sharpen skills in critical listening. This course is practice-oriented. It is essential to possess speaking clearly and comfortably in public. The aim of this course is to provide students with a basic theoretical background and tactics that work for and against the speaker. The feedback will be given from the instructor and classmates

Prerequisites: none

Course Code: BUS3205, BUS3305 **ECTS:** 5

Course Name: Entrepreneurship

Course Description: The course is required and does not have prerequisites. The aim of the course is to engage students in entrepreneurial activities through delivering a structured set of topics focused on developing business skills and technics. The course will present all aspects of launching a business: starting with the development of business idea and finishing with calculation of the cost of attracting customers. Through the use of up to date case studies students will discuss success stories and challenges of domestic and foreign start-up projects.

Prerequisites: none

Course Code: ECN1201 **ECTS:** 5

Course Name: Principles of Economics

Course Description: This course is developed to form basic skills of analysing economic situations and behaviour of economic agents. Completion of this course will allow to: navigate in current information flows and adapt to rapidly

changing economic environment; analyse and evaluate on a basic level the social and economic information; plan and carry out own activity based on the results of this analysis; be able to work independently with literature on economic issues.

Prerequisites: none

Course Code: ECN1202 **ECTS:** 5

Course Name: Mathematics for Business and Economics - I

Course Description: This course is aimed at developing mathematical apparatus for modelling, analysing and solving economic and business problems on a basic level. Course outline includes: linear and simultaneous equations; quadratic and polynomial equations; limits and inequalities; differentiation; partial derivatives; integration; matrix algebra; exponents and logarithms.

Prerequisites: none

Course Code: FIN2301, FIN2201 **ECTS:** 5

Course Name: Principles of Finance

Course Description: The purpose of this course is to develop the analytical skills for making corporate investment and financial decisions and risk analysis. Topics covered include the concept of present value and the opportunity cost of capital, discounted cash flow analysis and other valuation techniques; and issues short- and long-term financial management, risk and return, the CAPM model; planning capital investments, risk analysis and other concepts, theories.

Prerequisites: Principles of Economics (Foundation)

Course Code: MGT4310 **ECTS:** 5

Course Name: Strategic Management

Course Description: The course is based on the principles of:

- Study of strategic management as an enterprise management system and scientific approaches;
- Practical applicability of all the elements and methods of strategic management as a competitive advantage;
- Cases and additional tasks to be performed by using information from the practice of domestic companies.

Course materials will allow students to form a comprehensive picture of the main point and

purpose of strategic management and develop skills in the use of management tools, plans of the company, analysis of the effectiveness of their practical application. As a part of the practical training and self-study, students will carry out individual and team assignments.

Prerequisites: Operations Management, Corporate Finance

Course Code: MKT3202 **ECTS:** 5

Course Name: Marketing Research

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

Prerequisites: Principles of Marketing

Course Code: MKT5302 **ECTS:** 5

Course Name: PR & Marketing Communications

Course Description: The course is designed to provide a deep explanation of a role of marketing communications in marketing strategy. Students will discuss various issues related to marketing communications: planning, development, control, measurement of outcomes. During the course student will analyze the role of marketing intermediaries in the implementation of marketing communications strategy.

Prerequisites: none

Course Code: ECN2208 **ECTS:** 5

Course Name: Statistics

Course Description: The program presents the fundamentals of some quantitative techniques essential in financial analysis. The aim of the course is to introduce the basic concepts of probability and mathematical statistics, and development necessary skills to analyse economic and financial data. No financial analysis is possible without use of quantitative methods, and mastering them is crucial to be able to keep focus on economic background of the problem rather than technicalities. Selection of efficient quantitative techniques, performance of correct calculations, and provision of adequate economic interpretation of the results, all

are integral parts of investment decision-making process, both in corporate finance and at financial markets.

Prerequisites: Principles of Economics (Foundation)

Course Code: ECN2309 **ECTS:** 5

Course Name: Econometrics -I

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

Prerequisites: Statistics

Course Code: BETH 2202 **ECTS:** 5

Course Name: Business English in Tourism and Hospitality

Course Description: This course is designed to assist students in developing basic English communication skills using professional and business tools such as letters, reports and oral presentations in a structured business environment, and in translating specific commercial documents from English to Russian and vice versa.

Prerequisites: -

Course Code: CEM 3307 **ECTS:** 5

Course Name: Catering and Event Management

Course Description: This course will introduce the student to a comprehensive look at planning, starting and operating any event in hospitality and tourism business. Whether on premise, off-premise, mobile, inside a hotel, part of a restaurant or run from a home kitchen, the student will learn the necessary skills from competence in cooking to managerial skills as an event manager (how to design the concept of the event, how to deliver project management of event, how to stage event and evaluate its results).

Prerequisites: -

Course Code: CC 3214 **ECTS:** 3

Course Name: Cost control

Course Description: This course introduces the basic techniques and control procedures used in the hospitality industry to maximize profit and minimize costs. Hospitality Cost Control examines and discusses methods employed to protect & uphold the investors/owners strategic financial goals. Students will focus on all aspects of hospitality control objectives; from food & beverage costs, purchasing, labor costs, menu pricing, establishing room rates, cash flow, theft & loss prevention, to computer applications. The principles of effective budgeting, important hospitality financial ratios and the factors that determine hospitality profitability will also be reviewed.

Prerequisites: -

Course Code: DSH 3309 **ECTS:** 5

Course Name: Delivering service in Hospitality

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

Prerequisites: -

Course Code: EM 4216 **ECTS:** 3

Course Name: Exhibition Management

Course Description: Exhibition Management course is developed to deliver the essential concepts to students on how to plan, manage and market exhibitions.

The purpose of the course is to provide participants with a comprehensive overview of the exhibition industry; raise the standards of professionalism, service quality and operations of the exhibition industry; expose participants to the fundamental exhibition concepts and techniques; enhance understanding of various components and entities involved in the industry; acquire knowledge to make informed choices and timely execution of decisions.

Prerequisites: -

Course Code: EITH 4316 **ECTS:** 5

Course Name: Entrepreneurship and Innovation in Tourism & Hospitality

Course Description: The purpose of the course is to provide students with an in-depth understanding of the concept of entrepreneurship and its application in hospitality and tourism. Students will explore the entrepreneurial processes. The module critically investigates a range of issues management, new product development, corporate branding, marketability and innovation for international as well as regional hospitality and tourism businesses. Particular emphasis is placed on generating new innovative strategies, initiatives and ideas.

Prerequisites: -

Course Code: HBD 4303 **ECTS:** 5

Course Name: Hotel business development

Course Description: This course covers the foundations of developing strategies that can help successfully grow the hospitality business and adapt to global challenges. During this course, students will learn how to access the next level of growth by forging hospitality development partnerships

Prerequisites: -

Course Code: MICET 4314 **ECTS:** 5

Course Name: MICE tourism

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

Prerequisites: -

Course Code: NT 3312 **ECTS:** 5

Course Name: Niche Tourism

Course Description: This course will demonstrate students the importance of niche tourism, its innovative tourism products, and pertinent managerial strategies. The main focus of

the course is to provide students with an appreciation of the diversity of tourist motivations and the equally diverse range of niche tourism products that cater to quite particular tastes and preferences. This course will also endeavor innovative opportunities for destinations' diversification and explore the dynamism of tourism addressed to niche markets. Students will discover the innovative trends in tourism by introducing the opportunities and challenges of niche tourism in a highly competitive business environment. Students will get useful skills on how to provide rewarding, enriching, meaningful, and long-lasting experiences through niche tourism and its innovative tourism products

Prerequisites: -

Course Code: PPTH 3218 **ECTS:** 5

Course Name: Project planning for Tourism & Hospitality

Course Description: In this course a special attention is paid for the part of the project planning phase, so (defining and planning the project) including the development of the proposal.

The main objective of this course is to give knowledge of general and specific to the management of investment projects. This course is designed to provide students with general knowledge and investments in all stages of the investment cycle of a project.

Prerequisites: -

Course Code: QSMH 3313 **ECTS:** 5

Course Name: Quality Service Management in Hospitality

Course Description: This course aims to enable the students recognise and assess quality management process in a hospitality and tourism related organisation and to evaluate departmental processes and planning strategies. Principles of Total Quality Management, outcome assessment and leadership will be integrated throughout the course.

Prerequisites: -

Course Code: RM I 2203 **ECTS:** 5

Course Name: Research methods in Tourism & Hospitality I

Course Description: The purpose of this course is to provide an overview of research design. This overview consists of understanding

the preliminary considerations that go into selecting a qualitative, quantitative, or mixed methods research design. These include knowing the definition for these different approaches, considering philosophical worldviews, reviewing the literature, understanding the use of theory, anticipating ethical issues, and developing writing strategies. We will discuss the process of research as it relates to each approach. This process includes writing an introduction, specifying a purpose statement, and developing research questions and/or hypotheses. This course will also discuss the methods and procedures for quantitative, qualitative, and mixed methods studies.

Prerequisites: -

Course Code: RM II 2204 **ECTS:** 5

Course Name: Research methods in Tourism & Hospitality II

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

Prerequisites: Tourism & Hospitality I

Course Code: RT 3223 **ECTS:** 5

Course Name: Rural tourism

Course Description: This course will focus on factors that determine successful rural tourism development and management of sites in an environmentally and culturally sensitive area. After successful completion of this course, students will be able to

understand the principles of rural tourism, including the scope of rural tourism and the cultural significance of the countryside, will be familiar with all benefits and costs of rural tourism development.

Students will learn to fulfil a demand and supply for rural tourism and how to promote rural tourism destination in more sustainable way.

Also, the basics of planning and the management process for rural tourism will be examined. Students will gain skills on how to apply the concept of sustainable tourism to develop the rural tourism (destinations).

Prerequisites: -

Course Code: ST 3310 **ECTS:** 5

Course Name: Sustainable Tourism

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

Prerequisites: -

Course Code: TE 3228 **ECTS:** 5

Course Name: Tourism Economics

Course Description: This course examines the fundamental economic principles as they apply to the tourism industry and explores the impacts of leisure and tourism on regional and national economics.

Applications of economic analysis to recreation and tourism include, but not limited to, estimation and prediction of demand and supply, forecasting tourism market trends, estimating and forecasting or recreation and tourism use and demand, economic impacts of recreation and tourism, sources of capital provision, application of conversion studies techniques, and the use of economic analysis in management, marketing, financial, and policy decisions.

Prerequisites: -

Course Code: TIA 3309 **ECTS:** 5

Course Name: Tourism Industry Analysis

Course Description: This course introduces students to basic and broad knowledge of economic impact modeling and measurement of tourism as an industry. Students will learn theories before learning the method to measure tourism as an industry. Students will learn complicated materials in a simplified manner, so that by the end of their study they will be

able to read through technical materials created by experts in the quantitative tourism area.

Prerequisites: -

Course Code: UT 3321 **ECTS:** 5

Course Name: Urban Tourism

Course Description: This course will explore key concepts in urban tourism and urban culture; students will understand the social, economic, technological, political, environmental processes that shape modern megapolises.

This course will help to understand their place and role in the design and development of the 3rd millennium city.

Students will study the aspect of tourism and culture that identify contemporary urban studies.

Prerequisites: -

PART 10 INTERNSHIP POLICY

This Policy defines the goals, terms, content, and outcomes of professional internship for the following undergraduate programmes: Applied Linguistics, Translation Studies, Kazakh-English Languages and Linguistics, Tourism, and Hospitality. The professional internship is aimed at students' acquisition of skills in their chosen major. The internship is aimed at developing professional competencies through the implementation of educational and research projects, as. Professional internship consists of Introductory internship and Industry based internship. The duration and period of professional internship are determined by the curriculum and the timetable of the educational process.

Types of internship, goals and objectives, organization of internship.

1. Introductory Internship

The main goal of introductory internship is to form a career plan, as well as the development of primary practical skills and abilities that form professional competence of future specialist.

Objectives of introductory internship:

- exploring types of professional activities in the specialty, their functions and tasks;
- definition of skills that form professional competence;
- building a career plan for the development of professional skills;
- acquisition of skills in research work with various sources of information.

On the completion of the educational internship, it is assumed that the student will achieve the following outcomes:

- distinguish between functions and tasks of different positions related to the specialty;
- have an idea of the skills required for a particular position, as well as a plan to develop these skills;
- possess the skills of independent work with the scientific literature;
- have the skill of writing scientific material in the final paper.

Organization of introductory internship:

Introductory internship takes place at the end of 2nd semester of 1st year of study and lasts 2 weeks. The management of the introductory internship is carried out by the coordinator of the internship. The internship coordinator develops an internship programme, sets the deadlines for the completion of assignments, advises students during the internship and evaluates the internship reports.

2. Industry based internship

The industry based internship is aimed at applying the knowledge gained during studies in professional activities.

Based on the results of industry based internship, students will be able to:

1. - systematize the theoretical knowledge acquired while studying.
2. - apply professional skills that meet the required professional standards.
3. - apply competencies to achieve professional success.

Organization of industry based internship:

Industry based internship is carried out in the 6th semester of the 3rd year of study within 2 weeks. Internship management is carried out by the internship coordinator, with whom the student develops an internship programme and sets the deadlines for the work.

Student fills out the "Application for professional internship" on time. After the student chooses the organization for the internship, contracts are prepared and signed with the School of Liberal Arts, the student, the organization's representative and the Internship Coordinator.

Industry based internship outcomes:

- Apply theoretical and practical knowledge in the professional field;
- Gain experience in the professional field and understanding of job responsibilities;
- Understand the basic requirements for the profession;
- Summarize professional goals and learning outcomes;
- Develop skills in identifying and searching for new areas for professional growth;
- Develop communication skills: learn to listen, accept criticism and use feedback.

3. On-the-job training

The on-the-job training is aimed at applying theoretical knowledge into practice.

Based on the results of on-the-job training, students will be able to:

1. - obtain professional skills in the specialty.
2. - develop skills for the independent application of theoretical knowledge.
3. - develop an understanding of the content of specific professional activities.

Organization of the on-the-job training:

The on-the-job training is carried out in the 8th semester of the 4rd year of study within 2 months. Internship management is carried out by the internship coordinator, with whom the student develops an internship programme and sets the deadlines for the work.

Student fills out the "Application for professional internship" on time. After the student chooses the organization for the internship, contracts are prepared and signed with the School of Liberal Arts, the student, the organization's representative and the Internship Coordinator.

The on-the-job training outcomes:

- Apply theoretical and practical knowledge in the professional field;
- Gain experience in the professional field and understanding of job responsibilities;
- Summarize professional goals and learning outcomes;
- Develop skills in identifying and searching for new areas for professional growth;

Exemption from the internship

Students holding positions in organizations that correspond to the profile of the programme may be exempted from the internship. To receive the exemption from the internship and credit transfer, a student must write an application to the Academic Quality Committee of the School of Liberal Arts, attaching the following documents:

- a copy of the employment contract;
- a certificate from the Joint Stock Company "Unified Accumulative Pension Fund" (JSC "UAPF") about the availability of pension contributions over the last month;

- a certificate confirming the official position;
- a copy of job descriptions certified by the seal and signature of the HR manager or the head of the organization.

The internship coordinator checks the validity of the employment relationship, as well as the implementation of the functionality specified by the student.

After consideration by the Academic Quality Committee of the application, in case of a positive decision, the student is given an "excellent" mark (100 points).

Students' rights and responsibilities

- In case if any questions regarding the internship appear, the student can contact the internship coordinator;
- The student is obliged to perform all types of work within the terms established in the internship programme;
- The student receives an unsatisfactory grade in case of improper performance of tasks provided for in the internship programme;
- Students must comply with the rules of the internal order of the university and the organization where internship is undertaken;
- Students have the right to use the library and all the necessary training manuals.

Responsibilities of the internship coordinator

- to develop an internship programme and monitor its implementation;
- carry the activities provided for in the preparation plan for internship;
- conduct organizational and instructional meetings with students, introduce them to the goals and objectives of the internship;
- control the enrollment of students for internship in the organization;
- establish a contact with the coordinator of the internship from the organization and adjust the individual calendar plans of the internship;
- control the organization of students' work in company;
- control the course of internship, consult students;
- check the implementation of the internship programme, the status of diaries, reports and the quality of their implementation;
- assist students in mastering the programme, in completing individual assignments and compiling internship reports.

KAZGUU Language Learning and Certification Centre is a language center at JSC “M. Narikbayev KAZGUU University”. Our main work is centered around professional language training with the help of highly qualified teachers. We offer Kazakh / Russian / English language courses for everyone who wants to improve their level.

The Centre has the following training programmes for different level of students from beginners to advanced learners:

➤ **English**

General English course is a phased programme of learning English (levels from Elementary to Advanced), aimed at developing the key skills required for successful language acquisition. One course lasts about 3-4 months, where everyone can significantly enhance their vocabulary and learn to confidently express their thoughts, both orally and in writing.

KEPT is an intensive 3-week course to prepare for the entrance examination in English at KAZGUU. It is offered to do during the summer vacation period. In this course, students familiarize themselves with the format of this examination, learn to write essays, and in addition, develop listening, reading, and speaking skills.

Pre-IELTS Intensive Course it is the initial stage of preparation for the international IELTS examination starting with the Elementary/Pre-Intermediate level. The course is aimed at improving the level of English, as well as familiarizing students with the structure, format and nuances of IELTS.

IELTS Intensive Course it is an ideal solution for those who are short of time. By taking an intensive course under the guidance of our experts, students will be able to improve their results by 1-2 points in just five weeks. This course introduces the strategy of passing the exam and is aimed at practical preparation for each of the 4 sections of the examination. After completing this course, students will be able to register for the IELTS examination at the British Council through KAZGUU, as M. S. Narikbayev KAZGUU University is an Authorized British Council Registration Centre for the IELTS examination.

SAT – Scholastic Assessment Test it is a standardized international test for admission to foreign and Kazakh universities and colleges. SAT helps assess the student's knowledge and level of training. It consists of 3 sections: text analysis, mathematics, and writing. Kazakhstan has introduced a scale for converting the scores of international standardized tests SAT, ACT and IB into ENT scores. Studying at KAZGUU on the SAT preparation course, students have the opportunity to choose and enroll in the world's leading universities.

TOLES – Test of Legal English Skills. The test of legal English is designed to test legal skills in the field of law and is recognized by leading international companies. M. Narikbayev KAZGUU University has received recognition of GLOBAL LEGAL ENGLISH (Great Britain) and is the only authorized registration and testing center of TOLES in Kazakhstan and Central Asia.

Who is the TOLES test intended for? - for practicing lawyers, specialists in the field of law, students of legal majors.

ADVANTAGES of TOLES:

- accurate assessment of the lawyer's legal and linguistic competence

- level assignment is performed by GLOBAL LEGAL ENGLISH (Great Britain)
- unlimited validity of the certificate
- competitiveness in the labor market
- recognized in 78 countries and in demand by firms and institutions such as: The Law Society of England and Wales, Baker and McKenzie, PwC, European Court of Justice Sony Mobile, Siemens, etc.

The examination and training is conducted on three levels:

- 1) TOLES Foundation
- 2) TOLES Higher
- 3) TOLES Advanced

➤ **Kazakh / Russian**

Russian / Kazakh for foreigners. The Centre also offers programmes of the Russian / Kazakh languages as a foreign language. The courses are aimed to develop the linguistic and communicative competence of foreign students in various situations.

“Kazakh language / Russian language” course programme includes 2 modules: Module 1 – Grammar and phonetics of the Kazakh / Russian language (150 hours); Module 2 – Development of reading and writing skills, vocabulary (150 hours). In addition, students get familiar with the history, culture, economy, politics of Kazakhstan.

Dates: as groups are recruited (September-January, January-May).

Levels: Beginner to Advanced.

An official invitation is issued in accordance with the rules of student visa application. At the end of the course students receive their certificates.

The Kazakh language is taught according to KAZTEST system – at levels A1, A2, B1, B2, C1. The Course is taught in 72 hours within three months. The intensive course is conducted for 72 hours within three weeks. The training meets the standards of modern education and international practices.

Kazakh for everyone interested covers levels A1, A2, B1, B2, C1. The course duration is 6 months. The course is conducted by highly qualified professionals of KAZGUU.

For more information, please contact:

M. Narikbayev KAZGUU University,

External Relations Manager Gulmira Barzhaksina,

Tel: +7 (7172) 70 30 49, +7 771 999 14 13

Office 503 e-mail: g_barzhaksina@kazguu.kz

<https://www.toleslegal.com/find-examination-centre/kazakhstan/>

Contacts of KAZGUU Language Learning and Certification Centre:

Tel.: +7 (7172) 70 30 49

Office 503

e-mail.: zh_bopurova@kazguu.kz

Course registration link: www.bit.ly/ges_study

12 STUDENT ORGANIZATIONS

M. Narikbayev KAZGUU University provides students with opportunities for interesting and unforgettable activities outside of classrooms. Students, full of enthusiasm and ambition, independently conduct a variety of activities that evoke surprise and admiration. All this happens owing to active work of student organizations!

Each semester new ideas are implemented and new projects are launched. Student life at M. Narikbayev KAZGUU University is an excellent platform for personal growth and self-realization of any student.

For registration in student organizations, contact the Department of Student Affairs: dsa@kazguu.kz

1. **KAZGUU Times**

Student Press Center at M. Narikbayev KAZGUU University

2. **"Batyr Urpak"**

An ambitious group of patriots who propagate the values of their ancestors, that is, our culture, customs, rich language and one spirit. At the price of their lives, they gave us a peaceful life. Thus, our primary duty is to preserve everything that we have today.

3. **"Enactus KAZGUU"**

The youth student club, which helps all students to create and to develop successful new business projects.

4. **Supreme Student Council "Biler Kenesi"**

Student Government Authority of M. Narikbayev KAZGUU University. This student council actively contributes to the resolution of student issues and problems, and also contributes to the development of favorable conditions for a vibrant, saturated and interesting student life.

5. **"Zhan Shuaq"**

A charity student organization that unites creative, kind and cheerful students who are always ready to open their hearts to all who need help.

6. **ProEtContra Discussion Club**

A student organization that brings together students to discuss and analyze actual issues of the social and political life of Kazakhstan and the world community.

7. **«KAZGUU EAGLES»**

Student sports organization, its goal is the implementation of the state program for the development of physical culture and sports, as well as the promotion of a healthy lifestyle, there are trainings in volleyball, basketball, table tennis, mini-football. All athletes are members of the KAZGUU EAGLES club.

8. **Debate club "Orda"**

Debate club "ORDA" is an intellectual game, a perspective for active young people of future leaders of society. Debates prepare for responsible decision making, autonomy and other skills needed in a civilized democratic society.

9. **VIA KAGUU**

Vocal-instrumental ensemble at M. Narikbayev KAZGUU University.

Part 13 UNIVERSITY INFRASTRUCTURE AND SERVICE DEPARTMENTS

SSC KAZGUU

Types of services provided:

- counseling students on financial, academic and social matters;
- issuance of certificate of enrollment;
- issuance of transcript;
- applications (on transfer, enrollment, appeal, academic leave, financial matters, etc.).

For more information about types of applications use the link:

<http://tson.kazguu.kz/ru/vse/ochnaya-forma-obucheniya/>

Tel: 8 (7172) 70 28 54

E-mail: tson@kazguu.kz

**<http://tson.kazguu.kz/ru/>
Office 242**

LIBRARY

1. Library card

Instead of a library card, each student is automatically assigned an identification number, which makes it possible to use all the services of the library taking into account the reader's request. You can get your identification number at the reception of M. S. Narikbayev Library.

The identification number assigned to you will enable you to:

- receive books (you must have an identity card or student card with you);
- use the login / password for authorization and other operations on electronic catalog system MegaPro.

This also allows students to:

- search in electronic catalogs, to make a reservation of the necessary publications from personal computers at a time convenient for you and then get it from the library;
- work in full-text databases.

Access to the electronic catalog is carried out through our website **library.kazguu.kz**

2. Reading rooms

The library is located on the ground and first floors of the university. On the first floor there are 9 reading rooms with free access: the reading room of prof. M. Narikbayev personal library, electronic resources room, foreign literature room, science room, periodical room, special room for faculty and PhD students, as part of the Erasmus + project, universal reading room, rare and valuable books' room, small reading room.

3. Subscription

M. Narikbayev subscription library is located on the ground floor, where you can take books home. You can go there through the Winter Garden going down the stairs.

4. Open Room

Open Room is a comfortable working area with 6 rooms, equipped for events of any format - from small seminars, meetings to business negotiations. To visit this hall, you must register at the reception of M. Narikbayev library.

Detailed information about the library and methods of independent work in it can be found on the library.kazguu.kz website.

MEDICAL SERVICE

1. HEALTH CENTRE

Each student can seek first aid treatment in the emergency room:

*Room 149 (1st floor),
Phone. (7172) 70-17-61 (internal 1164)*

*Working hours:
from 09.00 a.m. to 6.30 p.m.
from 1 p.m. to 2.30 p.m. – lunch time
Days off: Saturday and Sunday*

2. THE STUDENT HEALTH CENTRE

*KAZGUU students have the opportunity to be served in the health clinic.
For questions about registration to the health clinic you need to contact the Health Centre.*

DORMITORY

Applications for a place in a dormitory are accepted in the AIS «Platonus» - in the «Dormitory» module. Consideration of applications will be carried out if there are documents specified in the AIS "Platonus". Priority will be given to students with relevant benefits. Attachment of relevant documents is required.

The primary right to check into the University dormitory is granted to students:

- disabled from childhood, 1st and 2nd disabled groups, disabled children, orphans and children left without parental care, if both or one parent has a disability;

- enrolled in the first year, having the "Altyn belgi" sign, having a certificate of winner of the Presidential, International and Republican Olympiads, graduating from an educational institution with honors with a confirming document of education (certificate, diploma).

On August 23-24, 2019, a meeting of the Housing Commission on the distribution of places in the dormitory will be held. The decision of the Housing Commission will also be communicated by means of AIS «Platonus».

On August 27, 2018 - check-in at the University dormitory in relation to students for whom a positive decision is made.

When you check into the dormitory, you must have receipts for payment:

- Monthly accommodation - 10 000 tenge (prepaid amount for 3 months - 30 000 tenge);
- The security deposit is 20,000 tenge.

«KAZGUU ENDOWMENT» CORPORATE FUND

The Endowment funds are raised mainly through charitable donations. The Endowment funds come from large companies, ordinary citizens, including graduates who have made successful careers and thus return investments made in education by previous generations, while supporting future students. The mechanism of functioning of Endowment funds in practice has proved its effectiveness, especially in the USA, where it is owing to these funds American universities maintain leadership in the world in many areas of science, attract the best scientists to teach, pay for training gifted students, acquire equipment and finance infrastructure, create new modern faculties and departments. The funds raised are used to assist in the education of students, to strengthen the material and technical base, to support the scientific projects of students and employees of JSC «M. Narikbayev KAZGUU University».

Who can apply for financial assistance?

- children from single-parent families (parents are officially divorced);
- children from large families (4 or more children in the family);
- children from low-income families;
- children without guardianship of one or both parents;
- children whose one or both parents are disabled in all groups;
- children who are disabled in all groups.

Application period: during the academic year

Application review period: within 3 months

For more information:

«KAZGUU ENDOWMENT» corporate fund (Office 238)

Phone: + 7 (7172) 70 30 30 (internal 1199)

MILITARY DEPARTMENT

Military Department of JSC “M. Narikbayev KAZGUU University” conducts training under the military training program for reserve officers. Students who have completed a full course of military training under the reserve officer’s program are assigned the military rank of “reserve lieutenant”.

The selection for training at the military department is carried out on the basis of the competition in accordance with the recruitment plan sent by the Ministry of Defense of the Republic of Kazakhstan to the military department annually **until March 1 of the year of admission.**

The following students are allowed to participate in the competition: students participating in full-time education, citizens of the Republic of Kazakhstan at the age of not older than 25 for the year of the competition, students without a criminal record.

Students who have expressed a desire to undergo military training at the military faculty submit an application addressed to the rector of the M. Narikbayev KAZGUU University through the university’s office.

The selection of students for training in the military department is carried out in three stages:

- 1) the first stage is the completion of full medical clearance;
- 2) the second stage is the professional psychological testing;
- 3) the third stage is the verification of physical preparedness.

Candidates admitted to military training on the basis of the protocol of the results of competitive selection of students are allowed to military training by order of the rector.

Contacts of the military department: 70-30-37

Head of the military department: Ibrayev Amangeldy Amanzakovich;

Deputy Head of the military department: Bainazarov Kairat Narynbaevich.