# § 18

**RULES FOR EDUCATION ARRANGEMENT ON THE REDUCED TRAINING PROGRAMS**

**1. Basic provisions**

1. These Regulations prescribe uniform requirements for the organization of educational process at the Kazakh National University named after Al-Farabi on the reduced educational programs.

2. The main objective of higher education in a shorter period of time is the development of educational and professional programs of higher education on the basis of modern achievements of science and technology under secondary and higher vocational education.

3. Training in a shorter period may be carried out only in specialties on which the faculty is to train specialists in the main program of full-time training upon availability of a state license.

4. Getting higher professional education on the reduced educational programs is implemented in full-time and correspondence forms.

5. Individuals with technical and vocational education in related specialties, as well as higher education shall get higher professional education on the reduced educational programs.

6. The duration of training is 3 years - on the basis of technical and vocational education, 2 years - on the basis of higher education.

**2. The procedure of the education arrangement**

**on the reduced training programs**

7. Admission of citizens for training on the reduced educational programs is realized by the Enrolment Board of Al-Farabi Kazakh National University, in accordance with the approved Standards Rules of Admission to higher education.

8. Enrolment of citizens to study on the reduced educational programs is carried out in certain academic groups for the first year of studies, which shall be equal to the first course; the number of courses is determined by the period of study.

9. Education on the reduced training programs is organized in a shorter period of working curricula, formed according to the terms (2, 3 years) and forms (full-time, part-time) training.

10. Higher professional education on the reduced educational programs is designed only for professional training of specialists, so the curriculum includes professional disciplines.

The program of the reduced higher professional education with a training period of 3 years includes the discipline "History of Kazakhstan" and military training as an additional form of training.

11. For the study of all the disciplines of the working curricula on the reduced educational programs with duration of 3 and 2 years respectively not less than 111 and 96 credits of theoretical training are given.

12. A student mastering the reduced educational programs and covering more than the prescribed amount of credits per semester, during few numbers of semesters gets the required number of credits. During one academic period the student is to accumulate 22-24 credits on the reduced program, regardless of the form of training.

13. Al- Farabi Kazakh National University develops the common schedule for: orientation week, theoretical training, midterm controls, examination sessions, summer semesters, military training, State examination on specialty and defending a thesis.

14. Holidays are set twice a year not shorter than for 7 weeks.

15. The amount of classroom contact hours of students, including additional types of training shall not exceed 36 hours a week for the period of theoretical training, the maximum input (total teaching work load, including the IWS) is 57 hours per week.

16. The weekly workload includes the hours prescribed to conduct lectures, seminars (practical), labs (midterm controls are carried out in class), the implementation of projects and dissertations.

17. Special assignments on the specific disciplines, preparation for the various types of controls, as well as additional work during the internship, the implementation of projects and dissertations are performed in the hours prescribed for the IWS.

18. 57 weekly hours of the teaching workload shall include all types of compulsory training of students, including essays, term papers, dissertations, business games, round tables, etc. Only the activities which are not compulsory for students (conferences, competitions, etc.) may be scheduled outside of these hours.

19. The educational process on the reduced educational programs completely corresponds to the educational process for the 4 - years full-time training.

20. Part-time training on the reduced educational programs is implemented at Al-Farabi Kazakh National University by combining classroom training with distance learning technologies.

In this case the number of classroom hours shall be reduced. The lacking amount of hours in the part-time training is provided by the independent work of the student. The planned classroom training hours for each discipline should be 25-30% out of classroom hours of full-time training. The total amount of classroom hours and hours for the IWS on the discipline shall be equal to the total number of hours allotted to the study of this discipline at full-time training. Classroom hours of part-time training are conducted during educational and examination period, which are held 2 times in the academic year. The educational and examination session lasts 6-8 weeks.

21. The structure of the curriculum for part-time training, the catalogue of disciplines, the amount of credits and their allotment in blocks must correspond to the curriculum of full-time training of the same specialty.

22. The midterm attestation of part-time training students is realized in conformity with the curriculum and training programs in the form of exams common with full-time training.

23. For the entire period of study no more than 2 works of course papers on basic disciplines of the specialty are required to be fulfilled.

24. Final state attestation in the part-time training shall completely correspond to the structure and content of the full-time training.

25. Introductory lectures for the first session and tests assignments and assignments for the IWS are delivered immediately after the entrance examinations.

26. Working training (syllabus) programs on disciplines of part-time department must be designed identically in the content and scope of the subjects to the work programs (syllabus) for full-time training. The difference may only be due to the distribution of educational material between classroom teaching and the IWS.

27. Classroom training (introductory lectures, seminars) shall be of summarizing and problem - solving nature defined by the basic laws, methods, without which the given subject cannot be mastered.

28. The selection of material for the classroom activities is directly linked with the development of a detailed program for the IWS, which is included in the work training program as a compulsory part. The IWS program includes the subject material for self-study, various forms of tasks indicating literature and forms of control.

29. Teachers who conduct classes at the part-time department must prepare manuals, handouts and methodical recommendations with the themes and test questions, lecture notes; involve distance learning, prepare audio and video tapes of their lectures and other activities for the IWS, which shall provide the quality of training specialists.

30. A learner who receives less than 50% on the midterm control will not be allowed to pass an exam on the subject.

31. A learner who meets all the requirements of the curriculum and gets the necessary number of credits on the given course is transferred to the next course by the Rector’s Order.

32. A learner who has mastered less than 6 credits in the current term, has the right to liquidate the academic backlog next semester.