

REGULATIONS ON ACADEMIC MOBILITY**1. General Provisions**

1. The Regulations define general procedure for organization of academic mobility of students and secondment of al-Farabi Kazakh National University employees and is developed for improvement the quality of education, further expansion and strengthening of cooperation between Kazakhstan and foreign universities and institutions.
2. For increasing the efficiency of foreign business trips and rational use of funds at Al-Farabi KazNU the commission on a permanent basis for travel abroad (hereinafter - the Commission) is established. The order and arrangement of the Commission activities is implemented in compliance with the university regulations.
3. The Commission takes special decisions on all the departures of employees and students of the University to the neighboring and non CIS countries under academic mobility programs at the expense of the budget and / or extra budgetary resources of the University, and also financed by the inviting party or at his / her own expense.
4. Academic mobility is the movement of students to study in a particular academic period: semester or academic year to another institution of higher education (within the country or abroad) with obligatory credit transfer obtained in their institution of higher education or to continue their studies in another institution; the movement of students, teachers and researchers to conduct research and internships in foreign universities for a period of 10 days to 1 academic year.
5. The forms of academic mobility: educational training, scientific training:
 - 1) *Education (academic) training* - further training or retraining, based on an individual plan or an international student (including joint) education program, which shall include discipline, the study of which is expected in another domestic or foreign university.
 - 2) *Science (research) internship* - the collection, analysis of information and materials of scientific-theoretical, scientific and practical to write a thesis, dissertations, monographs on the specialty and / or preparation of textbooks, teaching aids based on the library fund and other resources from other universities and countries.
6. Types of academic mobility: individual, group (collective), internal (within the country) academic mobility, foreign (international) academic mobility, a member of (international) academic mobility, short-term and long-term academic mobility of academic mobility.
 - 1) *Individual academic mobility* – is the movement of the student for a certain period to another educational or scientific institution (in the country

or abroad) for learning, teaching, research or training (with the obligatory credit transfer on the basis of individual study program in their university or to continue their studies at another university if it is the long-term academic mobility);

2) *Group (collective) academic mobility* is the movement of students under the guidance of a teacher or independently with a group for a certain period to another educational or scientific institution (in the country or abroad) for learning, teaching, research or training (with the obligatory credit transfer of educational programs on the basis of individual study program in their university or to continue their studies at another university if it is the long-term academic mobility);

3) *Internal academic mobility* is the movement of students, teachers and researchers to study mandatory **perezachetom** development of educational programs in the form of credits in their high school or to continue their studies at another university, and research on a specific academic period: semester / academic year to another institution of higher education in Kazakhstan.

4) *External (international) academic mobility* - is the movement of students, teachers and researchers to study or conduct research on the definition, divided the academic period: semester or academic year in a foreign institution of higher education with compulsory **perezachetom** development of educational programs in the form of **loan-to-comrade** in his high school or to continue their studies at another university.

5) *Incoming (international) academic mobility* - the movement of foreign students of foreign educational institutions for training, research and an internship for a period of 10 days to 1 academic year (with the development of educational curricula in the form of loans to estimates for long-term academic mobility).

6) *Short-term academic mobility* - the movement of students to foreign institutions and of foreign educational institutions for a period of 10 days to 4 IU-months.

7) *Long-term academic mobility* - the movement of moving students studying in foreign educational institutions and of foreign educational institutions for a period of 4 months to 1 academic year.

7. Information Package - catalog of courses at national, English and Russian languages. The information package describes the most important areas of the university - academic, organizational and methodical, scientific, and includes additional information (sports events, cultural and recreational services, material-technical base).

8. Students of the University have the right to educational, scientific mission and training in foreign universities.

9. The goals, objectives and general rules and ensure the implementation of academic mobility of students correspond to the basic principles of the Bologna Declaration.

10. Academic mobility of students of the Al-Farabi University carried out in the framework of inter-institutional contracts / agreements or joint projects: a tripartite agreement / contract student, the sending and receiving institution for internal academic mobility, and invitations to international academic mobility.

2. Academic mobility coordination

11. ECTS coordinators are appointed in the University for the whole University and faculties to coordinate academic mobility. The academic mobility coordinator, or the University coordinator of ECTS, represented by the International Academic Mobility Section of the International Cooperation Department (hereinafter - ICD), provides the principles and mechanisms of ECTS, and coordinates and monitors the work of all the coordinators of the departments of the University. The vice-deans for scientific-innovative activity and international cooperation are appointed as the academic mobility and ECTS at departments coordinators. The ECTS coordinators at the University and at the departments consult students and faculty on the practical and academic aspects of ECTS and academic mobility.

12. Programmes of the KazNU international academic mobility coordination and monitoring are provided by the ICD International Academic Mobility Section on the basis of interuniversity agreements, the tripartite agreement for education and inviting foreign educational institutions. Besides, the partner University and its educational programmes must be accredited by their country and listed in the Register of accredited education institutions and accredited educational programmes.

13. Coordination and monitoring of internal academic mobility is performed by Educational and methodical office of the Department of Academic Affairs (hereinafter referred to EMO DAA) on the basis of interuniversity agreements, harmonization of educational programmes and coordination of the curriculum. On the basis of students' applications the programme coordinator organises the conclusion of cooperation agreement with another University in consultation with

the Ministry of Education and Science of the Republic of Kazakhstan (enrollment is considered 3 months prior to the start of the programme).

14. The vice-dean for scientific-innovative activity and international cooperation is appointed as the academic mobility and ECTS at departments programmes coordinator, who is in charge of:

- monitoring of educational programmes and organises the conclusion of cooperation agreements with partner universities on academic mobility of students.

- organizing of the receipt of invitation letters by the foreign educational institution with the full list of disciplines together with chairs for the planning period of academic mobility.

- along with the head of chair determining of the list of subjects and making a request application for registration on disciplines of the foreign University of a student;

- arrangement of a tripartite agreement on education at foreign educational institutions between the applicant (student) and both universities.

- execution of wide outreach work among the students about the study opportunities for the academic mobility programmes: organisation of meetings with the students with an interval not less than once a month (e.g. every first Saturday of month);

- providing comprehensive assistance to students in choosing of a University (domestic or abroad) within the number of partner universities with which the agreement on academic cooperation (with the exception of certain cases in consultation with administration) exists;

- organising and performing the competitive selection of applicants for participation in the academic mobility programme on a grant basis;

- development of an Information bundle with the description of the educational programme with the formation of the catalog courses in the state, English or Russian languages.

- along with the chairs performing of constant correspondence with the students and official representatives of foreign University on the subject of academic performance, living conditions and individual curriculum of the student, etc.

- along with the vice-dean for educational-methodical and educational work and head of the chair performing of the transfer of the credits mastered by the student at a foreign University.

- preparing of a monthly report for ICD on the subject of academic mobility realization at the department.

15. Academic mobility programme coordinator at the department is responsible for quality implementation of academic mobility programmes. The head of chair is responsible for the compliance of the content of disciplines, mastered by students on academic mobility programmes, KazNU curriculum and individual education plans.

16. Financing of the academic mobility may be due to:

- means of the Republican budget;
- extrabudgetary funds of KazNU;
- grants of national companies, social partners, international funds;
- funds of the host country, including grants of international organizations and private foundations;
- students ' personal resources.

17. The basis for the implementation of international academic mobility is an official invitation from a foreign University and a tripartite agreement on education (long term academic mobility) signed by the host University.

18. An individual study plan of the student, which lists all of the disciplines mastered at the host University, is a mandatory annex to the trilateral agreement.

19. Students going on academic mobility programs abroad are required to study disciplines specified in the individual study plan, moreover students have the right to study some subjects by distance learning technology (DLT).

20. The number of credits KazNU students develop using DLT should not exceed 50% of the approved credits in the individual study plan. When learning by the DLT, the academic mobility programmes of the department coordinator and the KazNU DAA Distance Education Centre are responsible for the distance learning process.

21. The faculty involved in teaching by DLT, is responsible for the timely and quality provision of the educational process with teaching materials.

22. The head of graduating chair performs constant analysis of the implementation of academic mobility programmes of students, provides monitoring of the performance of secondment individual plans by the students, sent on the academic mobility programme.

23. Every application of a person performing a foreign secondment according to the programme of academic mobility is considered individually by the Commission on visits abroad.

24. The main criteria of competitive selection for granting of Republican budget are:

1) completion of one academic period in KazNU, progress on "A", "A", "B+", "B", "B-";

2) fluency in a foreign language:

- for undergraduates and master students TOEFL certificate, a threshold level of at least 437 (written), 123 (SWT), 41 (iBT) or IELTS certificate, the threshold level is not below 4, or when necessary equivalent to a certificate of ownership to other foreign language;

- for PhD students: the TOEFL certificate, a threshold level of at least 477 (written), 153 (CBT), 53 (iBT) or IELTS certificate, a threshold level of at least 5, or if necessary, equivalent to a certificate of ownership to other foreign language.

3) presence of the tripartite agreement for education (long term academic mobility).

25. Students on academic mobility programmes at the expense of means of the Republican budget conclude a bilateral agreement on compulsory implementation of the curriculum, research or educational internships and targeted use of budgetary funds. Failure to comply with the approved curriculum, research or educational internships, also not proper use of budgetary funds is the basis for the accountability of the student and the return of the used budgetary funds.

26. The implementation of the academic mobility programme of students is appropriate for 2-3 year undergraduates, for master and PhD students - in accordance with the specialisation and duration of education.

27. The final document confirming education of the student on the program of external long-term mobility is the transcript about the education in the form prescribed by rules of secondment abroad issued by the host institution and filled in English. Students also need to provide mandatorily an authentic transcript from the host University in English with notarized translation into state or Russian language.

28. Information concerning the educational programme is provided in the teaching transcript (code of discipline), the discipline name, duration of discipline studying (year, semester, trimester), assessment for learning (in national scale and in ECTS scale), the number of awarded ECTS credits.

29. The state educational order students' scholarship remains in full and for all the time of stay in secondment/internship, but not more than for four months, unless otherwise specified in the order on secondment of the student.

30. The chairs are to take into account the contingent of students abroad in the academic mobility programmes, in the formation of faculty staffing, and the allocation of teaching loads.

31. The vice-head of chair, the department dean by the decision of the ethics Committee of the University and the student according to the decision of the Commission on secondment abroad are responsible for providing invalid data and the falsification of documents for travel abroad on programmes of academic mobility and recovery after arrival from foreign travel

32. International Cooperation Department reserves the right to request information about the student at the host University in writing form if necessary.

3. Academic mobility organisation

33. Students traveling for the purpose of implementation of short-term external academic mobility are to provide to the Commission on secondment abroad the following documents:

- a secondment application addressed to the rector, composed by the student personally;

- notarized copy of the letter with translation to state or Russian language, including the duration of stay, purpose of mobility;

- extract of department academic Council meeting on the subject of student's permission to leave;

- the internship programme offered by the host University;

- secondment plan with a cover sheet indicating the country, city, name of the host institution of education, duration of stay, purpose of travel, planned activities;

- a foreign language proficiency certificate:

- 1) master's degree - TOEFL certificate, a threshold level of at least 437 (written), 123 (SWT), 41 (iBT) or IELTS certificate, a threshold level of at least 4, or certificate of the language centre, having the licence for conducting educational activity, confirming English proficiency is not below the level "Upper Intermediate",

or if necessary, a certificate of ownership to other foreign language at an equivalent level;

2) PhD - TOEFL certificate, a threshold level of at least 477 (written), 153 (CBT), 53 (iBT) or IELTS certificate, a threshold level of at least 5, or certification of the language centre, having the licence for conducting educational activity, confirming English proficiency is not below the level "Upper Intermediate", or if necessary, a certificate of ownership to other foreign language at an equivalent level";

- cost estimates.

34. An application of the student for the implementation of short-term external mobility is coordinated in the following order:

- the head of the chair

- the vice-dean on scientific innovation and international cooperation;

- the dean of the department;

- the director of the Institute of postgraduate education (for master students and PhDs) or the director of the Department of Academic Affairs (for undergraduates);

- the Section of International Academic Mobility ICD;

- the Department of economy and budget planning (for budgeting for traveling at the expense of budget programs);

- the Section of the movement of money and paid services (paid education) or the Department of labor remuneration and scholarships (for students under the state order);

- sector of information protection;

-the Department of training and attestation of scientific personnel **ДНИД** (for PhD students);

35. Students traveling for the purpose of implementation of long-term external academic mobility are to provide to the Commission on secondment abroad the following documents:

- the secondment application addressed to the rector, composed by the student personally;

- a copy of the invitation with notarized translation into state or Russian language (the invitation should contain the period of stay, purpose of travel and list of disciplines);

- individual curriculum;

- current transcript;

- educational schedule (educational schedule should include a list of subjects according to the individual curriculum: the disciplines at the host University and discipline on the DLT);

- tripartite agreement on training;

- bilateral agreement on compulsory implementation of the study plan, research or educational internships and targeted use of budgetary funds;

- an application of the ESTC student (in the form of Ministry of Education and Science of the Republic of Kazakhstan);

- extract of department academic Council meeting on the subject of student's permission to leave;

- a foreign language proficiency certificate:

1) master's degree - TOEFL certificate, a threshold level of at least 437 (written), 123 (SWT), 41 (iBT) or IELTS certificate, a threshold level of at least 4, or certificate of the language centre, having the licence for conducting educational activity, confirming English proficiency is not below the level "Upper Intermediate", or if necessary, a certificate of ownership to other foreign language at an equivalent level;

2) PhD - TOEFL certificate, a threshold level of at least 477 (written), 153 (CBT), 53 (iBT) or IELTS certificate, a threshold level of at least 5, or certification of the language centre, having the licence for conducting educational activity, confirming English proficiency is not below the level "Upper Intermediate", or if necessary, a certificate of ownership to other foreign language at an equivalent level";

- cost estimates.

- medical certificate from the Central City Clinical Hospital in an established form for departure to abroad (Form Nr.082, order Nr.907 dated 23.11.2010).

36. Application of student for performance of long-term mobility will be agreed in the following manner by:

-Head of Chair;

-Deputy Dean for scientific innovative activities and international cooperation;

- Dean of Faculty;
- Institute of Postgraduate Education (for masters and doctoral students);
- Director of the Department of Academic Affairs (for bachelor programs.
- Office of International Academic Mobility of the Department of International Cooperation;
- Department of Economics and Budget Planning (for making estimate for bodies leaving at the expense of budget programs);
- Financial motion and Paid Services Office (for students on a fee-paying basis);
- Department of payroll and scholarships (for students under the state order);
- Information security sector;
- Department of training and certification of scientific personnel of DSRA (for doctoral candidates);

37. All documents of students leaving according to foreign academic mobility will be submitted to the Office of International Academic Mobility of DIC on time not later than 15 days before committee meeting. Results of commission will be announced after committee meeting on the same day.

38. On the basis of decision of the meeting of Committee on Abroad Study the Office of student of DAA (for bachelor and master programs) or Institute of postgraduate education (for PhD candidates) issues an order for an overseas trip with application of DET (distance education technologies) at KazNU (if any). Copy of the order on trip is given by Secretariat to participants of present process according to register.

39. Students will pass administrative procedures of enrollment in receiving institution in accordance with rules of receiving institution.

40. Students who have returned from foreign trip according to short-term, long-term overseas academic mobility will submit the following documents:

- Recovery Application in connection with return from foreign trip to the attention of Rector (in writing);
- confirmation from Faculty about return with request to enroll the student, master or PhD candidate as a student/master/PhD candidate of university;

-document from Faculty to the attention of Provost on academic affairs with indication of studied disciplines and credits allocated during educational trip for reexamination of credits (for long-term overseas academic mobility) attaching conclusion of the Chair/Academic Board of Faculty according to results of report consideration;

-graduation certificate with notarized translation into State or Russian and authentic transcript of receiving institution where the education has been conducted;

-transcript of disciplines studied and credits allocated with notarized translation into State or Russian according to the form approved by Rules on organization of academic process of credit technology of education approved by the Minister of Education and Science of the Republic of Kazakhstan dated 20 April 2011, Nr.152;

-Syllabuses of disciplines studied at foreign institutions documented with signatures of Heads and teachers sealed by receiving university;

-written report on foreign trip of student certified by signature of the scientific head/scientific advisor and head of graduate chair.

41. Application of student on return from foreign trip is agreed in the following manner:

-Head of Chair;

-Deputy Dean for scientific innovative activities and international cooperation;

-Dean of Faculty;

-Financial motion and Paid Services Office (for confirmation of submission of financial report);

- Department of payroll and scholarships (for students under the state order);

-Distance Education Center;

-Academic-Methodic Management (only document on reexamination of credits is vised);

-Director of DAA (for bachelor programs) or Director of IPE (for master and PhD candidates).

42. After return from the trip the student, Academic staff and employees undertake within 5 (five) working days to submit an advance report on actual expenses incurred to the Financial motion and Paid Services Office, as well as a report on

results of trip after consideration at the Chair/ Faculty is submitted to the Office of International Academic Mobility of DIC (students, Academic staff and employees of university) and Institute of Postgraduate Education (masters and doctoral students).

43. Basic confirmation document for returned students who passed scientific traineeship and advanced training is a letter of recommendation or reference of Supervisor of the traineeship of the receiving institution, certificate of training completion. Masters and PhD candidates submit 1 copy of report with notarized translation of confirmation document to IPE.

44. After completion of the program of academic mobility the student will be reenrolled to KazNU not later than 10 days before the start of next academic period.

45. In order to transfer of credits and grades, the quantity of ECTS credits allocated, gained according to each discipline (each type of practice) to the credits of the Republic of Kazakhstan there should be compliance with quantity of credits of the working academic plan of KazNU. Otherwise the discipline (practice) is transferred as Academic Backlog and studied by student in additional semester on fee-paying basis.

46. When transfer of credits and grades of DET the grades got will be transferred on the basis of application to the Office of Registrar in order to formalize an access to the final control –examination and drawing up examination record.

47. Student with Academic Backlog and difference shall eliminate them in additional semester on fee-paying basis.

48. Acceptance of foreign citizens to KazNU will be performed according to programs of short-term and long-term incoming academic mobility.

49. Foreign students in order to enter KazNU on short-term academic mobility will send to the Office of International Academic Mobility of DIC the following documents:

- Statement of student in the prescribed form;
- Proof of Student status;
- Current transcript of records;
- A notarized copy of the identity document;
- Motivation letter;

- A letter of recommendation from sending University;
- Internship plan.

50. On the basis of received documents the Office of International Academic Mobility of DIC jointly with corresponding faculty will consider documents for subject of compliance with plan and goal of traineeship. In case of positive consideration the Office of International Academic Mobility of DIC will send an official invitation and visa support if necessary. Order on receipt of foreign student to the corresponding Faculty for passing traineeship is executed by the Office of International Academic Mobility of DIC.

51. Responsibility for implementation of short-term academic mobility will be borne by the Head of Chair who controls performance of an individual academic plan and timely informs the Office of International Academic Mobility of DIC on current stage of implementation of academic mobility program.

52. After completion of the traineeship period foreign students are awarded with certificates of traineeship completion. Certificate of training completion is prepared by the Office of International Academic Mobility of DIC.

53. Foreign students are enrolled in within a long-term incoming academic mobility, as a rule, not earlier than the second year of study, according to interuniversity academic exchange agreements, triangular training agreement.

54. For enrollment within a long-term incoming academic mobility the foreign students will send to the Office of International Academic Mobility of DIC the following documents via e-mail, fax or personally for 30 days before the start of academic period:

- Statement of student in the prescribed form;
- Proof of Student status;
- Current transcript of records;
- A notarized copy of the identity document;
- Motivation letter;
- A letter of recommendation from sending University;

55. On the basis of received documents the Office of International Academic Mobility of DIC jointly with the Department of Academic Affairs and corresponding Faculty will consider the documents for compliance with disciplines

taught at KazNU. In case of positive answer coordinators of receiving and sending universities will sign triangular training agreement and the receiving university will formalize an individual academic plan.

56. Based on the documents above-stated the Office of International Academic Mobility of DIC draws up an order on enrollment in corresponding training course. After order issue the Office of the Registrar will enter information of foreign student into the system “Univer” and register for disciplines.

57. Academic supervisor (Advisor) of foreign students of academic mobility is the Deputy Dean for scientific-innovative activities and international cooperation who controls performance of the individual academic plan and timely informs the Office of International Academic Mobility of DIC on current stage of implementation of academic mobility program.

58. Upon completion of the academic period foreign students will take from the Office of Registrar a Transcript of Records with indication of studied academic programs in the form of credits with grades.

59. Foreign students received to KazNU according to academic mobility programs shall comply with requirements of the Law of the Republic of Kazakhstan “About legal status of foreigners”, “Rules of entry and stay of foreign citizens in the Republic of Kazakhstan, as well as departure from the Republic of Kazakhstan” and internal order established at KazNU named after al-Farabi.

60. The Academic staff and employees intending to go abroad with the purpose of research, traineeship, advanced training and participation in the international conferences/ symposiums shall submit to the Office of International Academic Mobility of DIC the following documents for consideration of the Committee on Abroad Training:

-Application to the attention of Rector in writing;

-Invitation copy;

-Confirmation from the Faculty about replacement of lessons for the period of foreign trip (for Academic staff);

-Confirmation of the Scientific-Research Institute (when financing at the expense of scientific projects).

61. Application of the Academic staff and employees intending to go to foreign trip is agreed in the following manner:

- Head of Chair;
- Deputy Dean for scientific innovative activities and international cooperation;
- Dean of Faculty;
- Information security sector;
- Academic-Methodical Management (only document on replacement of lessons is signed);
- Director of DAA (for bachelor programs)
- Head of Project (when financing at the expense of scientific projects);
- Chief Accountant of Research Institute (when financing at the expense of scientific projects);
- Director of Research Institute (when financing at the expense of scientific projects);
- Provost for scientific-innovative activities (when financing at the expense of scientific projects).

62. Leaving Academic staff and employees of university will submit the documents above-mentioned to the Office of International Academic Mobility of DIC in time not later than 15 days before Committee meeting on Abroad Training.

63. On the basis of decision of the Committee on Abroad Training the HR Department issued an order for Academic staff and employees of university. After signing the Order, Secretariat gives its copies to the participants of present process according to register.

64. During trip the employee's job (post) will be kept in favor of him(her). Salary will be kept in full if the term of trip does not exceed one month. If the term of trip exceeds one month, then the salary of employee will not be kept herewith an administration of university has right to accept other employee for the place employee on trip on the basis of contract for the whole period of trip.

65. For employees of KazNU named al-Farabi leaving on the basis of individual contract concluded between employee of KazNU named al-Farabi and foreign institution (foreign partner) or according to private invitation the salary will not be kept.

66. In case of departure to abroad for the period more than 1 year the workplace will not be kept. Present rule will not be applied towards Winners of International Scholarship of the Republic of Kazakhstan “Bolashak”.

67. Upon return from foreign trip the employee shall within five working days submit advance report on actual expenses incurred.

68. Upon return from foreign trip the employees regardless the source of financing shall submit within one week to the Office of International Academic Mobility of DIC a report on results of trip in established form.

69. Internal incoming mobility will be implemented on the basis of interinstitutional agreements.

70. Academic-Methodical Management of the Department of Academic Affairs (hereinafter referred to as AMM DAA) on the basis of applications of students will organize conclusion of cooperation agreements with other institution upon agreement with the Ministry of Education and Science of the Republic of Kazakhstan (submission of applications is carried out 3 months before the start of program).

71. AMM DAA coordinates with coordinators of sending institutions the work according to IAP, issues of payment and accommodation.

72. For gaining education at KazNU named after al-Farabi according to academic mobility program the student shall submit the following package of documents:

-letter-application to the attention of University Rector;

-Application of Student;

-Triangular Agreement with visas and seals of sending institution;

-Individual Academic plan of sending institution;

-ID Card.

73. Upon arrival at the university the student will formalize documentation for payment for education at the Department of Economics and Budget Planning.

74. After making payment for education the student according to the Order of Rector will be enrolled in KazNU named after al-Farabi for one academic period.

75. One copy of triangular agreement signed by the Rector of KazNU named after al-Farabi, copy of enrollment order, copy of receipt of payment will be sent to institution from which the student has been arrived.

76. On the basis of the Order of Rector and Decree of the Dean the Office of Registrar enters into “Univer” system the information on student and performs a registration for disciplines according to IAP.

77. Faculty Coordinator for internal academic mobility is a Deputy Dean for academic and pedagogical work, who:

- together with Deputy of Graduation Chair will determine a list of disciplines with indication of credits;

- within 3 since the arrival of student will organize work concerning an accommodation of the student at Dormitory, execution of temporary pass-ticket to academic buildings, dormitory, library, appointment of Curator-Advisor;

- performs jointly with Curator-Advisor an uninterrupted correspondence with official representatives of sending institution concerning academic progress, terms of accommodation and implementation of individual academic plan of the student and etc.

- prepares an annual report to AMM DAA about implementation of academic mobility at the Faculty;

- timely informs AMM DAA on any changes in IAP of student.

78. Curator-Advisor explains the student arrived about basic regulations of Academic Policy of University, controls performance of an individual academic plan of students and accommodation terms.

79. Upon completion of academic period and examination session the Office-registrar will issue a Transcript of Records for vising by Curator-Advisor and Dean of Faculty and further at AMM DAA for registration and execution of the Certificate.

Invited student will accept the Transcript of records and Certificate after submission of a departure checklist to the Dean’s Office with all signatures and seals.

80. According to results of the academic year coordinators of program of internal and overseas academic mobility of the university will present till 1 July the information on students studied according to academic mobility program to the

Department of Higher, Postgraduate Education and International Cooperation of the Ministry of Education and Science of the Republic of Kazakhstan.

81. Documents will be formalized in accordance with Annexes 1-4 of present document and Annexes 1-8 of the Rules of organization of academic process according to credit technology of education (§7 Academic Policy).

[Application sample]

To the Attention of Rector of KazNU named after al-Farabi
Surname, name, patronymic

from student (master) of ___ course
of Faculty _____
Surname, name, patronymic

Application

You are kindly requested to allow me to depart for educational trip according to academic mobility during ___semester 201__-201__ to University _____(city, country) with mandatory transfer of credits, application of DET (when education with DET) and keeping of scholarship (when studying according to state grant) during the period from_____ (date, month) of 201__ to (date, month)_____201__.

Cover of expenses will be performed using (the republican budget, grants of national companies, international funds, means of receiving party, own means).

Student(master) _____ Surname, name, patronymic

(signature, data)

Until commission it is vised by:

- Head of Chair;
- Deputy Dean for scientific innovative activities and international cooperation;
- Dean of Faculty;
- Department of Economics and Budget Planning (for making estimate for bodies leaving at the expense of budget programs);
- Financial motion and Paid Services Office (for students on a fee-paying basis);
- Department of payroll and scholarships (for students under the state order);
- Information security sector;
- institute of Postgraduate Education (for masters and doctoral students);
- Director of the Department of Academic Affairs (for bachelor programs).

After commission it is signed by:

- Provost on academic affairs;
- First Provost.

[Sample of training schedule]

To the Attention of Rector of KazNU named after al-Farabi

Surname, name, patronymic

from student (master) of ____ course
of Faculty _____

Surname, name, patronymic

Application

Please consider me returned from foreign educational trip under the program (in the case of leaving according to academic mobility of the Ministry of Education and Science of the Republic of Kazakhstan 105 days or etc.) from (name of university, city, country) in the period from _____ till _____201____.

Required documents are attached.

Student(master) _____ Surname, name, patronymic

(signature, data)

Vised by:

- Head of Chair;
- Deputy Dean for scientific innovative activities and international cooperation;
- Dean of Faculty;
- Financial motion and Paid Services Office (for confirmation of submission of financial report);
Department of payroll and scholarships (for students under the state order);
- Director of the Department of Academic Affairs (for bachelor programs).
- Institute of Postgraduate Education (for masters and doctoral students);

Approved by:

- Provost for academic affairs;

[Sample of Confirmation]

To the Attention of Provost for academic affairs

Confirmation

Faculty of _____ confirms compliance with disciplines studied by student of ___ course in specialty _____ (surname, name) during educational trip at the University (name, country, city) in the period from _____ till _____ 201__ according to working plan of KazNU named after al-Farabi in speciality _____.

Name of discipline according to WAP of KazNU	Name of discipline of foreign institution	Type of discipline (Ac.or El.)	Quantity of credits according to ECTS	Quantity of credits of RK	Points indicated in Certificate	Grade of academic progress

Signed by:

-Head of Chair

-Dean of Faculty

Vised by:

-Head of Academic-Methodical Management (DAA) (for students of bachelor program);

-Director of IPE (for masters, doctoral students)

