

**STANDARD REGULATIONS FOR CURRENT MONITORING OF STUDENTS
PROGRESS, MIDTERM AND FINAL ATTESTATION OF STUDENTS IN HIGHER
EDUCATIONAL INSTITUTIONS**

**Are approved
by order of the Minister of Education
and science of RK of March 18, 2008 No. 125
(with amendments by order of MES RK
of November 4, 2013 No. 445)**

1. Basic provisions

1. These Standard regulation of carrying out the current control of progress, intermediate and final attestation of students in higher educational institutions (further – Regulation) are developed according to subparagraph 19) of article 5 of the Law of the Republic of Kazakhstan on education" and define an order of carrying out the current control of progress, intermediate and final certification of students in higher educational institutions irrespective of form of ownership and departmental subordination.

2. The current control of progress, intermediate and final attestation are carried out for the purpose of defining the level of mastering professional educational programs and the state obligatory standard of the higher education.

3. In these rules the following definitions are used:

1) point rating alphabetic system of assessment of educational achievements is a system of an assessment of knowledge level in the points corresponding accepted in the international practice of alphabetic system and allowing to establish a rating of a student;

2) final certification of students - a procedure performed to determine the degree of development of the scope of disciplines provided by the state educational standards;

3) the credit technology of training - educational technology aimed at increasing the level of self-education and creative development of knowledge on the basis of individualization, electiveness of educational trajectory and accounting volume of acquired educational material into the form of credits.

4) The midterm assessment of students - a procedure performed to assess the quality of the acquired by students the content of all or whole scope of one academic discipline after completing studying it;

5) current control of student's progress - the systematic assessment of students' knowledge in accordance with the professional educational program conducted by a teacher at the curricular and extracurricular classes according to the timetable during the academic term;

6) transcript (Transcript) - a document listing the acquired subjects in a definite period of study with an indication of credits and marks in a point rating alphabetical system of assessment;

7) The prerequisites (Prerequisite) - list of disciplines comprising the knowledge, skills and competences needed for the development of the study subjects;

8) Office of the Registrar - a person engaged in registration of all history of educational achievement of student and providing the organization of all kinds of control of knowledge and calculation of his academic rating;

9) Midterm examination is a monitoring of educational achievements of students at the end of a large section (module) of one academic discipline;

10) GPA (Grade Point Average - GPA) is an average assessment of educational achievements of a student, which is determined for one academic year of the selected program as the ratio of a sum of credits and digital equivalent of assessment points of intermediate attestation on the disciplines to total number of credits on the disciplines of intermediate certification;

11) examination session is a period of the interim assessment of students in higher educational institutions (hereinafter - the institution).

2. Procedure for monitoring progress and interim assessment of students in higher educational institutions

4. Monitoring of the academic achievements of students is realized in various forms of control and certification, which are determined independently by a higher educational institution.

5. Learning Outcomes of students in all types of academic assignments and tasks are evaluated according to the point rating alphabetic system of knowledge assessment in accordance with the state educational standards for monitoring and evaluation of knowledge in HEI, conversion of which into the traditional rating scale is made according to Annex 1 to this Regulation.

6. Monitoring the progress of students is carried out on each topic of educational discipline and includes the control of knowledge in the classroom and extracurricular classes. Evaluation of the current control (admission score ranking) consists of grades of the current control in the classroom and grades of midterm examination (extracurricular activity).

7. During the current control of the progress academic achievements of students are evaluated on a 100 point scale for each completed task (answer during the current control, pass of hometasks, independent work of students (hereinafter - SIW), mid-term control) and the final result of current control is made by calculation of arithmetic average sum of all points received during the academic period. A similar approach is used in the assessment of educational achievements of students during the period of interim and final certification.

8. Monitoring progress of students of the evening time education is carried out similarly to paragraph 6 of this Regulation.

9. Current control of progress of extramural education students is realized both before and during the period of training and examinations, which is conducted in accordance with the academic calendar.

At the same time extramural education students before the start of study and examinations pass all kinds of control and calculation and graphic works, settlement and graphic works, course work (projects), as well as certain types of homework, SIW, midterm control in accordance with the educational program of discipline.

10. Students of intramural, evening time and extramural education study the discipline according to a single professional educational program equally. The difference is in thematic plans of the discipline, reflecting the different amount of contact work of the student with the teacher for different forms of education. It is assumed that the extramural education student master up to 80% of curriculum independently.

11. Midterm control is carried out at least twice during one academic period on one academic discipline. Exceptions are the educational disciplines with a volume of 1 credit, on which the number of midterm control is determined by the university itself.

12. The intermediate certification of students at the HEI is carried out in accordance with a working curriculum, academic calendar and professional training programs developed on the basis of the state compulsory standards of higher education.

13. The intermediate certification of students is conducted in the form of examinations and differential tests.

14. Organization and carrying out the interim assessment of students is assigned to the office Registrar.

15. According to the results of interim certification office Registrar compiles the academic ranking of students.

16. Examinations are taken in accordance with the schedule and serve as a form of controlling the academic achievements of students on the whole professional educational programme of the discipline and have a goal to evaluate the educational achievements during the academic period.

17. Differential tests are a form of testing the successful implementation by students the laboratory and calculation-graphic tasks, course work (projects), as well as a form of verification of professional practice in accordance with the professional curriculum.

Differential tests are set in accordance with the point-rating alphabetic system of assessment and included in the calculation of the transfer points in case corresponding number of credits is allocated for these works.

18. There are distinguished winter and summer examinations. Also intermediate examinations depending on approved in higher educational institution academic period (a trimester, quarter) are allowed.

19. Frequency and duration of examinations for intramural education are defined according to the working curriculum of specialty and academic calendar, approved by an academic council of higher educational institution. Examinations for extramural education, their periods and quantity in an academic year are established by council of higher educational institution.

20. The schedule of examinations for all forms of education is made by office Registrar together with the dean's offices of the relevant faculties, is approved by the vice rector for Academic affairs and is brought to the attention of students and teachers no later than two weeks prior to the beginning of examinations.

21. For carrying out an examination examiners from leading professors, the associate professors having the qualification corresponding to a profile of this educational discipline, and, as a rule, not giving lessons in this academic group (stream) are appointed.

22. The presence of the persons who aren't taking part in a procedure of carrying out examinations without written permission of an office Registrar isn't allowed.

23. At the disposal of the dean of faculty (the director of institute) about the admission to examinations the surname, name, middle name, course, specialty and the academic group of the student are shown.

24. The admission to examinations is carried out in two stages:

1) at the first stage the admission to examinations of a student who doesn't have the debt on tuition fee, the academic debt on prerequisites and who isn't in the academic holiday or on long-term treatment is realized according to the general order of the dean of faculty (the director of institute);

2) at the second stage the automatic admission to examination on the discipline is realized on the basis of the assessment of a rating of the admission determined by the results of the current and midterm control of progress. This admission is carried out by office Registrar on examination sheet with the corresponding mark opposite to a surname of each student.

25. The students who don't have a positive assessment of a admission rating on this discipline aren't allowed to final control (examination). The students who didn't pass course works (projects) aren't allowed to examination according to corresponding discipline.

26. The dean of faculty (the director of institute) in some cases (due to illness, family and office circumstances) allows the student to take examinations on an individual schedule. Taking examinations on an individual schedule is allowed in case of granting the faculty dean (the director of institute) the confirming reference: about illness, in connection with the child's birth, with death of close relatives, in connection with official or educational travel.

27. The admission to an examination on a discipline of extramural education students is realized in a similar order, as well as students of intramural education.

28. Examinations are carried out in written, oral, test or combined forms. If the examination is realized in an oral form two or more examinations in one day aren't allowed. In case of test establishment of complex examination on two and more disciplines in compliance with the principle of their profile and relatedness is allowed.

29. The form and order of carrying out an examination on each subject is determined within a month period of the beginning of the academic term by Academic Council of HEI (faculty).

30. If a student appears at the examination, he needs to have with himself an achievement sheet.

31. During the examination students use the educational program of the discipline and with the permission of an examiner reference books.

32. For carrying out total control by the Office Registrar the examiner is given an examination record in which the earned by a student points during the academic term and grades with the indication of an admission rating are put down is (trained) in those is given.

33. During an intermediate certification on a subject the grades received at the examination and a GPA of the current control of progress during the academic period are considered.

34. Progress of the student at the examination is estimated according to the point rating alphabetic system of an assessment of knowledge.

The positive assessment (A-, A "excellent", B-, B, B+ "good", D-, D+, C- C, C+ "satisfactory") is written down in the examination record on a subject and examination record of the student with the indication of the gathered credits. The grade F "unsatisfactory" is recorded only in the examination record.

After completion of the examination on each discipline a student is assessed by the final grade which serves as an assessment of the educational achievements.

36. The final grade on the discipline includes grades of the admission rating and final control. The assessment of the current control of progress (an admission rating) makes no less than 60% of the final grade of knowledge on the discipline, and the assessment of examination makes no less than 30% of the final grade of knowledge on the discipline.

37. The positive final assessment gives occasion to addition of the successfully completed credits with an assigned amount of the credits on the corresponding discipline and is registered in the student's transcript.

38. In case the student receives on final control (examination) a grade "unsatisfactory", the final mark on the discipline isn't counted.

39. The retake of an examination of a positive mark on final control for the purpose of improving it during the same period of intermediate certification isn't allowed. The retake of an examination of a positive mark on the final control is carried out according to the item 43 of the given Regulations.

40. The examination record is transferred to office of Registrar which is engaged in the accounting and accumulation of the quantity of the credits of all students throughout the whole period of study. Then the examination record is transferred by the office of Registrar to the appropriate dean's office of faculty (director's office of institute). On the basis of examination records of each discipline in dean's office the summary sheet on intermediate attestation is kept.

41. Students pass all examinations in strict accordance with the working and individual curriculum and the approved educational programs of disciplines in identical for all form of study.

42. Students can also pass examinations on disciplines of additional types of education results of which are registered in the examination record, the record book and transcript (except military preparation).

43. For retaking an examination with a grade "unsatisfactory" to a positive one, a student in the next academic period or in a summer semester visits all types of the studies provided by the working curriculum on this discipline, gets an admission and takes a final control.

In this case the student undergoes the procedure of registration to the subject again.

44. If, the student who completed the program of the discipline in full wasn't at the examination, in the examination record, opposite to his surname the mark "absent". If there exist valid reasons by the order of the dean of faculty an individual schedule of passing an examination is established for this student. If there is no valid reasons the absence at the examination is equated to a mark "unsatisfactory", a retake of which is realized according to the item 43 of these Regulations.

45. Student (doctorate, master's degree), disagrees with the result of the final control, appeals within the next working day after the examination.

46. For the period of examinations (intermediate certification) by the order of the head of the university the appeal commission is created among teachers, qualification of whom corresponds the profile of the appeal disciplines.

47. The results of an appeal are registered in the minutes and on the basis of its decision an individual examination record for a student (doctoral student, undergraduate), which is attached to the main examination record.

48. According to the results of examinations for the course inclusive of the summer semester results, the Registrar's office calculates transfer points as the average assessment of educational achievements of student.

49. At the end of the academic year on the basis of the results of examinations transfer of students from course to course is carried out.

50. The minimum transfer point to transfer from course to course is established by HEI itself in the context of training courses.

51. Students who receive the minimum level of the transfer points, based on the letter of representation of the Dean of the Faculty (Director of the Institute, the department of post-graduate education) are transferred to the next course by the order of the head of the university.

52. Student who doesn't receive a minimum transfer point will have a re-training course.

53. Student, who masters the course completely, but doesn't achieve a minimum transfer point, in order to increase his GPA is given an opportunity in the summer semester to restudy certain disciplines for a fee (except for the discipline "History of Kazakhstan" on which state examination is taken) and retake the exams on them.

54. If the result of the retake is positive the final grade is calculated which is recorded in the examination record, record book and transcript. When calculating GPA the last grades on the discipline are taken into account.

55. The transcript records all the final grades of the student, including the positive results of retaken examinations.

56. The student left in a re-training course can be taught at earlier approved individual curriculum or form a new individual educational plan.

57. A student who receives a minimum level of the transfer points and is transferred to the next course, but has a missed assignment re-examines the relevant disciplines on a fee basis and eliminates academic arrears.

58. For students in higher educational institutions subordinated to the Ministry of Defence of the Republic of Kazakhstan, the Ministry of Internal Affairs of the Republic of Kazakhstan, the Committee of the penitentiary system of the Ministry of Justice of the Republic of Kazakhstan, the Agency of the Republic of Kazakhstan for Fighting Economic Crimes and Corruption, the Ministry of Emergency Situations of the Republic of Kazakhstan standards of items 39, 43, 52, 53, 54, 56 and 57 of this Regulation shall be agreed with the relevant authorities.

59. Disciplines of missed assignments are not prerequisites for the subjects studied in the next semester.

60. Examination results and suggestions for improvement of the educational process after the completion of examinations (intermediate certification) are submitted for discussion sessions of the department, the dean's office (the Directorate) and the Council of the HEI.

61. According to the results of examinations (winter and summer), higher educational institution presents the results of examinations to the authorized body in the field of education, according to the Annex 2 of this Regulation in an electronic and paper form.

62. A person expelled from the university, is issued the certificate given to citizens who haven't completed education.

63. Student of extramural education who has successfully completed the examination session is issued an authorization note for the next exams. Issuance of the authorization note and attendance of extramural student the examinations are strictly controlled.

64. State examination on the discipline "History of Kazakhstan" will be held in the period interim assessment, according to the academic calendar.

65. University students of all majors of bachelor degree pass the state exam on the subject "History of Kazakhstan" upon completion of studying it in the same academic period.

66. Students studying on shortened educational programs with accelerated study term on the basis of technical and vocational (secondary vocational) education, study the discipline "History of Kazakhstan" and pass on this discipline a state examination.

67. Students studying on the shortened educational programs with accelerated study term on the basis of higher education, do not study and do not pass the state examination on the subject "History of Kazakhstan".

68. Preparation for state examination is conducted by the Department, teaching classes on the discipline "History of Kazakhstan" (hereinafter - the Department) together with the dean's office of the faculty (Directorate of the Institute) and the education department (Educational Department).

69. For the state exam on the subject "History of Kazakhstan" the department develops a working curriculum common to all forms of education and of specialties, on the basis of a model curriculum for the discipline.

70. State examination on the discipline "History of Kazakhstan" is realized in oral, written or test forms, according to the working curriculum.

71. The form of the state examination is determined by the decision of the academic council of the HEI independently.

72. The State Examinations Commission (hereinafter - SEC) consisting of a chairman and members of the commission is formed to conduct the state examination on the subject "History of Kazakhstan" for the calendar year by the Dean of the Faculty (Director of the Institute).

73. The Chairman of the SEC's candidacy is directed to the authorized body in the field of education prior to the 1st of November of the current academic year.

74. Chairman of SEC on the discipline "History of Kazakhstan" is approved by Order of the Minister of Education and Science of the Republic of Kazakhstan prior to the 1st of December of the current academic year.

75. The membership of SEC is approved by the order of the head of the higher educational institution from highly qualified teachers.

76. SEC meetings are scheduled by the office of Registrar in accordance with the academic calendar and approved by the head of the university at least a fortnight prior the state examination.

77. Продолжительность заседания ГЭК не должна превышать 6 академических часов в день.

78. SEC meetings are documented by a personal minute for each student, on the form according to the Annex 3 to this Regulation and signed by the chairman and committee members participating in the meeting.

79. Minutes of the SEC meeting are kept by a secretary appointed from the teaching and support staff of the department, teaching classes on the discipline.

80. Minutes of the SEC meeting are stitched on A4 sheets, numbered, bound and sealed by the training department (teaching and methodical management) before the state exam.

81. If the student did not present himself for the SEC meeting, in the minute next to his surname the note "absent" is put.

82. In case of satisfaction of the appeal the minute of SEC meeting is formed again. In this case, the results of the first minute are cancelled with a sign "The grade was reconsidered by the minute № _____ of _____ page" _____ and signed by all attended members of the SEC.

83. The results of the state examination are evaluated according to the point rating alphabetic system of students knowledge assessment.

84. According to the results of the state examination on the discipline "History of Kazakhstan" final grade is given to the students taking into account the admission rating assessment and state examination evaluation. This admission rating assessment consists at least 60% of the final evaluation of knowledge on the discipline, and evaluation of state exam is at least 30% of the final assessment of knowledge on the discipline.

85. When a student gets the grade "unsatisfactory" on the state exam on the subject "History of Kazakhstan", he once again is registered on a paid basis to this discipline, revisits all kinds of studies in the following academic period or summer semester, meets the requirements of monitoring, and gets admission and takes the state examination.

86. Retaking the state examination if student has a positive grade on the discipline "History of Kazakhstan" with the aim of improving is not allowed.

87. A student who disagrees with the result of the state exam, may appeal within the next day after the SEC.

88. For conducting an appeal an appeal commission on the discipline "History of Kazakhstan" from the number of experienced teachers on the discipline is created by order of the head of the university.

89. The results of the state examination on the discipline "History of Kazakhstan" are taken into account when summing up the results of the examinations, which considers pass.

90. At the end of the SEC Chairman of the Commission prepares a report, which is discussed and approved at a meeting of the Academic Council of the university (faculty), and submitted to the authorized body in the field of education. This report of the chairman of the state exam on the discipline "History of Kazakhstan", passed during the winter session must be submitted prior to the 1st of March and passed during the summer examination session - prior to August 1.

3. The procedure for conducting the final attestation of students in higher educational institution

91. Final attestation of students in HEI is conducted in the forms established by the state compulsory standards of higher education, duration and terms of which are provided by the academic calendar and working curricula of specialties.

92. Students take all state examinations and defend a thesis (project) in accordance with the working curriculum and working educational programs common to all forms of education.

95. It is allowed to pass two state examinations on majors of speciality (educational program) instead of defending a thesis (projects) majors specialty if the student:

1) he is on long-term treatment in a hospital (more than one month) on the basis of a medical certificate of health;

2) has a child under the age of 3 years based on the child's birth certificate;

3) looks after sick parents on the basis of a medical certificate about the health of the parents;

4) is a disabled person on the basis of a medical certificate of disability.

96. The list of disciplines of two state exams is approved by the Council Decision of the Faculty (Institute) on the basis of representation letter of the graduate chair.

97. Students who complete the educational process in accordance with the requirements of the working and individual educational plan and working educational programmes are admitted to the final attestation.

98. The main criterion of completion of the educational process is the mastery by students the required volume of theoretical course of study and professional practices in accordance with the requirements of SCES of specialties of higher education.

99. Graduate student who did not comply with the requirements of working and individual curriculum and working educational programmes, has to recourse without passing the summer semester.

100. The heads of higher educational institutions before October 1 of the current academic present an application on expected release to the authorized body in the field of education for documents of Education of the state sample (diplomas and supplements).

101. For conducting the final attestation of students the State Attestation Commission (hereinafter - SAC) is created for each specialty for all forms of education.

102. Admission to the final attestation of students is made based on the paragraph 97 of this Regulation by the order of the Dean of the Faculty (Director of the Institute) on the payroll of the students within two weeks prior the final attestation, and is submitted to the SAC.

103. Prior to the final attestation of students a reference of the Dean of the Faculty (Director of the Institute) on the implementation of the individual curriculum by a student, the grades of students on all disciplines, their volume, on passed course works (projects) and the types of professional practice and the volume of average estimates for the period of study GPA.

104. The heads of HEIs before November 1 of the current academic submit to authorized body in the field of education candidates of the Chairmen of the SAC from the number of professors, associate professors and teachers with a science or academic degree who don't work in the given HEI, experienced teachers in secondary schools, highly qualified specialists of manufacture corresponding to the profile of the graduates.

105. Profile of specialists involved in the work of the SAC is determined by the relevance the speciality of scientific or academic degree or basic education (according to Diploma). The copies of the documents of the scientific or academic degree or basic education are enclosed to the representation letter.

106. The Chairman of the SAC is approved by the order of the authorized body for the calendar year prior to December 20 of the current academic year.

107. The composition of the SAC on the rights of its members includes Dean of the Faculty (Director of the Institute) or the head of the graduate chair. The other members of the SAC are formed from the professors, associate professors, highly qualified specialists corresponding to the profile of the graduates.

108. The quantitative composition of the SAC is determined by the HEI itself, in accordance with the contingent of graduate students (trainees) on the specialty and is approved by the order of the head of HEI annually prior to December 31 and is valid for a calendar year.

109. The competence of the SAC includes: 1) verification of the compliance level of theoretical and practical training of graduate specialists with the requirements established by the SCES of specialties of higher education; 2) conferring an academic bachelor's degree on the relevant specialty; 3) assigning the appropriate graduate qualification on the specialty; 4) making a decision of issuance of the diploma; 5) development of proposals aimed at further improving the quality of preparation of specialists.

110. Schedule of SAC work is made by the registrar's office, approved by the heads of the university and brought to the general notice within two weeks before the start of work of SAC.

111. The duration of the meeting of the SAC should not exceed 6 hours per day. At the same time to pass the state exam no more than 12-15 people are allowed per day, and to the protection of degree work - no more than 7-10 people.

111-1. When the state examination on the speciality is of test form it is conducted for the academic stream (or a group).

112. Within five days prior to the Protection of diploma work (project) the followings are submitted to the SAC:

1) Review of the supervisor of the diploma work (project), which presents argued conclusion "allowed to defense" or "not allowed to defense";

2) review on the diploma work, which gives a comprehensive description of represented to the defense diploma work (project) and a reasoned conclusion with an indication of evaluation on point-rating alphabetic system of assessment and the possibility of awarding the academic degree "Bachelor" or assignment of qualification corresponding the specialty.

113. Verification of diploma work (project) on the subject of plagiarism is conducted by corresponding dean's offices.

114. Also the materials describing the scientific and practical value of the diploma work done, informal comment, written nye conclusions of organizations carrying out practical work on the profile of diploma work (project), certificates or acts of implementation of the results of

scientific studies, models, samples of materials, products, agricultural products, collection of minerals, herbaria are submitted to the SAC.

115. The student defends a diploma work (project) in case of having a positive review of the scientific supervisor and a specialist review, corresponding to the profile of the protected work (project). If a scientific supervisor gives a negative opinion "is not allowed for defence", the student does not defend a diploma work (project). The student is allowed to defend the diploma work (project) when he has either a positive or a negative comment of a reviewer.

116. Review of diploma work (project) is given by the external experts from outside organizations whose qualifications fit the profile of the protected diploma work (project).

117. Scientific supervisor of the diploma work (project) is approved by the order of the head of the university personally assigned to each student with the theme. Reviewers of the diploma works (projects) are approved by the order of the head of the university in general list on presentation of the head of the graduate chair showing the place of work, position and education (scientific or academic degree on speciality, basic education according to the higher education diploma).

118. State Examinations (on specialty and majors) are conducted in oral, written, test (integration testing) form in the amount of professional educational programs.

119. State examination on the specialty is conducted according to the program developed by HEI on the basis of curriculum subjects included in this comprehensive examination. Program of State Examination on speciality is approved by the decision of Academic Council of HEI (faculty).

120. The state examinations on majors are held on curriculum developed in accordance with the typical educational programs and the state compulsory standards of higher education.

121. When the state examination is of test form the HEI independently develops and approves the test tasks, their types (open, closed, combined), testing technology.

122. Defense of the diploma work is conducted in an open meeting with the participation of the SAC with the participation of at least half of its members.

123. The duration of diploma work (project) defense should not exceed 50 minutes per student. To defend a diploma work a student makes a report before the SAC no more than 15 minutes.

124. According to the results of state examinations and defense of the diploma work (project) the grades are given on the point rating system of evaluation of students' knowledge. Moreover the level of theoretical, scientific and practical training of students, as well as reviews of the supervisor and the reviewer are taken into account.

125. The results of state examinations and defense of the diploma work (project) are announced that day after the signing the minutes of meetings of the SAC.

126. All meetings of the SAC are formed in the minutes.

127. Minutes of the meetings of the SAC are stitched together on sheets of format A4, numbered, bound and sealed by academic office (teaching and methodical management) of HEI before the start of the SAC work in accordance with Annexes 4-6 of this Regulation.

128. Minutes of the meetings of the SAC are conducted individually for each student. In the case of a state examination in the form of testing, the basis for the design of the minute is the examination record.

129. The minute is filled by the Secretary of SAC approved in the committee from among the teaching and support staff of graduate chair.

130. The marks revealed at the state examinations and defense of the diploma work (project) are written in the minutes as well as the asked questions and opinions of the members of the SAC. In cases where the opinion of one member of the SAC does not coincide with the views of the other members of the commission, he writes his own opinion in the minute and personally signs.

Conferring the academic degree of Bachelor's and / or Awarding qualification and diploma (with honors, without honors) to the student who has completed his study are shown in the Minute.

131. The decision on assessment of the state examinations, defence of diploma work (project) as well as the award of an academic degree or qualification assignment and awarding

state sample diploma (with honors, without honors) is made by the SAC in closed session by an open vote by a simple majority of votes of the members of the Commission who participated in the meeting. With an equal number of votes, the Chairman of the Commission is crucial.

132. Protocols are signed by the Chairman and members of the SAC who participated in the meeting.

133. Protocols of the meeting of the SAC are kept in the archives of the University, according to the Law of the Republic of Kazakhstan "About National archive Fund and archives".

135. A student who does not come to the final examination for a valid reason, writes the application addressed to the Chairman of the SAC, which proves of a valid reason and due to the given permission a student takes an examination or defend a diploma work on another day of the meeting of the SAC.

135. A student who disagrees with the results of the end-of-course assessment submits appeal not later than the next working day after it is carried out.

136. To conduct the appeal by order of the head of the University appeals Board is created from experienced teachers, whose qualification corresponds to a specialty profile.

137. In case of satisfaction of an appeal the protocol of SAC meeting is formalized over again of the In this case, the results of the first Protocol is put out with the note "Assessment is reconsidered with Protocol No. _____ from _____ on page ____" and signed by all present members of SAC.

138. The documents submitted to the SAC about the state of the health after receiving unsatisfactory evaluation will not be considered.

139. Repeated passing state exams and defense of diploma work (project) with the aim of improving the positive assessment is not allowed.

140. Those who take "unsatisfactory" marks during this period of final attestation to retake state exams and/or re-defense of the thesis is not allowed.

141. In case the defense of diploma work (project) is recognized as unsatisfactory, the SAC established the possibility of representation to defend this work with the revision or development of new themes. This decision of the SAC is written in protocol with the number of meeting.

142. The person that did not pass the final examination, not earlier than in a year fills in an application form to the name of the head of the institution, but no later than two weeks prior to final attestation of the next academic year to allow admission to retaken final attestation.

143. The admission to retake final attestation is issued by the order of the head of the educational organization.

144. Final examination retake is conducted only on those of its forms, which has been passed with a failing grade.

145. The list of subjects presented to the state examinations for persons who have not passed these exams, is determined by the curriculum that has been covered during the last year of studies.

146. Students who have passed the final examination with an unsatisfactory grade, are expelled from the University by the order of the Rector. These students complete the University program with the certificate given to the citizens, who do not complete education.

147. Students who pass the final accreditation, and, confirm the mastery of relevant high educational professional programs by the decision of the SAC the academic degree "bachelor" or qualification in the relevant specialty is awarded to the graduate and he/she gets the diploma of the state sample with the supplement free of charge within a month from the date of defense of graduation work (project).

147-1. Handing out a diploma of the state sample with the Appendix is carried out on the basis of the graduation order of the Rector of the educational organization.

The order of certifying is approved by the head of the educational organization on the basis of representations of the Chairman of the SAC no later than ten working days from the date of completion of the final attestation of students.

147-2. The Rector of the organization of education approves the order on expelling students who have failed the final examination, and on the basis of submission of the faculty deans after consultation with the office of the Registrar the student is expelled from the University.

148. The diploma Supplement is filled on the basis of reference confirming that student has covered his/her individual academic plan in accordance with the received grades in all subjects prescribed by the state obligatory standard of education and the working curriculum, course papers (projects), types of practices and the results of the final attestation.

In the Appendix to the diploma the latest grades of each training discipline are written according to the score-rating alphabetic assessment system of knowledge with an indication of its number in credits and academic hours.

149. A student who passed the exams and differential tests with grades A, A-excellent, B-, B, B+ good and having average (GPA) for the entire period of study not lower than 3,5, and passed all state exams and defended thesis (project) with grades A, A - excellent, takes diploma with honors (excluding the evaluation of military training).

150. A student, who retakes the exams during the period of study doesn't receive a diploma with honors, despite compliance with the requirements of paragraph 149 of exact Regulation.

151. Upon completion of the SAC Chairman writes the report, and within two weeks submits it to the Rector of the University, which is discussed and approved at the meeting of the academic Council of the University (faculty).

152. The University within one month after final accreditation of students submits to the authorized body in the field of education the results of the state exams and thesis defense in accordance with Appendix 7 according to exact Regulation.

153. The report of the Chairman of the SAC includes tables and explanatory note.

The table reflects the numbers contained in Appendix 7 according to exact Regulation.

In the explanatory Memorandum of the report of the Chairman of the SAC states:

- 1) the level of training in this specialty in higher educational Institution;
- 2) the quality of implementation of theses (projects), including diploma work (projects) performed on order of enterprises, organizations;
- 3) conformity of themes of diploma works (projects) to the state of the art, technology, culture and needs of production;
- 4) characteristics of students' knowledge, identified in the state examinations, the deficiencies in the training of specialists in certain disciplines;
- 5) analysis of the quality of training in this specialty;
- 6) specific recommendations for further improvement of preparation of specialists in higher education.

154. The report of the Chairman of the SAC encloses a list of graduates who have completed a higher education program, with indication of surname, name, patronymic, specialty and number of issued diploma, signed by the head of the educational organization.

5. The procedure of carrying out current monitoring of progress, midterm control of students of postgraduate education

155. Checking educational achievements of master degree students and doctoral programs is fulfilled by various forms of monitoring and evaluation, which are determined by the self-enforcement of the high school.

156. Current Control of progress of master degree students and PhD students are carried out in a similar manner as University students.

157. Midterm control of master and doctorate students in the University is carried out in accordance with the working curriculum, the academic and professional training programs in the form of examinations and differentiated credits.

158. The duration and frequency of midterm control is determined in accordance with the working curriculum of specialty and the academic calendar, approved by the academic Council of the University.

159. The exams are taken in the midterm control according to the schedule

160. Exam schedule is compiled by the office of the Registrar in conjunction with the Department of postgraduate education or deans of the faculties.

161. Schedule of exams approved by the Vice Rector for academic Affairs and is informed to students and lecturers, not later than two weeks prior to the examination session.

162. The admission to the examination is performed on the basis of estimates of current control of progress, the results of which determine the admission score ranking on specific disciplines.

163. Master degree students who do not have a positive assessment of a rating of the admission in the discipline are not allowed to take the final exam.

Master degree students who do not pass the course work (projects) are not allowed to take the examination in the relevant discipline.

164. Dean of the faculty (head of Department of postgraduate education) in certain cases (sickness, family reasons, valid reasons) allows the learner to pass the exams on an individual schedule.

Passing examination on an individual schedule is allowed in case if the student provides the dean of the faculty (head of Department of postgraduate education) the certificate confirming the disease, the birth of a child, death of close relatives, business trip.

165. In the period of the examination session (interim assessment) by order of the Rector of the University appeals Board is created from the number of teachers whose qualifications meet the profile of disciplines.

166. Examinations are held in written, oral, test, or combined forms.

If the exam is conducted in the test form it is allowed to administer a complex examination on two or more disciplines using the principle of their affinity.

167. The form and process of the exam for each discipline is established no later than one month from the beginning of the academic period with the Scientific Council of the University (faculty).

168. When conducting the midterm control on the academic discipline the score obtained in the exam and the average evaluation score of the current control of progress during the academic period (rating assessment for admission) are taken into account

169. After completion of the exam on each discipline the student is given a final grade.

170. Examination records are sent to the office of the Registrar who is engaged in the accounting and the rating of credits for all students during the whole period of study.

Henceforth the Registrar's office passes the examination records to the Dean's office (Directorate of Institute) or the Department of postgraduate education. On the basis of the examination records on each academic discipline the Dean carries out a summary list of midterm attestation.

171. Learners pass all examinations in strict accordance with the working and individual working curriculum and also on each study curriculum of subjects.

172. Learners can also take exams in additional disciplines, the results of which are included in the examination record and individual record of the student.

173. To retake the exam with the grade "unsatisfactory" for a positive grade, a student attends all kinds of lessons again, provided by working curriculum in the discipline, get admission and passes final examination.

174. Retaking a positive assessment in final control with the aim of improving in the same period of midterm attestation is not allowed.

The procedure for retaking a positive assessment of final control is determined by paragraph 173 of this Regulation.

175. The student who disagrees with the result of the final exam gives a notice of appeal no later than the next working day after the exam.

176. If the student completes a program of discipline comprehensively, does not appear in the exam, on the opposite of his name the note "did not come" is added in the exam record.

If there are valid reasons (sickness, family and work circumstances) by order of the Dean of the faculty an individual schedule of the exam is set. In the absence of valid reasons the absence in the exam is equal to the "unsatisfactory" mark, the retaking of which is carried out in accordance with paragraph 173 of this Regulation.

177. The final grades of the master degree student, the doctorate student including the results of retaken examinations are written in the transcript.

178. At the end of the academic year based on the results of examinations by the order of the head of the University students of postgraduate education are transferred from course to course. For this purpose the transferred grade is determined.

178-1. A student who completes the course in full, but doesn't get the minimum score for the purpose of improving his average grade point is given the opportunity to learn definite discipline on a fee-paid basis and retake the exams in the summer term.

179. The results of the examination and suggestions for improvement of the educational process after the end of the examination session (midterm accreditation) are discussed at the meeting of faculty, the Dean's office (Directorate) and the Council of the University.

180. An individual expelled from the University, is given the reference that he didn't complete his education.

181. For learners at universities under the Ministry of Defense of the Republic of Kazakhstan, the Ministry of Internal Affairs of the Republic of Kazakhstan, Committee of Criminal Executive system of the Ministry of Justice of the Republic of Kazakhstan, the Agency of the Republic of Kazakhstan on fighting with economic and corruption crimes, the Ministry for Emergency Situations of the Republic of Kazakhstan paragraphs 173, 174, 178 these Rules are coordinated with relevant authorities.

6. The procedure of the final attestation of students of postgraduate education

182. Final attestation of master degree students in the University is carried out within the period involved in the academic calendar and working curricula of specialties in the form of passing comprehensive exam and defense of the master's (doctoral) thesis.

183. Learners are allowed to pass final attestation who have completed the educational process in accordance with the requirements of the working curriculum and educational working educational programs.

184. Master degree students of the senior course who didn't to meet the requirements of working and individual curriculum and educational working programs, will retake the course of study in additional course period but not during the summer term.

185. To set comprehensive exam for master degree students and doctoral students higher education institution forms the State Attestation Commission (SAC).

186. Candidates for position of the Chairman of SAC supervisor of the University is submitted to the authorized body in the field of education till the first of November.

for master's degree specialty – academic degrees or the academic title corresponding to the profile of graduates, and not working in the organization;

for doctoral degree specialty – with a scientific degree or academic title corresponding to the profile of graduates, and not working in the organization.

187. The composition of the SAC on the rights of its members includes:

for master's degree specialty – individuals with a scientific degree or academic status, or academic degree corresponding to the profile of graduates (of the SAC for a specialized master's degree program may also include highly qualified specialists who correspond to the profile produced specialists);

for doctoral degree specialty – individuals with a scientific degree or academic title and academic degree corresponding to the profile of trained specialists;

188. The quantitative composition of the SAC is determined by the University and approved by order of the head of the organization of education and science no later than 31 December and during academic year.

189. The admission to the final accreditation of master and doctoral students are formalized by the head of the University on the list no later than two weeks prior to the final attestation and submitted to the SAC.

190. A comprehensive exam in the specialty includes disciplines of an obligatory commercial component of the cycle of basic disciplines and majors of professional training programs master and doctoral programs.

191. A comprehensive exam is passed by one of the following forms: orally, written but, testing in the amount of the approved program.

192. Comprehensive exam program, the form and content of the tasks are developed independently by the University on the basis of the curriculum subjects included in this complex exam.

193. Universities that carry out the masters or doctoral programs, independently develop test tasks, their types (open, closed, combined tests) and technology of testing.

194. The comprehensive exam is taken:

not later than 1 month before the defense of master's thesis;

not later than 3 months before the defense of doctoral dissertation.

195. The results of a comprehensive examination is formalized in the Protocol, in the form corresponding to Appendix of this Regulation, which must be completed individually for each master and doctoral students.

The Protocol of the meeting of the SAC is conducted by Secretary who is included into the SAC from among the academic staff of the graduating Department.

196. The comprehensive exam in the test form the basis for formalization of the individual Protocol is the examination sheet.

197. Retake of the comprehensive exam with a positive grade with the aim to improve it is not allowed

197-1. According to the results of the comprehensive exam of master's and doctoral students on the basis of the submission of the Dean and head of Department and the representative of the of educational organization the order of expulsion of a master degree student and doctoral student is approved within ten working days from the date of completion of the final attestation and/or completion of the academic year according to the academic calendar.

In such a case in the order of expulsion of a master degree student and the doctoral student the wording-"with application of master's and doctoral dissertations for defense" or "without application of master's and doctoral dissertations to defense" is indicated.

198. The learners who disagree with the result of a comprehensive examination submits an appeal to the organization no later than the next working day after its conduction.

199. To conduct the appeal by order of the Rector of the organization of education appeals Board is created from experienced teachers, whose qualifications correspond to a specialty profile.

200. In case of satisfaction of an appeal the protocol of SAC meeting is formalized over again. In this case, the results of the first Protocol is put out with the note "Assessment is reconsidered by Protocol No. _____ from _____ on page ____" and signed by all present members of SAC.

201. Learners who take unsatisfactory marks on the comprehensive examination are expelled from the University by the order of the Rector of the educational organization with the Reference given to citizens who don't completed education.

202. Retake of the state exams and defense of diploma work (project) with the aim of improving the grade is not allowed.

203. Master or doctoral students who have passed the comprehensive exam are allowed to defend the thesis. The admission to defend dissertations are formalized by the head of the University upon recommendation of the Chairman of the SAC.

204. Verification of theses on the subject of borrowing without reference to the author and source of borrowing (check theses on the subject of plagiarism) is carried out in accordance with the state educational standards of postgraduate education of masters and PhD.

205. After verification in accordance with paragraph 204 of this Regulation the dissertation work of doctoral students are examined. To this end, the expert is appointed from among the members of the dissertation Council, qualification (scientific or academic degree) which corresponds to the profile of the protected thesis.

205-1. Schedule of master thesis is approved in accordance with the academic calendar. No more than 6-8 undergraduates is allowed to defend in a day.

Master's thesis defense is held at an open meeting of the SAC with the participation of at least 2/3 of its members.

The duration of defense of one of the master's thesis should not be less than 50 minutes. For the master's thesis defense, the learner makes a speech in front of the SAC for at least 15 minutes.

206. Dissertation defense of undergraduates is carried at the meeting of the SAC, doctoral students – at the meeting of the dissertation Council.

212. Master's thesis is carried out in the presence of: a positive review of the supervisor; not less than one publication on dissertation theme in the scientific journals or presentations at international or national scientific conferences;

the decision of the graduate chair on the recommendation to defend (an extract from the minutes of the meeting of the Department);

one referee report of reviewer, whose qualification (scientific or academic degree) corresponds to the profile of defended work where are given the comprehensive characteristic of the thesis, and a well founded reason on the possibility of awarding the academic degree of master in the relevant specialty.

213. If the supervisor of a graduate chair gives a negative opinion "is not allowed to defend" or "not recommended to defend" a master degree student doesn't defend a master's thesis.

214. The results of the master thesis is formalized in the Protocol, under the form in accordance with Appendix 9 of this Regulation, individually for each student.

215. A master degree student who has passed the final examination, thus confirmed acquisition of the appropriate professional training program of master degree course and publicly defended a master's thesis by the decision of the SAC is awarded the academic degree "master" in the relevant specialty, free of charge state diploma is given with the application within thirty days from the date of master thesis defence.

The decision of the SAC Protocol is formalized in the form according to Appendix 10 of this Regulation.

215-1. The diploma Supplement is filled on the basis of information about the implementation of individual educational plan in accordance with the received grades in all subjects to the extent involved in the state standard of education and the working curriculum.

The latest grades for each subject are written in a diploma supplement by the score-rating assessment system of knowledge with an indication of its number in credits and academic hours.

215-2. The diploma of the state sample with the supplement is issued on the basis of the order of the Rector of the educational organization about graduation.

The order on graduation is approved by the Rector of the educational organization on the basis of representations from the Chairman of the SAC no later than ten working days from the date of completion of the final attestation of undergraduates.

215-3. At the same time the Rector of the educational organization issues the order on expelled students who have not passed the final examination, on the basis of submission of deans of faculties in consultation with the office of the Registrar.

216. At the end of the final attestation of undergraduates the Chairman of the SAC reports the results of the final attestation of undergraduates and within two weeks submits it to the head of the institution.

217. Reports on the results of the final attestation of undergraduates include tables and explanatory memorandum:

The table indicates the numbers contained in Appendix 11 of this Regulation.

The explanatory Memorandum stated:

- 1) the level of training of masters in this specialty in higher educational institutions;
- 2) characteristics of students' knowledge, identified on the comprehensive exam;
- 3) analysis of the quality of masters training in this specialty;
- 4) weak points in the preparation of masters;
- 5) adequacy of themes of master's theses to the modern state of science, technology, culture and needs of production;
- 6) the quality of master's theses;
- 7) compliance of supervisor's recommendation, reviews official opponent to the level of protection master's theses;
- 8) specific recommendations for further improvement of masters training.

218. A report on the results of the final attestation of undergraduates signed by the Chairman of the SAC, discussed and approved at the meeting of the academic Council of the University.

219. The University within one month after the completion of the final evaluation of master degree students submits a report on the results of the final attestation of undergraduates in the authorized body in the field of education.

220. The report of the Chairman of the SAC includes list of graduates of the specialty, graduate's surname, name, patronymic, profession and numbers of the given diploma, signed by the head of the organization of education or science.

221. Dissertation councils for doctoral dissertations or PhD in the profile are formed by specialty or group of specialties of doctoral studies.

221-1. Defense of doctoral theses is carried out at session of dissertational Council.

223. The composition of the dissertation Council for doctoral theses PhD/on the profile includes persons with academic degrees of doctor or candidate of Sciences, a cipher (code), the specialty of which corresponds to the profile of this specialty. At least three members must have a degree of doctor of science, a cipher which corresponds to a profile of defended doctoral dissertation.

224. The quantitative composition of the dissertation Council for doctoral dissertations should be at least five people.

227. Scientific consultants write separate reviews on doctoral thesis.

228. If scientific advisers and/or expert Commission gives negative conclusion "is not allowed to defend" or "not recommended for the defense" doctoral student doesn't defend his doctoral thesis.

230. Schedule of meetings of the dissertation Council for doctoral theses is made for the academic year and approved by order of the Rector of the educational organization. In such a case no more than three or four doctoral theses are defended in a day.

231. The results of the doctoral thesis are formalized in the transcript.

According to the results of the doctoral dissertation Council makes one of two decisions:

- 1) to award the doctoral student the degree of "doctor of philosophy" on a profile in the relevant specialty and to apply to the Committee for final examination;
- 2) to refuse to award the doctoral student the degree of "doctor of philosophy" or on a profile on the corresponding specialty.

232. When making a positive decision on the award of the degree of doctor of philosophy or on a profile scientific Secretary of the Council forms a personal file of the doctoral candidate about defense of the doctoral dissertation.

233. In the personal file of the doctoral candidate about defense of the doctoral dissertation includes the following materials:

- 1) doctoral thesis;
- 2) reviews of scientific consultants;

- 3) reprints of publications on the dissertation topic;
- 4) the decision of the graduate chair on the recommendation to defend (an extract from the Protocol of the meetings of the chair);
- 5) excluded
- 6) reviews of two official opponents are excluded;
- 7) transcript of the doctoral dissertation;
- 8) the Protocol of the counting Commission on the results of a secret vote for the doctoral thesis;
- 9) copy of diploma of higher education;
- 10) a copy of the minutes of the meeting SAC about delivery of complex examination;
- 11) a copy of the transcript about the development of professional training programs of doctoral studies.

234. Within one month after defending doctoral dissertation doctoral personal file of the doctoral thesis is submitted to the authorized body in the field of education and science.

235. According to the results of comprehensive exam doctoral students, the Chair of the SAC makes a report on the results and within a month submit it to the head of the institution.

236. The report on results of comprehensive exam doctoral students includes the table and some explanatory note.

In table 2 are the metrics given in Appendix 11 of this Regulation. In the explanatory Memorandum stated:

- 1) the level of training of doctors in this specialty in higher education;
- 2) characteristics of students ' knowledge, identified on the comprehensive exam;
- 3) analysis of the quality of training doctors in this specialty;
- 4) shortcomings in the training of doctors;
- 5) specific recommendations for further improvement of the training of doctors.

237. The report on results of comprehensive exam doctoral students is signed by the Chairman of the SAC, discussed and approved during the meeting of the academic Council of the University.

239. The University within two months after the completion of the final attestation of students of doctoral studies submits the approved report about results of total certification of doctoral candidates to the authorized body in the field of education.

239-1. Dissertation Council annually in January of the current year submit to the competent authority in the field of education report on the results of the doctoral dissertation, which includes tables and explanatory note.

In tables 3, 4 figures are indicated in Appendix 11 of this regulation.

In the explanatory Memorandum stated:

- 1) compliance with the doctoral theses to the modern state of science, technology, culture and needs of production;
- 2) the quality of the performance of doctoral theses.

240. The results of the doctoral thesis defense encloses the list of doctoral students, defended his doctoral thesis indicating name, specialty and number of a given diploma. The list is signed by the head of the educational organization.

Appendix 1

Score point-rating alphabetic system of evaluation of educational achievements of students with transfer to a traditional grading scale

Grade based on the alphabetic system	Numeric equivalent of points	Marks in %	Grade based on the traditional system
A	4,0	95-100	Excellent
A-	3,67	90-94	
B+	3,33	85-89	Good
B	3,0	80-84	
B-	2,67	75-79	
C+	2,33	70-74	Satisfactory
C	2,0	65-69	
C-	1,67	60-64	
D+	1,33	55-59	
D-	1,0	50-54	
F	0	0-49	unsatisfactory