AL-FARABI KAZAKH NATIONAL UNIVERSITY

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ACADEMIC POLICIES

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Academic policy of Al-Farabi Kazakh National University defines the procedure of the organization of educational process at the University for the Programs of higher and postgraduate education.



January 15, 1934 is the day of the official opening of the Kazakh State University (KSU), established on the basis the Pedagogical Institute by the Regulation of the Council of the People's Commissars of the USSR and the Kazakh Regional Committee of the Communist Bolshevik Party. On December 2 of the same year, Kazakh State University was named after the famous Soviet party and state leader S.M. Kirov.  
Since Kazakhstan gained independence in 1991, the most important task of the University was the choice of a new path. As the priority of its further development the Kazakh State University has chosen the path of integration into the global educational system and transition into international standards of training. The status of the university has significantly changed when in the first year of sovereignty of the Republic it was named after the great thinker Abu Nasir ibn al-Farabi.  
On January 9, 1993 the University was awarded the status of an autonomous state institution by a special Decree of the President of Kazakhstan N.A. Nazarbayev "On the status of the Kazakh State University named after Al-Farabi", and it was renamed Al-Farabi Kazakh State National University.  
On July 25, 2000 the Government of the Republic of Kazakhstan decreed the special status of the Republican State Enterprise "Kazakh State National University named after Al-Farabi" as an autonomous state institution of higher education. On July 5, 2001, Al-Farabi Kazakh National University became the first institution of higher education of Kazakhstan which was awarded a special status of national university by the Decree of the President of the Republic of Kazakhstan.  
**The mission** of the University is training of high quality specialists of new generation meeting modern intellectual requirements and strategy of the development of the Republic of Kazakhstan on the basis of the effective integration of education, science and innovation.  
**University Perspectives** - By 2020, the Al-Farabi Kazakh National University will be among the leading research universities training competitive specialists for modern economy.  
Based on the 2012-2020 Strategy of the development of Al-Farabi Kazakh National University in the light of the Strategy 2050 "New Political Course of Established State" the main task of the university education policy is to provide high quality fundamental education and its orientation to meet the needs of the individual, society and state.

**MAIN PROVISIONS OF ACADEMIC POLICIES of al-Farabi Kazakh**

**National University**

**1. Basic Abbreviations**

ECTS - European Credit Transfer and Accumulation

GPA - Average Grade Point

EEAE - external educational achievements evaluation

SAB - State Attestation Board

SEB - State Examination Board

DAA - Department of Academic Affairs

FSC - Final State Certification

IET - Individual Educational Trajectory

IC - Individual Curriculum

KazNU - al-Farabi Kazakh National University

CC – Course Catalogue

MES - Ministry of Education and Science of the Republic of Kazakhstan

SRW / MRW / DRW - student / master / doctorate

research work

DPSEP - Department of Planning and Support of Educational Process

CC - Core Curriculum

BSP – Basic Study Program

WSP - Working Study Plan

SIW / MIW / DIW - student / master / doctorate independent work

SIWTS / MIWTS / DIWTS - student / master / doctorate independent work under teacher supervision

SSP – Standard Study Plan

SSPr - Standard Study Program

EMCD – educational-methodical complex of discipline

EMO - educational-methodical management

CDE - Center for Distance Education

CBC - Career and Business Center

**2. Glossary**

***Academic Mobility of Students (Academic Mobility)*** – moving of students to study for a particular academic period (semester, academic year)

to another higher education institution (within the country or abroad) with obligatory credit transfer of educational programs covered at in their high school.

***Academic Calendar***  - the university academic calendar holds all the important dates in regards to studies, examinations, practices throughout the school year including days of rest (vacation and holidays).

***Academic Backlog*** - not learned subjects included in the academic curriculum or subject failure in the student’s record

***Academic Term*** - the period of theoretical training: semester lasting 15 weeks.

***Rating*** - a quantitative indicator of the student’s performance level

***Academic Freedom*** - a set of subjects within the academic curriculum available for students to choose elective courses independently, to have additional types of training and organization of educational activities that provide conditions for creative development of students and teachers and application of innovative technologies and training methods.

***Academic Degree*** - degree awarded by educational organizations to students who have covered the appropriate educational training program, in compliance with the results of the final knowledge control.

***Academic Hours*** - the contact hours with the students according to the schedule

in all kinds of training sessions (classroom work). Academic hour is equal to 1 contact hour (50 minutes) lecture, practical (seminar) classes, or 2 contact hours (100 minutes) and laboratory exercises physical education classes, as well as 1 contact hour (50 minutes) of all kinds of educational practice, 2 contact hours (100 minutes) of all kinds of pedagogical practices 5 contact hours (250 minutes) of all kinds of production practices.

***Appeal*** - a procedure performed to identify and resolve cases of biased evaluation of student knowledge.

***Practice*** ***Places*** - enterprises, organizations, institutions, educational institutions, research institutes and centers and structural units of the university, where

the students’ professional practice is conducted.

***Undergraduate Study*** - professional study program of higher education aimed at training specialists with awarding the "bachelor" academic degree in the relevant specialty with duration of training period not less than 4 years and mastering at least 129 credits of theoretical education and at least 6 credits of professional practice.

***Bachelor*** - academic degree awarded to persons who have mastered undergraduate education program (higher education).

***External Evaluation of Educational Achievements*** (EEEA) - unbiased quality education monitoring.

***Graduate Department*** - the department which prepares and graduates specialists in the field corresponding to their profile.

***State Attestation Board*** – commission consisting of leading professors on the profile of the specialty under the chairmanship of the person approved by MES who is not member of the university stuff created by the Rector’s order for final attestation of students .

***State Examination Board***- commission consisting of a chairman and members created by order of the University Rector for receiving state exam on the subject "History of Kazakhstan". SEB Chairman is approved by the order of MES of the Republic of Kazakhstan not later than December 1 of the current academic year; the members of SEB is approved by the order of University Rector from among highly qualified teachers.

***Department of Academic Affairs*** - a structural unit, which organizes

and coordinates educational affairs at the university;

***Descriptors*** - description of the level and scope of knowledge, skills and

competencies acquired by students at the end of the educational program

appropriate level (stage) of higher and postgraduate education; Descriptors are

based on learning outcomes, competences formed, as well as general number of credits (ECTS).

***Thesis (Project)*** - graduation work, which is a generalization of the results of an independent study and research of a student on the actual problem related to his/her specialty.

***Distance Learning Technologies*** (DLT) – learning based on the application of modern technology and technical devices and remote access, allowing

to carry out the educational process indirectly. It is used for internal and

correspondence courses.

***Doctorate Program*** - post-graduate professional educational program aimed at training scientific and pedagogical staff with normative period of studies for at least 3 years, with awarding the degree with mandatory mastering of at least 75 credits, including at least 36 credits of theoretical training, and not less than 6 credits of practice, and at least 28 credits of research (experimental research) of a doctoral student (RWD / ERWD).

***Doctor of Philosophy*** (PhD), ***Doctor***  - degrees, awarded to individuals who have mastered professional training programs for doctoral studies in respective specialties.

***Additional Training*** - part of the educational program including various kinds of professional practices, physical training, military training and authors.

***ECTS (European Credit Transfer and Accumulation System***) - assignment of credits to the components of educational programs (disciplines, courses, modules) with the help of which comparison and credit transfer of disciplines mastered (with the credits and grades) when changing educational path, educational institution and country of study is carried out.

***Doctoral Thesis*** - an independent scientific work which includes theoretical provisions qualified as new scientific achievement, or solves a scientific problem, having important major socio-cultural or economic value or presents science-based technical, economic or technological solutions and introduction of which can be considered as a significant contribution to the economic development of the country.

***Foreign Scientific Internship*** - internship of Master's and PhD students in educational institutions abroad to gather material and data for their research work on their thesis.

***Defense of Graduate Project*** - public presentation of the completed

Master or Doctoral thesis (project) at the meeting of State Attestation Board / Dissertation Council, as a result of which the decision to award the scientific degree is taken.

***Registration*** – registration of students to the disciplines of the upcoming academic year.

***Individual Educational Trajectory*** - an independent choice, planning and development of educational content to students according to individual

curriculum within the educational programs of higher or postgraduate education.

***Individual Study Plan (ISP)*** - a document that reflects the educational trajectory of a particular student, compiled by students for their own academic period based on the primary or the model curriculum and catalog of disciplines.

***Individual Work Plan of Master and Doctorate Student –*** document reflecting educational and scientific trajectory of Master and Doctoraleducational program

***Institute of Post-graduate Education –*** structural unit of university for coordination of Master and Doctoraleducational program.

***Information technology distance learning*** - technology of creation, transmission and storage of teaching materials in electronic media, telecommunication technologies and support of the educational process.

***Information-Educational Portal*** - an interconnected system-organized

collection of information resources and Internet services, comprising

administrative and academic teaching and methodological information allowing

organization of educational process for DLT (Distance Learning Technology).

***Information and Educational Resources*** – formation of ideas and knowledges of

educational nature, a variety of data, methods and means of collection, storage and share of information sources by information consumers.

***Research Practice*** - professional practice of Master and PhD students carried out to familiarize with the latest theoretical, methodological and technological achievements of national and foreign science, with modern methods of scientific research, processing and interpretation of experimental data, as well as the consolidation of practical skills.

***Qualification Examination*** - a procedure carried out to determine the degree of acquisition of study program as a result of which a document of State pattern is awarded. Final attestation is conducted in the form of State / complex examination and / or defense of master or doctoral thesis (project).

***Final Examination*** - control of educational achievements of students to assess the quality of acquisition of the discipline study program conducted during the interim attestation in the form of the examination if the discipline is studied in the course of several academic periods, the final control can be carried out on the part of the discipline studied in the academic period.

***Catalog of Disciplines*** - a systematic annotated list of all disciplines, containing a brief description indicating the purpose of the study, a brief content (main sections) and expected results of the study (the students knowledge, skills and competences).

***Elective Component*** - a list of academic disciplines and related minimum of credits (or hours) offered by higher educational institutions, chosen individually by students in any academic period based on their pre-requisites and post-requisites.

***Competence*** - the ability of students to practical application of knowledge and skills in their professional activities. Competence, as a dynamic combination of knowledge, understanding and skills, can be formed as a result of studying different disciplines and evaluated in various stages.

***Control of Educational Achievements*** ***of Students*** –test of students’ knowledge level through various forms of control (current, mid-term and final) and attestation defined by the institution of higher education.

***Credit Hour*** - a unified unit volume of academic work of a student / teacher. One credit of theoretical training is 45 academic hours, of which - 15 hours of classroom work, 30 hours – independent work.

Credit Unit System - Educational Technology increasing the level of self-education and creative construction of knowledge based on individual selection of educational trajectory in the form of credits and accumulative system of education.

***Curator*** - a teacher assigned to organize education, upbringing, social and living conditions of students;

***The Summer Semester*** - academic period outside the academic year organized to

meet the needs of students in additional education, elimination of academic backlog and study of academic disciplines ( differences in curricula) in agreement with other universities, etc.

***Master's Degree Program*** - postgraduate professional training program aimed at training of scientific, research, teaching and managerial personnel with the awarding of the academic degree "Master" on the corresponding specialty:

- at the scientific and pedagogical preparation (by SES) - at least 59 credits, of which at least 42 - theoretical training credits, not less than 6 credits- practice, and not less than 7 credits - research work;

- at profile preparation - at least 28 credits (with a term of 1 year training) and

at least 48 credits (with a term of 1.5 years of study) are not less than 18 and 36 theoretical training credits respectively, at least 2 or 3 credits - practice, at least 4 credits - experimental research.

***Master*** - an academic degree awarded to persons who have mastered professional training programs.

***Master Thesis*** - graduate work, which is a generalization of the results of independent research work on topical problems of particular specialty relevant to branch of science.

***Methodical Department*** - a structural unit of the university performing teaching

methodical work at the University.

***Module*** - a unit of the content of the educational program, which is one discipline or cycle mutually complementing each other and / or related disciplines, providing integrity of the curriculum, as well as completeness of knowledge, skills and competencies, developed on a certain stage of the educational program.

***Multimedia*** - a set of hardware and software, allowing the user to work interactively with different data (graphics, text, audio, video).

***Student / Master / Doctorate Research Work (SRW /MRW / DRW)*** - obligatory, integral part of the training of qualifiedspecialists at the University as an inalienable part of the teachingeducational and scientific innovation process.

***Scientific Methodical Council*** - collegial body responsible for educational and methodical work of the university.

***Scientific Supervisor / Consultant*** - supervisor under whose leadership students carry out diploma work / project (master's or doctoral thesis).

***Educational program*** - approved set of modules or course units, necessary for awarding a specific degree / diploma. When designing educational programs the results to be achieved as well as a structured set of procedures and learning situations are usually taken into account.

***Students*** – students, undergraduates, doctoral students.

***Core Subjects*** - list of academic disciplines and appropriate minimum amount of credits set by standard (basic) study plan on specialty and studied by students without fail.

***Orientation Week*** - the week preceding the beginning of the academic year for learning the basic rules of credit system by the 1st year students.

***Core curriculum (CC)*** – the document approved by Academic Council and developed on the basis of Classifier of specialties of higher and postgraduate education of the Republic of Kazakhstan, regulating the structure and scope of educational program on discipline cycles with indication of the list of disciplines with minimum amount of credits, required component of disciplines, all types of practices and final attestation.

***Basic Study Program (BSP)*** – the document of discipline of the required

component within the core curriculum on specialty defining the content,

volume / amount, suggested reading and approved by the Academic Council of the University.

***Office of the Registrar*** - service in charge of registering the history of educational achievements of students and providing the organization of all kinds of knowledge control and calculation of their rating.

***Incomplete*** - discipline is not complete.

***Audit (AU)*** - the course was attended by a student.

***Academic Withdrawal (AW)*** - removal from discipline.

***Teaching practice*** - professional practice aimed at consolidating the theoretical knowledge acquired by students in the learning process in higher educational institution for acquisition and development of teaching skills, professional excellence and managerial skills on the profile of the future educational specialty in the education system.

***GPA*** – set annually for each grade level average measuring academic achievement required for transferring to the next course of study.

***Credit Transfer*** - recognition of equivalence of discipline content studied in another educational institution or on another study plan approved and currently in force with introducing the discipline and grades obtained in the student’s transcript.

***Add / Drop Period*** - the period when students may change their IC, giving up one course and recording to another one.

***Retake*** - second attempt of courses in case of "unsatisfactory» («F») final grade.

***Pre-diploma practice*** - professional practice conducted before the diploma design beginning for collecting the necessary material by the student to implement bachelor graduation work.

***Pre-requisites***  - list of disciplines, containing the knowledge and skills necessary for mastering the subjects.

***Midterm Examination*** - control of students’ academic achievement conducted in the middle of academic period.

***Post-requisites*** - disciplines, for the study of which are required knowledge and skills acquired on completion of study of the discipline.

***Diploma Supplement*** – Common European standardizedsupplement to the official document on higher education which has been developed on the standards of the European Commission, the Council of Europe and UNESCO, and is used to describe the level, content and status of the studies that were successfully completed by the winner of educational qualifications.

***Internship*** - professional practice aimed at consolidating the theoretical knowledge on basic disciplines and majors through practical implementation of responsibilities by students, acquisition of practical skills and learning best practices of professional and organizational work for the future specialty. Students are trained to work under real working conditions in the course of practical training.

***Midterm attestation of students*** - procedure performed during the examination session to evaluate the quality of mastering of partial or all content of academic discipline after completing studies.

***Working Study Plan (WSP)*** - document developed by the University independently on the basis of core curriculum or standard study plan and students individual curriculum.

***Handouts*** - visual illustrative material distributed at the lessons to motivate students to creative successful mastering of topics (thesis, lectures, references, examples, glossary, tasks for independent work, and others.).

***Midterm control*** – evaluation of educational achievements of students at the end of section (module) of an academic discipline according to academic calendar.

***Independent work of students*** (***IWS / IWM / IWD***) - Work on recommended list of topics for independent study provided with educational literature and recommendations, controlled by tests, examinations, colloquiums, essays and reports; it is divided into independent work of students (*IWS*), independent work of a master students (*IWM*) and independent work of doctorates (*IWD*).

***Student / Master / Doctorate Independent Work under Teacher Supervision***

(***SIWTS / MIWTS / DIWTS***) – extracurricular student work under teacher supervision conducted according to the approved schedule; depending on the type of students it is divided into: independent work of a student under teacher supervision (SIWTS), independent work of master student under teacher supervision (MIWTS) and independent work of a doctorate under teacher supervision (DIWTS).

***Syllabus -*** curriculum of discipline, including description of subjects studied, the goals and objectives of discipline, brief content, themes and duration of their study, tasks for independent work, consultations, schedule of students' knowledge control, teacher requirements, evaluation criteria and references.

***GPA (Grade Point Average***) - average score of students’ educational achievements determined for one academic year on selected program as the ratio of credits sum of products and digital equivalent of grade points of midterm attestation assessment on disciplines to the total amount of credits on disciplines of midterm attestation.

***Calculating GPA***: sum of products of digital equivalent of grade points for the amount of credits of discipline, divided into total amount of credits.

|  |  |  |  |
| --- | --- | --- | --- |
| **Discipline** | **Number of Credits** | **Letter Grade** | **Numerical equivalent** |
| Chemistry | 3 | A | 4.0 |
| Computer science | 2 | B | 3.0 |
| Physics | 6 | F | 0.0 |

Chemistry 4.0 х3 = 12.0

Computer science 3.0 х2 = 6.0

Physics 0.0 х6 = 0.0

Sum of products = 12 + 6 + +0 = 18.0

Overall amount of credits = 3 + 2 + 6 = 11

GPA = Sum of products / overall amount of credits = 18,0 /11 = 1,64

***Academic transcript*** is a document that contains the list of the courses taken for a certain period of training with credits and grades given as letters and figures.

***Current control*** is a systematic control of students’ knowledge according to the syllabus conducted by the teacher in the classroom and during extracurricular classes in the course of academic year.

***Theoretical training*** is a part of the educational program, which includes General studies, basic disciplines and majors on the standard study plan and the disciplines of the state compulsory, social - communicative and professional modules - on the basic study plan.

***Standard study plan*** is an educational document, developed on the basis of the Classifier of the specialties of higher and postgraduate education of the Republic of Kazakhstan and the State educational standard that provides the structure and scope of the educational program on the disciplines with the list and the minimum amount of the credits of the disciplines of the core component and all types of practices, final assessment, approved by the authorized body in the field of education.

***Tutor*** is a teacher conducting training sessions and acting as a student’s academic consultant on mastering of a certain discipline.   
***Educational training***  is a kind of professional practice conducted in the junior courses, which provides the combination of academic and practical content of the educational process at the beginning of the development of the future specialist within any basic disciplines. The main purpose of the practice is to acquire professional skills through self-practice. It is conducted in the places for passing practical training and it is of an introductory and excursion –research character.

***Educational and Methodical* *Work*** is an activity of the University to provide educational process with psycho-pedagogical, didactic and methodological and educational material objects to achieve its training, educational and developmental purposes.

***Student’s Academic Achievements***  - is a level of knowledge, skills and competences on the discipline (module) or the component of the educational program demonstrated by a student and confirmed by a corresponding grade according to the score-rating system.

***Educational-methodical complex on discipline*** is a document consisting of a syllabus, brief lecture notes,assignments for laboratorial, practice and seminars, assignments for individual student’s work /individual master student’s work / individual PhD student’s work, study and practical materials for individual work on the topics and types of classes (cases, problem books, articles for analysis and etc.) and literature availability information on the given discipline**.**

***Forms of training* -** full-time and part-time.

***Adviser*** is a teacher, acting as an academic tutor of the student in the relevant specialty and assisting in the choice of the education trajectory (the making up of individual study plan) and in the completion of the educational program for a training period. One person can act both as an advisor and as a curator.   
***Elective disciplines*** are educational disciplines included in the component of choice within the established credit and introduced by the educational institutions. They reflect individual training of a student and take into account the socio-economic development and the needs of a particular region and established scientific schools of higher education.

***Electronic Students’ Attendance and Performance Recording System*** is on-line attendance and performance record in the system «Univer» of al-Farabi Kazakh National University, constantly filled by teachers during the academic period.

1. **General Provisions**

3.1. The volume of the academic load of students is measured in credits, earned for an academic year on each discipline. Over the whole period of study at the university student should earn the required number of credits, which are usually earned for four academic years in Bachelor program, from one to two academic years in master program, three years of training in PhD program.  
The core curriculum of each bachelor unit contains three subjects: state compulsory, social-communicative and professional. Each block has a list of the disciplines of the core component or component of choice, indicating the number of credits. Each discipline is studied, as a rule, within one semester, but the curriculum is based on the principle of the sequence of studying disciplines and strict accounting prerequisites in the study of each discipline.  
Curricula for Master's and PhD specialties have a modular basis and include three blocks of modules. Master program includes state modules, professional compulsory modules and modules of individual educational trajectories. PhD program includes the compulsory state module, the elective modules of professional specialization, the modules of individual educational trajectories. Disciplines that consist of one module can be studied simultaneously for a semester, and sequentially, for a academic year.

3.2. The academic year consists of the academic period (semester), which includes the formative assessment of knowledge, final assessment of knowledge (exams), final examination (for the final year), practices and holidays. The duration of the semester of theoretical training is from 8 to 15 weeks, except for the summer semester.  
3.3. Summer semester lasts up to 6 weeks. As a rule, summer semester includes the disciplines because of which students have not completed the study program, as well as other disciplines, including students of other disciplines and from other universities.

In summer semester the training is done on the payable basis.

Summer semester allows students to eliminate their unsatisfactory grade on the disciplines, to eliminate differences in the curriculum, to correct their individual plan due to the timely study of prerequisites, to raise their GPA. To earn the required credits for the summer semester the student may register for not more than nine (9) credits not later than two weeks before the start of the summer semester.  
Student who has fully studied the course, but hasn’t earned a minimum transferable point , in order to increase their GPA are provided with the opportunity in the summer semester to re-learn some disciplines on the payable basis (except for the discipline "History of Kazakhstan" which includes the passing of state exam) and retake the exams on them.

3.4. The duration and terms of each academic year are indicated in the academic calendar, which is published and brought to the attention of students and teachers’ attention not later than three months before the start of the academic year. To ensure the broad awareness of students on the content of elective subjects (modules) offered by the faculty, the catalogue of disciplines is compiled by the chairs for each unit of study plan. The Department of Academic Affairs and the Institute of postgraduate education offer these catalogues to the students’ attention.   
See in details §§7, 8, 13, 14.

**4. The choice of the educational trajectory by the students**

4.1. The student creates his/her own individual educational trajectory based on the core curriculum of specialty and the Catalog of disciplines (modules). The student chooses the required number of compulsory and elective subjects (modules), which are included in the individual educational plan (IEP). After that, in accordance with the core (model) curriculum on specialty and the individual educational plans of students the working plan on specialty is created for the academic year.

The student is responsible for creation of his individual study plan and the full completion of the course in accordance with the requirements of the working study plan on the specialty.

4.2. Individual educational plan for the academic year is fulfilled under the supervision of advisors. The list of advisors approved by the dean of the faculty and submitted to the Registrar's Office. Individual planning of the training of the master and PhD students is carried out with the participation of their scientific supervisors (consultants).  
For the students who are taught by distance learning technologies the center of distance learning appoints a tutor for the development of individual curriculum. 4.3. The maximum number of credits included in IEP of the student should correspond to the number of credits established by the core curriculum for the current semester and academic year of study respectively. Students whose training is done on the contractual basis, can develop their IEP with fewer subjects than it is provided by the curriculum, but in this case the duration of their training increases.

4.4. The catalogue of disciplines (modules) contains the information about disciplines, their brief description, which is brought to the attention of students by graduate chairs and advisors, as well as it is placed in the «Univer» system and on the website of the university.

4.5. Educational-Methodical complex on disciplines (EMCD) are placed in the «Univer» system not later than 10 working days before the start of the semester in which the given disciplines (modules) are studied. The access to the placement of EMCD is closed automatically after the deadline.

4.6. The choice of the disciplines (modules) should be done with the obligatory account of the sequence of the study of the disciplines. The student can’t be registered in the discipline if he or she didn’t complete the prerequisites for the discipline in the previous semester.  
 To comply with the principle of prerequisites the head of the graduate chair and advisors should timely inform the students with academic debts that they can liquidate them in the future periods of theoretical training.

4.7. The formed individual study plan (ISP) is signed by the student and handed to advisors for approval in 3 copies.

If there are no comments the adviser signs ISP and passes it to the office of the Registrar. Following the approval of the dean of the Faculty one copy remains with the student, the second copy is transferred to registrar's office by the adviser for certification process use, and the third is kept by the advisor and serves as the basis for monitoring the implementation of the study plan by the student. Deadline for taking the IEP to Registrar’s Office is the 1st week of the semester. Student’s IEP is registered under his personal identification number.

4.8. On the basis of the basic and individual study plans working study plan is developed by the departments, approved by the Academic Council of the University, after the recommendation of the Faculty Academic Council and the Scientific and Methodological Council of the University.

4.9. The student has the right to change the ISP in the frame of the working study plan prior to theoretical training at the time of registration, specified in the academic calendar or during orientation week.

4.10. Credits scored by undergraduates and doctoral students in the period of study at foreign universities on the basis of international educational exchange programs or affiliate programs of Al-Farabi KazNU in the framework of academic mobility which are relevant to the curriculum can be counted. For credit transfer the department establishes equivalence of course content covered in a foreign university with the discipline syllabus based on Al-Farabi Kazakh National University study plan.

*See. §§7, 8, 13, 14, 15, 18, 19, 24, 28, 29, 34, 35.*

1. **Registration to attend course sessions**

5.1. Course sessions on each discipline (module) and the formation of the schedule are implemented on the basis of registration of students to the discipline (module). The student must sign up for a certain number of credits provided by the specialty study plan.

5.2. Registration of a student to study the disciplines (modules) in the course of the upcoming academic year is held in the ‘Univer’ system (http://univer.kaznu.kz) of the Al-Farabi Kazakh National University in online regime provided consultative and methodical consultation of the department following detailed discussion of their individual learning path with the adviser (supervisor/consultant), who gives an explanation for the choice of subjects according to the approved curricula and catalogue of disciplines.

Dates of registration are specified in the academic calendar.

5.3. During the orientation (organizational) period, the terms of which are specified in the academic calendar, recruits newly enrolled in the university are familiarized with the information on the credit system and the discipline registration procedure.

During the orientation week a meeting with the representatives of the administration, faculty deans, heads of departments, and advisors are organized. Each student is assigned an identification number ID (login), under which he registers his individual curriculum through online registration to academic disciplines.

5.4. Registration of students enrolled in Al-Farabi Kazakh National University is made prior to the beginning of the first semester after passing an orientation period. For this category of students the basis for registration access is an order of students / masters / PhD doctoral students on admission to the University and payment for a semester (if the training is carried out on a fee basis).

The rest of the students register to the discipline of the next academic year and retake during the registration period specified in the academic calendar.

5.5. The basis for registration access is:

* completion of all prerequisites required for the study of a particular

discipline;

* lack of financial debt to pay for tuition;
* passage of student’s comprehensive medical examination (at least

once per academic year).

5.6. Registration to the summer semester is carried out at the end of the spring semester, in addition to students of the final year of study.

5.7. Registration a Retake is carried out in a timely manner of the general registration, but provides a preliminary tuition fee as retake of discipline is carried out only on a fee basis for all specialties and forms of education.

5.8. Academic classes of students are generated by the principle of a sufficient number of students registered for this discipline. The minimum required number of registrations for mandatory disciplines in a bachelor degree is:

* lectures – from 40 people;
* Practical trainings – 20-25 people;
* language, laboratory classes – no more than 12, except for the discipline specialties with a small contingent of students.

Academic class with the small student contingent register for elective disciplines according to the principle: the group is formed on the basis that all students should select one and the same discipline. The total number of students in a given case should be at least 10-12 people.

If the number of students is less than the specified minimum, the discipline does not open. Students, enrolled in this discipline are warned about this, and within 3 days after the registration they are asked to make a reselection of a discipline.

In case if registration of students for the educational discipline excesses the maximum set number, an additional academic class is formed on the discipline.

5.9.When forming groups in master's and doctoral PhD the University is guided by the relevant regulatory and instructive documents of the RK MES. The maximum number of academic class makes 20-25 people, with the exception of specialty disciplines with a small contingent of students.

5.10. Al-Farabi Kazakh National University offers distance education technology with the use of electronic teaching materials (e-ECD etc.). Distance learning of certain disciplines of the curriculum is allowed in case if there exist normative documents of the RK MES.

*See. §§7, 8, 13, 14, 18, 19, 34, 35.*

1. **Student’s Independent Work**

6.1. Under the conditions of the credit technology a large amount of independent work is carried out by students for full implementation of educational program, which is divided into two parts: an independent work that is done under the guidance of a teacher (SIWT, MIWT, DIWT), and the part that is executed completely independently.

6.2. Independent work under the guidance of a teacher is an extracurricular work of students, which is performed in contact with the teacher on a separate schedule during office hours of teacher approved by the faculty dean. This type of work includes instruction on the most complex issues of the study programme, homework, course projects (works), control of semester papers, reports, and other forms of independent work.

6.3. All kinds of independent work are necessarily described in the syllabus and ESD with specific tasks, evaluation criteria and delivery schedule tasks.

6.4. The student may not be present in the classroom according to the schedule of SIWT, MIWT, DIWT if the performance of independent tasks do not present any difficulties. The presence of the teacher in the classroom during the office hours is obligatory. Substitution of office-hours by seminars, practical and laboratory classes is not allowed.

*See. §§7, 13, 14, 20, 42.*

1. **Research (experimental research) work of students**

7.1.In the framework of the educational programs graduate and doctoral students perform research (experimental research) works, including preparation of publications and master's/doctoral thesis.

7.2.Research (experimental research) works performed under the guidance of scientific advisers/consultants, are approved by the decision of the Academic Council of the faculty and university, by the order of the rector of the university during the first two months after enrollment.

Professional compliance of scientific advisers/consultants must be confirmed by his/her scientific research publications in foreign and home scientific journals with a non-zero impact factor on the profile of the research of the student.

7.3. Besides their research (experimental research) work graduates and doctoral students in addition to their individual study plans, make and approve individual work plans for the entire period of study, including an individual plan of research/experiment research work; plan of practice; thesis topic with the rationale and structure; plan of dissertation performance; plan of scientific publications and foreign internships.

7.4.Scientific advisors/consultants of master's /doctorate students participate in the development and approval of individual work plans of master’s/doctorate students, send them to training and research/experimental research work, and are responsible for the timely quality performance of all types of work by students, provided in the individual work plan.

7.5.Credits to perform research (an experimental research) work of master’s and doctorate students are distributed by semesters of study. At the end of each academic period, students present the results of the work carried out at the meeting of graduating chair in the presence of the supervisor/scientific advisers.

7.6. Evaluation of the results of research/experimental work of master’s and doctorate students is carried out on a 100 score points scale during the period of training for each stage of research (experimental research) work.

7.7.Master’s and doctorate students in the framework of the individual work plan must have mandatory internship abroad to work on dissertation research theme at a leading university and/or a major research center near or far abroad.

Foreign scientific training program is developed in accordance with the training direction and the individual plan of research/experimental research of the student and approved by the Academic Council of the Faculty. Finance standards of foreign internships are set by the relevant regulatory documents of the MEandS of RK and the Regulation on internship of students abroad and faculty of the university.

Master’s and doctorate students, traveling to a foreign scientific training should supply a certificate of foreign language knowledge (TOEFL, IELTS certificates for English or equivalent in other foreign languages).

*See. §§7, 8, 14, 15, 30, 32, 33.*

**8. Control of students’ progress**

8.1. There are the following forms of control of students’ achievements:

- current control

- midterm control

- Midterm Examination

- Final Examination

8.2. Current control is a systematic testing of knowledge ( students’ progress) in accordance with study program implemented by a teacher in the classroom and extra curricular classes within academic period.

8.3. Midterm control is testing of knowledge ( control of students’ progress) at the end of completing large sections (modules) of one of academic disciplines, carried out according to academic calendar. It includes the results of the current control and the results of midterm control are introduced in the register in “Univer”. Number of midterm controls is determined (set) by a Basic study plan and indicated in the syllabus of the discipline.

8.4. Midterm Examination is a control of students’ progress, being held in the 8th week of the semester. Maximum rate of progress in Midterm Examination is 100 points. Results of Midterm Examination are recorded (entered) in a separate examination sheet in the system of “Univer” and taken into account in the final assessment on the discipline.

8.5. The form of holding current, midterm controls and Midterm Examination according to the specifics of the discipline is set by a teacher. Current, midterm controls and Midterm Examination can be held in the form of colloquium, test tasks, written control works, evaluation of students’ participation in debates, round tables, business games, case studies, etc. Detailed information about forms of holding current and midterm controls is included in the Syllabus of the discipline and students will be informed of it in the first two weeks of the semester.

8.6. The maximum grade for progress in midterm controls on a discipline is 100 score points for each midterm control including the results of current controls. Results of midterm controls are recorded in the midterm list in the system of “Univer” no later than on Monday of the next attestation week. It is not recommended

to put more than 50 points in midterm attestation week. Changing the results of midterm control in order to increase them is not allowed.

8.7. If a student hasn’t collected the required amount scores for midterm controls for valid excuse, confirmed by a document ( by sickness with a submission of supporting documents (covering voucher certified ) from Students’ Polyclinics in Almaty and etc.)), he can be rated “I” (“Incomplete”). To change “I” to standard assessment, a student having received an appropriate permission should meet with a teacher and determine the amount and forms of tasks, required to perform.

8.8. Students who do not pass course papers (projects) are not allowed to take the examination on the appropriate discipline.

8.9. Final Examination is testing students’ progress being held after completing the the study of the subject during examination session (midterm attestation). The students who have scored no less than 50 score points are allowed to take the final examination (Midterm 1+ Midterm 2/2). The Maximum score for examination is 100 points.

8.10. The duration of examination session and number of examinations are set in accordance with the approved the Basic study plan on the specialty and academic calendar. Responsibility for the organization and conducting of examination session is laid upon the dean of the faculty, Department of academic affairs, IEQ and office registrar of the university.

8.11. Students should pass all the examinations in strict accordance with the working and individual study programs. The form and procedure for holding an examination in each academic discipline are set by AcademicBoardof the faculty no later than one month after the beginning of academic period.

Examination sessions for students of correspondence courses, their period and number of exams for academic year is set by the curriculum of the specialty. Admission to the examination for students of correspondence courses is carried according to an analogues instruction as well as full time students.

8.12. In the final year external evaluation of educational achievements is carried out in order to assess the quality of educational services and determination of the level of the knowledge volume mastered by students in the discipline envisaged by the educational programs. In detail see 7,8,13,14,37,40,43,44.

**9. Assessment of students’ knowledge**

9.1. Educational achievements of students in all forms of educational tasks are evaluated by score-rating letter system of assessment.  
To assess the level of competency the Department should work out competence-oriented questions that are approved by the chairman of methodic bureau of the Faculty

9.2. After the final Examination positive grades are recorded in examination sheet of the academic discipline and in a student’s electronic grade book. Grade F «Fail" is recorded only in the examination sheet.  
Assessment of current progress is not less than 60% of the final assessment of knowledge on the discipline, and an examination score is not less than 30% of the final assessment of knowledge on the discipline.  
The final assessment is calculated only in the case if the student has a positive assessment, both in midterm and final control.  
9.3. Results of the examination according to the examination sheet is recorded in «Univer» by a teacher within 48 hours after the exam.  
9.4. The student who disagrees with the result of the final exam, may submit a statement of appeal in the form of appeal application addressed to the Chairman of the Appeals Commission not later than the next day after issuing the results of the examination in the electronic list in the system of «Univer».  
The appeal is considered only in the case if the student's answer sheet will point to the wrong question or inconsistency with the study program of the dicsipline. The appeal commission is formed by the order of the Rector for the period of examination session, out of the numbers of teachers whose qualifications fit the profile of the disciplines. Within 24 hours the appeal commission should consider the application and take a decision on the revision of the grade or confirmation the original grade and draws up protocol of the meeting of the commission. The decision of the Appeal Commission is accepted on the basis of commission re-examination of student’s written work or examination results in the test form. If the student as the result of the appeal revision has received the grade below than he has got in the exam, then the last grade is recorded into the transcript and this grade is taken into accountin the calculation of GPA. The results of an appeal are introduced by Office Registrar after the approval of the Appeals Commission by Vice-Rector for Academic Affairs.  
9.5. Evaluation) «AU», «F» can be changed by exam re-take on the discipline, but they are recorded in a transcript, along with the changed points, and the GPA is calculated according to the last scores.  
9.6. In the case of having «F», the student has the right for Retake exam on the discipline, but not more than three times. Retake exam on the discipline is carried out only on a fee basis.  
After four weeks from the start of the course the student who takes Retake exam has no right to drop the discipline, otherwise the student gets grade «F» for the discipline. Payments made for the discipline, is not refundable.  
9.7. The student who receives a failing grade for elective courses, has the right to re-take that discipline or replace it with another elective subjects from the same block. Substitution of the discipline must be agreed with an adviser and Office Registrar.  
9.8. Evaluation «I» is put to students, provided the learner has collected scores no less than 50 points for the midterm control, and did not attend the exam for valid excuse confirmed by documents (for sickness providing certified documents from students’ polyclinics in Almaty, etc.). For getting «I» the student submits a statement to the Vice-rector for academic affairs with a visa of a teacher, the dean of the faculty, department of educational process and the director of DAA, (indicating) the reasons for missing the examination and applicationof original of supporting documents within 2 working days from the day of the exam. If the reason for missing the exam will be recognized as valid excuse in agreement with the Vice-Rector for Academic Affairs, by Dean’s order, the student will get (bear) the score «I» and set an individual schedule of the exam.  
The score «I» is changed (replaced) to a standard assessment (grade) («A», «B», «C», «D») by office Registrar after passing an exam within 30 days at the beginning of the next semester in the case of winter examination session and within summer semester in the case of summer examination session. According to the examination schedule presented by a teacher (other works) office registrar will issue the examination sheet to change the grade in the system of "Univer". If the student has not fulfilled all the requirements within the prescribed period (of time), Office Registrar transfers tscore «I» in «F», i.e., "Unsatisfactory" on the basis of the examination sheet, signed by the teacher.  
In the absence of a teacher at the University for valid reasons (good cause), who has put score «I», head of the Chair appoints another teacher to complete the discipline and transfer evaluation «I» in a standard assessment. If the student leaves the University before the expiry of the correction of the grade, «I» remains in the transcript unchanged.  
9.9. Score «AU» is put to the student who wants to attend the discipline without final grade. Students pay for such courses in full in compliance with the payment set in Al-Farabi KNU. Students who register to the discipline as a listener should inform it to the Office Registrar. The examination sheet of the student is recorded «AU» automatically.  
9.10. Attendees of such disciplines can be students of Al-Farabi Kazakh National University as well as students who are not enrolled in Al-Farabi Kazakh National University, but who paid the tuition for the discipline.  
9.11. Students on a contractual basis for the first week of the end of the re-registration («Add / Drop») may apply to the head office registrar, stating the reasons of his decision to drop the discipline. The application must be agreed with the adviser. In the case of a positive solution to the issue of the application , it is signed by the Dean of the Faculty and sent to the Office of the Registrar.  
9.12. The student may be removed from the study of the discipline for academic reasons on Academic Withdrawal with setting (recording) evaluation «AW». The reasons of Academic Withdrawal may be:  
- systematic non attendance of the course without a valid reason (36 hours);  
- failure to comply with individual assignments, SSS/ MSS, regular disruption the schedule of delivering the tasks by students, other violation of the rules of training set at Al-Farabi Kazakh National University;  
- violation of house (internal) rules (instructions).  
Teachers can specify additional conditions in the syllabus under which students are made to remove from the discipline for academic reasons.  
Removal from the disciplines by Academic Withdrawal included in the list of compulsory (subjects) discipline, the student must re-take the course only for a fee.  
9.13. Retake of the exam with the positive grade of final exam in order to increase it within the same period, is not permitted.  
9.14. According to the Rules of Conduct on the exam the student who violates the rules of behavior on the exam (use of crib sheets, cell phones, being late without good reason) is removed from the examination, he gets a grade «F», and he re-takes this discipline for a fee.  
For repeated violation of rules of conduct on the exam the student may be submitted to the expulsion from the university on the basis of the submission of the Ethics Council of the faculty.  
The final score of the discipline can be canceled within 6 months, in the case of ​​revealing violations of rules of conduct on the exam (use of cribs, cell-phones devices, being late for an exam without any good reason, having conversation (consulting) at the exam etc.) by Video cameras observation.  
9.15. Students who have completed the course program, but did not gain the minimum transfer point, in order to increase their GPA, is given the opportunity to retake the exams on the disciplines in the summer semester on a fee basis (except for the discipline "History of Kazakhstan, that is taken state exam in)

9.16. Students who receive the set level GPA score are transferred to the next course by order of the rector of the university. The required GPA score for transferring from course to course is set by the Academic Council of the Faculty at the beginning of the academic year. The student who does not gather the required GPA score points repeats the course on a fee basis. The student who needs repeat the course, has the right to be trained on the previous individual study plan or to form a new study plan, developed according to established instructions.  
9.17. In case the student who receives the required GPA score and is transferred to the next academic year, but has the academic debts can re-take the discipline only on a fee basis.  
9.18. Students - holders of educational grants who are left tp repeat the course are deprived of educational grants and continue their further education only on a fee basis.  
Students - holders of educational grants, gaining transfer points score GPA and transferred to the next course with academic debts are not deprived of educational grants. In this case, they have to re-take (re-learn, re-train) the discipline, on a fee basis and pass an examination on it. The cost of a credit in the context of disciplines defined by the Department of Economics and Budget Planning.  
In detail see. §§7, 8, 13, 14, 37, 40, 43, 44, 45.

**10.Organization and internships**

10.1. The basic and mandatory practices of students enrolled in the Al-Farabi Kazakh National University are: training, educational, industrial, undergraduate and research.

10.2. All practices are conducted in accordance with the practice program, containing the basic requirements of practice. The program is developed taking into account the graduating department Profile specialty nature of the enterprise, the organization - a place of practice and approved by the Academic Council of the faculty. 1

0.3. Organization of practices at all stages should be designed to ensure the continuity and consistency of student proficiency skills in accordance with the level of preparation.

10.4. Educational practice of students may be conducted in subdivisions of University or at enterprises, institutions and organizations. Industrial, educational, pre-diploma practice of students held, as a rule, at enterprises, institutions and organizations that are database practices in accordance with the existing agreements on providing practice base.

10.5. Dates of the practice established by the University in accordance with the

curriculum and the academic calendar, taking into account the teaching capacity

production base of universities and organizations - bases and practice level of

preparations of students.

10.6. Curriculum of the specialty is determined by the number of credits corresponding to each type of practice. Students register in

the appropriate type of practice and include it in their own individual study plan.

The results of the practice of students are prepared by the student issues in the form of a written report, which he/she defends before the commission created by the department. The grade for the practice is equated to the grades for theoretical training and it is taken into account for the appointment of scholarships and in the calculation of the overall GPA and the student’s transfer to the next academic year and is introduced in the list of practices.

10.7. The results of practice are summed up and at the meeting of the Academic Council of the faculties with the participation of Representatives bases practices

10.8 Educational program master and doctoral scientific pedagogical direction includes two types of practices: teaching - in the organization of education and research - at the place of implementation of the dissertation research. The aim of the pedagogical practice of master and doctorate programmes is to prepare for scientific teaching activities in higher education institutions, in the acquisition and consolidation of practical skills for the implementation of the educational processes in higher education institutions, including the teaching of special subjects, training

activities of students, scientific and methodological work on the subject. Educational practice can be carried out simultaneously with and without interruption of the process of theoretical training. Research practice is carried out to get acquainted with the latest methodological and technological advances and modern methods of scientific research, processing and interpretation of experimental data, for the collection of practical and factual dissertation research materials. Educational profile master and doctoral programs include industrial practice. Practical training is aimed at strengthening the theoretical knowledge acquired during the training, the acquisition of scientific research and professional competences.

10.9. The master and doctoral students’ practice is carried out in accordance with the approved academic calendar and the individual study plan of master and doctorate students.

10.10. The results of teaching practice are discussed in the final

conference, where students make presentations and reports. The final score of

teaching practice is put by the Commission, which includes teachers of

pedagogy, psychology and head of the practice of issuing department.

The results of the research and production practices documented in the form of

a written report, which is submitted to the Commission on the graduating department.

See. §§7, 13, 14, 21, 22

**11. Organization and conducting state examination in History of Kazakhstan**

11.1. A mandatory requirement for all undergraduate academic programs of KazNU is the study of the History of Kazakhstan. Students of all undergraduate majors pass the state exam on the subject "History of Kazakhstan" at the conclusion of its study during the interim assessment, according to the approved academic calendar.

11.2. Students enrolled in the reduced educational programs with accelerated training period on the basis of higher education, do not study and do not pass the state exam on the subject "History of Kazakhstan".

11.3. The working study plan of the state exam on the subject "History of Kazakhstan" is developed on the basis of a model curriculum for the discipline and approved by the Academic Council of the University. The form of the state examination is determined by the Academic Council of the faculty.

11.4. For conducting state examination on the subject "History of Kazakhstan" the State Examination Commission (SEC) is set consisting of a chairman and members of the Commission for the period of calendar year. The candidacy of the Chairman of SEC should be appointed no later than November 1 of the current academic year and must be approved by the Ministry not later than 1 December of this year. The results the state exam on the subject "History of Kazakhstan" are taken into account when summing up the results of the examinations, taken during the semester.

11.5. In case the student receives an "unsatisfactory" grade, on the state exam on the subject "History of Kazakhstan" he/she re-attands the course on this subject on the fee-basis, and passes the state exam.

11.6. Retaking a positive grade on the state exam with the aim of rising is not allowed. See. §§7, 8, 13, 18.

**12. Academic mobility of students**

12.1. Academic mobility - students’ movement to study for a

certain academic period: semester or academic year at another higher educational

institution (within the country or abroad) with obligatory retransfer of credits earned at their institution of high education or the movement to another institution to continue studies with the purpose to conduct research, internship at foreign universities for the period from 10 days to 4 months.

12.2. The forms of academic mobility: educational training, scientific

Internship:

1) Educational (academic) internship - training, updating qualifications based on individual learning plan or international (including joint) education program, in which the disciplines are indicated, which are held in local or foreign university.

2) Science (research) internship – it’s a collection of activities that include analysis of information and scientific-theoretical materials, scientific and practical work for writing thesis, dissertations, monographs on the specialty or preparing textbooks, teaching aids based on the library fund and other resources from other universities and

countries.

12.3. 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.

1) Individual academic mobility - students moving to another educational or scientific institution (in your country or abroad) for learning, teaching, research, or increasing qualification (with the obligatory retake examination to develop educational programs in the form of credit in their high school or to continue their studies at another university in the long term academic mobility);

2) Group (collective) academic mobility - students movement by teacher’s leading or individually in a group in a certain period to another educational or scientific institution (in your country or abroad) for learning, teaching, research, or increasing qualification (with the obligatory retake examination to develop educational programs in the form of credit in a high school or to continue their studies at another university in the long term academic mobility);

3) Internal academic mobility - students, teachers and researcher’s movement to study or studies in a certain academic period: semester / academic year at another higher education institutions of Kazakhstan with the obligatory retake examination to develop educational programs in the form of loans in their high school or to continue their studies at another university.

4) External (international) academic mobility - students, teachers and researcher’s movement to study or make research work in a certain period of an academic term or academic year in a foreign university or school with mandatory credit earned in their high school or to continue their studies at another university.

5) Incoming (international) academic mobility- is a foreign student’s movement to foreign educational institutions for training there or doing research work and having internship for a period from 10 days to 1 academic year (from the development of educational curricula in the form of loans rated at the long-term academic mobility).

Short-term academic mobility – student’s movement to a foreign educational institutions and foreign educational institutions for a period from 10 days to 4 months;

6) Long-term academic mobility - foreign students movement to schools and foreign educational institutions for a period from 4 months to one year.

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

12.5. Goals, objectives, general rules and insurance of the implementation of the academic mobility of students correspond to the basic principles of the Bologna Declaration.

12.6. Academic mobility of students at al-Farabi University.

It carried out within the framework of inter-institutional contracts / agreements or joint projects: tripartite agreement / contract student, the sending and receiving institution for internal academic mobility, and invitations to international

academic mobility. See. §§7, 2313.

**13 Final attestation of students**

13.1 Students’ finalattestation in al-Farabi Kazakh National University is carried out for specialties of higher and postgraduate education as determined by academic calendar and approved by the study plans and working programs of specialties.

Undergraduate students’ final attestation is conducted in the form of final state

examinations and defence of degree work (project). Master's and Doctoral students’ final examination includes a comprehensive exam and defense of

thesis.

13.2. For final attestation evaluation a State Attestation Commission (SAC) for each specialty for all forms of training is created. By the15th of October of the academic year Faculty deans submit to the Department of Planning and support of the educational process, the Department of Academic Affairs and the Institute of postgraduate education, the list of candidates for state attestation board (SAB). As a rule the chairman of the SAB selected from the number of professors, scientists, experienced teachers, and experienced specialists from enterprises, corresponding to the profile of the graduates, and not working in the university. The candidature of SAB chairman of is sent for approval to MES no later than the 1st November of the current year.

13.3. Admission to the final attestationof students is carried out by the order of Faculty dean no later than two weeks before the final certification and submitted to the SAB. Admission of master and doctorate students to the defense of theses is carried out by the order of the rector of the university.

Final attestation is allowed to students who completed learning process in accordance with the requirements of the study plans and working programs. Student’s final year without fulfillment of the requirements of the individual worker and the curriculum and training of workers’ programs is to re-training course without passing the summer term.

13.4. Timetable of SAB is approved by the rector and made public by two weeks before the state examination.

13.5. The topics of bachelor students’ graduation works and reviewers are approved by the order of the rector of the University in a general list. The reviewers, their place of work and their position are also approved by the order of the rector.

13.6. Topics of dissertations and doctoral graduates are approved by the order of the rector and by decision of the Academic Council University during the first two months of training.

13.7. Reviewing research paper / master's or doctoral thesis is carried out by the external experts from outside organizations, whose qualifications correspond to the profile of the thesis.

13.8. A comprehensive exam is taken not later than one month before the defense of the thesis. and not later than three months - to doctoral thesis.

13.9. University independently develops and approves the working program of the

state examination on the specialty, comprehensive examinations program for

master and doctorate students. The requirements to the examinations should be based on working programs of the subjects.

13.10.Defense of the thesis (Master's thesis), is carried out in the open

SAC board. The defense of doctoral thesis is carried out at the meeting of Dissertation Council.

13.11. It is allowed to take two state examinations on profile disciplines instead of defending a thesis in case: if the student

1) is on the long-term treatment in a hospital (over one month), based on

Medical information about health condition;

2) has a child under the age of 3 on the basis of a child’s birth certificate;

3) takes care of sick parents on the basis of a medical certificate on the state of

parents’ health;

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

13.12. The student defense final work (thesis / project or master / doctorate) if he has positive reviews from the scientific superviser. If a scientific superviser gives a negative reference "not allowed to defend ", the student does not defend the final work.

13.13. Master students should publish at least one scientific publication on the topic of the master's thesis.

. On the subject of his doctoral dissertation there should be published at least seven papers.

13.14.Diploma works , masters and doctoral thesis should be examined for plagiarism.

13.15. The results of state and complex exams and defense of diploma works, master's and doctoral thesis are announced on the day of the exam and defense. Decisions on assesment of defense, as well as the award of qualification of academic degree and diploma of the state sample (with or without honor) is accepted by the SAB in a closed session by an open vote, by simple majority vote of the committee members who participated in the meeting.

13.16. Retake of state / final examination and redefense of master's thesis in order to increase the positive degree is not allowed. Students who have received unsatisfactory grades on a comprehensive exam retake of the examination is not permitted in this period. The documents on the state of health, submitted to the SAB after receiving unsatisfactory mark will not be considered.

13.17. Master student / doctoral candidate, who miss a final exam for valid reason, should write a statement addressed to the Chairman of the SAB, provides legal documents, and only then is allowed to take the exam on a different day of the meeting of the commission. Master student / doctoral candidate, who has passed a final exam with a satisfactory grade is allowed to submit master's / doctoral thesis.

13.18. In case of «F-deficient" assessment grade to retake state exams and / or re-defense of the thesis (Master's thesis) in a given period of final certification is not allowed.

13.19. In cases when the defense of degree work (project) / Master's thesis was evaluated unsatisfactory, the SJC allows the student to re-defense the same work with refining or developing a new theme.

13.20. Students, who during the final certification evaluation got "unsatisfactory " grade are expelled from the university by decree/ order of the head of the university with the issuance of a certificate of the established form.

13.21. The retake of final examination is held in the next period of the final certification only for those forms of it, which in the previous final certification were rated as "unsatisfactory". The list of subjects to be discussed at state / comprehensive exams for those who have not passed/failed the exams is determined by the approved curriculum, which is valid till the end of the current year for those who studied the theoretical course.

13.22. To retake the final assessment exam, the student expelled from the university, no later than two weeks before the final certification of the next academic year, writes an application to the head of the educational organization to ask for the access permit to the forms of it, which were estimated «F-deficient." The student is allowed to retake the state / comprehensive examination and / or re-defense of his master's work only on a fee basis.

13.23. By the decision of the SJC, the students who passed the final certification exams and confirmed the development of appropriate vocational training programs of higher education are awarded the qualification and (or) an academic degree "Bachelor" for the respective specialty and issued a state diploma with the application.

By the decision of the SJC the students who passed the final certification exams and confirmed the development of appropriate professional training program of Magistrates are awarded the qualification and (or) the academic degree "Master" for the respective specialty and issued a state diploma with the application.

The students, who passed the final certification and confirmed the development of appropriate professional training doctoral program, at the request of KKSON MES dissertational council are awarded the academic degree of "Doctor of Philosophy» (Ph.D) or "Doctor of the profile."

13.24. The main criterion of completion of the educational process for the preparation of masters and doctors of philosophy (PhD) or Doctor of the profile is the development of doctoral education program in the volume of knowledge stipulated by the State educational standards of postgraduate education.

In case of earlier development of educational program of Magistracy and successful defense of his thesis the student is awarded an academic Master's degree, regardless of the length of study

In case of earlier development of educational programs and successful doctoral thesis defense by the request of KKSON MES of the dissertation council on doctoral scientific degree, the student can be awarded the degree of doctor PhD or doctor on a profile regardless of the length of study.

13.25. The bachelor who passed the exams and differentiated tests , rated as A, A - "excellent", B, B, B + "good" and having a GPA (GPA) for the entire period of study of not less than 3.5, and who successfully completed all

state examinations and defense of his thesis (project) are rated A, A "excellent", diploma with honors (excluding evaluation of military training).

The student who had to retake the period of training or re-examinations does not receive a diploma with honors.

13.26. Masters and doctoral, who completed the full course of theoretical instruction educational program, but did not do the research (experimental research) component are provided with the ability to re-take the components of credit research and defend his dissertation in the next academic year, on a fee basis. This payment shall be the subject of only untapped credit research (experimental research) components.

13.27. Graduates of accredited specialties on their request and on a fee basis are issued with the European Diploma Supplement to Diploma Supplement.

See. §§7, 8, 13, 14, 15, 31, 32, 33, 36.

**14. Registration/ records history of educational achievements of students**

14.1. The history of educational achievements of students is reflected:

- In a e-record book with indication of the disciplines, teachers, the results mid- and final tests, mid-term and final certification, as well as all types of practice;

-in the transcript, which contains a list of the disciplines developed in the same period of study with an indication of credits and assessments in alphanumeric terms.

14.2. The transcript records all final grades of the student, including the positive results of retake examinations.

14.3. The transcript is issued to students in cases of expulsion/withdraw, academic mobility, internships abroad; to prescribe an order for a discount in the payment and Presidential scholarship; to transfer of a student from contract basis onto the State educational grant; for practical training in companies; for getting credits from banks; to transfer within the university and to other universities; for Phd students after postdoctoral thesis defense for KKSON submission to the MES and it is issued to/for students who passed the prerequisites difference or study at the university for academic programs (external, internal) mobility.

14.4. The Diploma Supplement is issued in accordance with a 3 language transcript ​of all complete academic disciplines, all types of professional practice and the results of final state certification exams with the grades and number of credits indicating the GPA .

14.5 The transcript is issued by the registrar's office in the prescribed form.

See. §§7, 8, 13, 14.

**15. Expulsion of a student from the university, permit for academic leave**

15.1. The student of Al-Farabi Kazakh National University could be expelled from the University:

 on his own;

 in case of transfer to another institution of higher education;

 in case of any breach of discipline,: the loss of communication with the university, the systematic absence at training sessions without any valid reason (over 36 hours), being considered as not come back from a sabbatical or trips abroad (more than two weeks), failure to appear at the examination session; any violation of rules at the exam;

In case of the failure to pay fees;

any violation of inner regulation, Al-Farabi Kazakh National University Charter and the Code of Honour.

15.2. Valid reasons for absence can be medically confirmed by a certificate of student clinics provided within 3 days of the disease into the department of educational process DAV or the Institute of postgraduate education; leaving on business trips abroad, participation in national level sports and other events with the consent of university administration as well as force majeure, documented.

15.3. Students, holders of educational grants and who were expelled from the university are deprived of educational grants.

15.4. Students of Al-FarabiKazNU are entitled to a leave of absence for medical reasons, as well as in connection with doing military work in the Armed Forces of the Republic of Kazakhstan.

The procedure for granting sabbatical is carried out in full compliance with the relevant regulations of MES RK and the Law of the Republic of Kazakhstan "On Education".

In order to eliminate differences emerged in the curricula of student training one, returned from sabbatical, registers on the appropriate disciplines and re-examines them for a semester with the current thread or in an additional semester. Students - holders of the educational grant after the sabbatical and travel are re-training for free (once) ; contract students are re-training for a fee. Students returned from sabbatical fortuberculosisreason study the difference in the curriculum during the semester and do the exams free, regardless of the form of payment.

**16. The procedure of the transfer and restoration/reversion of students**

16.1. The transfer of students and undergraduates from other universities to Al-Farabi Kazakh National University is carried out only on a fee basis.

At the time the student must have a certificate of UNT or CT with not less than 60 points, and GPA (GPA - Grade Point Average) of not less than the set of transfer points in Al-Farabi KNU. For the specialties, which provide creative entrance exam certificate UNT or CT should not be less than 60 points, including: History of Kazakhstan - no less than 15 points, the Kazakh / Russian language - at least 15 points, on each creative examination - at least 15 points.

The prerequisite is the completion of the transfer students mastered the first academic period of the program according to the individual curriculum.

16.2. The transfer of students from one specialty to another, from one form of study to another within the university is carried out on a fee basis with the definition of curriculum and academic differences.

Reversion,of previously expelled ones among the number of students of AL-farabiKazNU onto all forms of education, is enacted by the order of the rector during the vacation session, regardless of the time of expel. A prerequisite for the expelled student is the completion of the first academic term of the program according to the individual curriculum.

While transfer and reversion of students the further training courses of their education are determined taking into account the prerequisites.

16.3. While transfer, masters and doctoralstudents should re-confirm the elective subjects studied in another university and the relevanceof the contents of educational curriculum should be set according to the educational program at Al-Farabi Kazakh National University. Otherwise, the difference , made in the curricula is subjected to liquidation/elimination in the prescribed manner.

The prerequisite of the transfer of graduate and doctoral students is the completion of the first academic period of the program according to the individual curriculum.

16.4. The transfer from paid tuition onto an educational grant is allowed for students who have high levels of training, and is carried out in accordance with regulatory requirements of MES and if vacancies on a competitive basis in vacation time are available.

16.5. The transfer from course to course of the students of Al-FarabiKazNU, fully complied with the requirements of the curriculum of the course, who have mastered the required volume of credits and got the set level of passing grade of GPA, is carried out by order of the rector. The students transferred to the next course, at the presence of academic debts must retake the appropriate discipline only for a fee. The students who failed to meet the requirements of the curriculum and to score an established passing GPA are remained on a retake course of study.

16.6. While transfer or reversion of students, the difference in academic disciplines of the curricula of the previous academic period is determined. Elimination of the academic difference is carried out on a fee basis

Academic difference in disciplines of the curricula is based on a list of studied subjects, their programs and the volume of academic hours or credits recorded in the transcript, or certificate issued to persons who have not completed educational course.

If the volume of academic disciplines difference exceeds 24 credits, the student is enlisted on the course below.

In order to eliminate difference in the academic disciplines of the curriculum the student is enrolled on these disciplines, attendance at all kinds of training during the academic period, does all kinds of tests, receives/gets access to the final exam.

If the disciplines of academic difference arenot included in the schedule of the training sessions of the current academic period, the student is enrolled to take them in the summer semester.

Academic disciplines difference of the curriculum, not liquidated during the current academic year, including the summer semester in the future is taken into account as an academic debt.

16.7. Re-training or re-attending classes of the sessions for the elimination of academic debt are issued on the basis of the transfer order and the presence of

 personal application of the student with visa of a faculty dean and the director of the Department of Economy and Budget Planning;

 agreement with the University to provide educational services (summer semester) with visa of the dean of a faculty;

 a copy of the receipt of payment for tuition.

Students who do not conclude the contract for onerous provision of educational services within the prescribed period (until 10 September of the current year)are subjected to withdraw/expel for the breach of discipline.

16.8. While transfer or reversion from a foreign educational organizations the student is submitted a document about the development of training programs (academic transcript, the transcript), as well as the document about the completion of the previous level of education, which should undergo the procedure of nostrification in the Republic of Kazakhstan in the established order.

Personsobtained general secondary (general secondary) and technical and vocational education in the Republic of Kazakhstan, while the transfer to a foreign university or reversion should be also certified with unified national testing (hereinafter - UNT) or complex testing (further - CT) with no grade below a threshold score.

See. §11.

**17. Procedure for the award of vacant educational grants,**

**freed up in the process of higher education**

17.1. Vacant educational grants freed up in the process of higher education, in the context of special education are awarded on a competitive basis to students for a fee in this specialty. The competition is held in accordance with the results of interim assessment with the issuance of certificates of educational grants.

In case of identical indicators of GPA during the competition for the vacant educational grants students with assessment only A, A ("excellent"), then the evaluation of A, A ("excellent") to B +, B , B ("good") for the entire period of study have preferential rights.

17.2. The awarding vacant educational grants freed up in the process of higher education, carried out during the summer and winter vacations on vacancies available on a competitive basis, in the following order:

1) a student training for a fee applies to the rector of the University for further training on educational grants;

2)the University, considered the application on a competitive basis, with the decision of the academic council of up to 5 August and 15 January of current year, addresses it to the competent authority in the field of education to make a decision. The application learning together with the decision of the Academic Council attached an excerpt from the record book or student transcript, a copy of a document proving his identity, and the testimony of the owner of an educational grant (original) expulsion from the University;

3) authorized body in the field of education shall consider the submitted documents in the context of specialties, forms and periods of study, taking into account, revenues and positive decision issued an order on awarding educational grants;

4) based on the order of the authorized body in the field of education issued a certificate of educational grants;

5) on the basis of issuing certificates of educational grants Rector issues an order for the further training of educational grant

**18. The procedure for payment of state scholarships**

18.1. Payment of government scholarships for the study at Al-Farabi Kazakh National University is carried out in full compliance with the regulations of the Government of the Republic of Kazakhstan, the MES and the Law "On Education".

18.2. State grants are paid to bachelors, masters and doctoral PhD, studying on the state educational order, and being transferred onto training under the state educational order, having received the results of examinations or interim assessment of students the equivalent of grade corresponding to "good" and "excellent".

18.3. Al-Farabi Kazakh National University encourages the establishment of scholarships for students of the University by the various social and charity organizations, national companies for the promotion of creative activity of students.

See. §§9,10, 16.

**19. Tuition fees**

Tuition fee in Al-Farabi Kazakh National University is formed based on the actual cost of providing the educational process. Tuition fee is regulated in accordance with the Agreement, the provision of educational services and is the responsibility of the Department of Economy and Budget Planning of the University.

**20. Transparency of the educational process**

20.1. The organization of educational process at the University is implemented on the principles of openness, transparency, objectivity and ethics.

20.2. Students should avoid:

- Plagiarism and other forms of unfair work;

- Prompting and cheating during any kind of control;

- Copying of solved tasks, assignments others;

- Doing an exam for another student.

The student convicted of falsification of any information, unauthorized access to the «Univer», using cribs receives final

evaluation of «F».

20.3. Teaching staff must:

- Ensure the quality of education;

- Ensure the availability of educational and methodological materials for teaching disciplines;

- have an objective to carry out all forms of control;

- perceive criticism from colleagues and students, and use it for self-improvement.

20.4. The administration implements measures to ensure transparency, openness, objectivity and accessibility of the educational process.

20.5. The university is not allowed any form of discrimination, including on social, racial, gender, ethnic, religious lines.