**§11**

**RULES OF TRANSFER AND RESTORING OF STUDENTS IN ACCORDANCE WITH THE TYPE OF EDUCATIONAL ORGANIZATION**

*Approved*

*by the Order # 19 of the Minister*

*of Education and Science*

*The Republic of Kazakhstan*

*of January 20 2015*

1. **General provisions**

1. Students’ transfer and restoration rules by the type of educational institutions (hereinafter – the Rules) were developed in accordance with the Law of the Republic of Kazakhstan dated July 27 2007 “On education” Article 5 Paragraph 16 and determine the procedure for the transfer and restoration of students in educational institutions of technical and vocational, post-secondary, higher and postgraduate education, irrespective of their form of ownership and subordination.

2. Students are transferred from year to year, or from one educational institution to another, from one mode of study to another, from one language department to another, from one specialty to another, from studies on a fee-paying basis to the government educational order.

Note. Students’ transfer from studies on a fee-paying basis to the government educational order shall be carried out by awarding educational grants that became vacant in the study process in accordance with the Rules of awarding educational grants to pay for higher education, approved by the Resolution # 58 of the Government of the Republic of Kazakhstan dated January 23, 2008.

3. Applications from part-time and evening-time education students requesting transfer or restoration shall be considered by the rector of educational institution during the summer or winter holidays, five days prior to the beginning of the next academic period in the admitting educational institution.

4. At students’ transfer or restoration, a difference shall be identified in academic disciplines of the curricula they studied in the previous academic periods.

5. The difference in academic disciplines of curricula shall be identified in the admitting educational institution basing on the list disciplines studied, their programs and volumes in academic hours or credits reflected in a transcript, or certificate issued for persons who have not terminated education (hereinafter – the Certificate).

6. At students’ transfer or restoration from a foreign educational institution a document shall be submitted about the development of training programs (academic certificate, transcript), as well as the completion of the previous level of education, which should undergo the procedure of nostrification in the Republic of Kazakhstan in accordance with the Rules of recognition and nostrification of educational documents, approved by the Order #8 of the Minister of Education and Science of the Republic of Kazakhstan of January 10 2008, entered in the Register of normative legal acts of the Republic of Kazakhstan under number 5135.

Persons who have terminated a general secondary or technical and vocational education in the Republic of Kazakhstan, when undergo the transfer from a foreign university or restoration, should also submit a certificate of the Unified National Testing (hereinafter - the UNT) or complex testing (hereinafter - CT) with a grade point not lower than the threshold grade point.

Persons who did not participate in the UNT and CT or those who did not receive the threshold grade point in the UNT and CT, take CT until the order will be issued.

7. To eliminate differences in the academic disciplines of curricula, a student registers to these disciplines, attends all kinds of studies during the academic period, undergoes all kinds of current control, receives admission to the final control.

If the difference of academic disciplines is not included in the registers of the training sessions of the current academic period, the student shall subscribe to them in the summer semester.

8. Academic disciplines difference in the curriculum that was not eliminated in the summer semester further is accounted for as an academic failure.

1. **The procedure for the transfer and restoration of students by the type of educational institution**

**Paragraph 2. Transfer and restoration of students in higher educational institutions**

22. Students of higher education institutions (hereinafter - HEIs) may be transferred or restored after being expelled if they have completely terminated the first academic program period according to the individual curriculum. At the same time, the student is transferred or restored to any mode of studies, for any specialty and in any HEI, irrespective of the expulsion time at restoration.

23. The transfer of a student from one specialty to another, from one mode of studies to another shall only be carried out on a fee-paying basis.

24. At students’ transfer or restoration, training course of their further education is determined taking into account the prerequisites. Students intended for military service in the Armed Forces of the Republic of Kazakhstan during the period of studies shall be restored to the corresponding course. At the same time, the HEIs determine the list of prerequisites required for the current academic year examinations.

25. The transfer of mastered credits shall be based on a comparison of educational programs, the content of mastered subjects list, their volumes, acquired knowledge, skills and competencies, as well as learning outcomes.

26. At the transfer of mastered credits on study disciplines, the difference in the form of final control shall not be taken into account. The test shall be equaled to the alphabetic system of evaluation of students’ educational achievements corresponding to the digital equivalent of a four-point system ranging from the minimum D (1.0; 50-54%) up to a maximum A (4.0; 95-100%), according to the rules of the educational process on credit program, approved by the Order № 152 of the Minister of Education and Science of the Republic of Kazakhstan of April 20, 2011, entered in the Registry of normative legal acts of the Republic of Kazakhstan under the number 6976.

27. The transfer of students from year to year shall be carried out at the end of the academic year (interim certification) in the light of the summer semester and GPA received (GPA - Grade Point Average).

28. An obligatory condition for the transfer of students from year to year shall be the achievement of GPA (GPA – Grade Point Average) which is not lower than the established transfer grade point at the HEI.

29. Transfer of a student from year to year shall be made by the order of the head of the HEI.

30. If a student who has a government study grant (hereinafter – study grant) upon reaching the required transfer score point is transferred to the next year of study, he/she can eliminate academic failure (if any) on a fee-paying basis, while retaining an educational grant.

31. A student having a government study grant may transfer to another HEI retaining at that the educational grant.

Students enrolled in the target places at certain HEIs supported by an educational grant as well as pedagogical specialties within the allocated quotas can be transferred to another HEI only on a fee-paying basis.

32. Master’s degree students may be transferred to another HEI only on a fee-paying basis.

33. The transfer of students and master’s degree students from other universities to a national HEI is possible only on a fee-paying basis. At the same time, a student should have a certificate of the UNT or CT with no less than 60 points, and GPA not lower than the established transfer grade point in the concrete national HEI.

34. The transfer and restoration of students from year to year, from one specialty to another, from one mode of studies to another, from one HEI to another on a fee-paying basis shall be carried out independently by the HEI and shall be reflected in its academic policy. In this case, the personal file of a student should contain a certificate of the UNT or CT for the bachelor degree course and a certificate of entrance examinations for the master degree course.

35. The transfer of a student studying on an educational grant from one HEI to another shall be done in the following way:

1) student who wishes to transfer to another HEI shall submit an application about his wish to transfer to the rector of HEI and upon receiving a written sealed consent for the transfer, shall apply to the rector of the target HEI;

2) the transfer application to the rector of the admitting HEI should have an attached copy of the transcript signed by the Vice-Rector for Training Activity and the Registrar’s Office with a sealed certificate of the holder of educational grant, application to the rector of HEI where he has studied (with the rector’s signature and seal);

 3) the Dean of the Faculty (Director of the Institute) shall identify on the basis of the submitted documents the discrepancy of disciplines in the curricula and in accordance with the mastered prerequisites sets up an educational course, makes credit transfer in accordance with the study program and approves the student’s individual study plan in consultation with the Office of the Registrar;

 4) in accordance with the visas of the Dean of the Faculty (Director of the Institute), the Registrar's Office, the head of academic department, the Vice-Rector for Academic work, the Rector of the HEI issues an order to transfer the student.

36. The rector of the HEI to which the student is transferred shall send within three week days from the date of issuance of the order a written request to the HEI, where student was previously trained, asking to forward his personal data file. A copy of the order of the student’s enrollment is attached to the request.

37. The rector of the HEI where the student studied previously, after receiving such a request, shall issue an order of expulsion containing the words “expulsed in connection with transfer to (the name of HEI)” and within three working days from the date of issuance of the expulsion order shall send the student’s personal data file to the admitting HEI.

A copy of the transcript, record book, student card and an inventory of the documents sent remain in the HEI where the student studied previously.

38. When transferring a student trained on the basis of a study grant from one HEI to another, the rector of the admitting HEI shall submit to the authorized body in the field of education and to the appropriate administrator of the budget program a copy of the order on admission of the student together with a copy of the study grant certificate, made out in his name, for the correction of Higher Education Institution’s funding volume.

39. The student trained on a study grant and having the conclusion of medical commission on prohibition to study at a certain specialty as a result of a disease acquired during the training period shall be transferred from one specialty to another on the available vacant place by the educational order.