

**NON-PROFIT JOINT STOCK COMPANY
«AL-FARABI KAZAKH NATIONAL UNIVERSITY»**



«Approved»
By the decision of the Academic
Council
Protocol No. 1
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ACADEMIC POLICY

Almaty, 2022

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1. GENERAL PROVISIONS

1.1. The Academic Policy defines the basic concepts, organization, and conditions for the implementation of educational programmes at all levels of study (higher and postgraduate education).

1.2. The Academic Policy is intended for students, faculty, managers, and employees of structural divisions of the University, as well as other stakeholders.

1.3. The Academic Policy has been developed in accordance with the current legislation of the Republic of Kazakhstan, the regulatory legal acts of the Ministry of Science and Higher Education of the Republic of Kazakhstan (hereinafter referred to as the MSHE RK) and the internal documents of NJSC Al-Farabi Kazakh National University (hereinafter referred to as the University).

1.4. The status of the Academic Policy is enshrined in paragraphs 21, 22, and paragraph 40 of Chapter 2 "Operating procedure for the activities of organizations of higher and (or) postgraduate education" of the Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018, No. 595 "On approval of the Standard Rules for the activities of educational organizations of the respective types and kinds.

1.5. The Academic Policy may be revised in case of changes of regulatory legal acts, governing educational activities in the Republic of Kazakhstan, changes in the Charter and the Development programme of the University, as well as on the basis of the University Academic Council resolution.

2. BASIC CONCEPTS

2.1. **Academic Freedom** – a set of powers of the subjects of the educational process, granted to them for independent determination of the content of education in the disciplines of the component of choice, additional types of education and organization of educational activities in order to create conditions for the creative development of students, professors, and the use of innovative technologies and teaching methods.

2.2. **Academic Calendar** - a calendar of training and monitoring activities, practices during the academic year; it also indicates the days off (vacation and holidays).

2.3. **Academic Credit** is a unified unit for measuring the volume of scientific and (or) educational work (load) of a student and (or) a professor.

2.4. **The Academic Council** is a body of collegiate managing educational and methodological work of the University.

2.5. **Academic Mobility** is the movement of students or research professors to study or conduct research for a certain academic period (semester or academic year) to another educational programs of higher and (or) postgraduate education (EHPE) (within the country or abroad) with binding transfer credits for acquired educational programmes, disciplines at the University or with the purpose to continue their studies at another EHPE.

2.6. **Examination Commission (EC)** – a commission for conducting the qualification examination of students in educational programmes or fields of study. It should be endorsed by the order of the Chairman of the Board–Rector, or by a person replacing him, consist of a chairperson who is not a professor or employee of the University, and members of the commission, who are the leading representatives of the academic staff.

2.7. **Grading System of students' achievements** – a system for assessing the level of educational achievements in points corresponding to the internationally accepted letter system with a digital equivalent and allowing to set up the rating of students.

2.8. **The Department of Academic Affairs (DAA)** is a structural subdivision that organizes and coordinates educational and methodological work at the University.

2.9. **Dual Diploma Education** – the possibility of studying in two educational programmes and curricula in order to obtain two equivalent diplomas or one main and a second additional one.

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2.10. **Distance Learning** - learning carried out with the interaction of a professor and students, separated by distance, with the use of various technologies and telecommunication means.

2.11. **Complementary Educational programme (Minor)** - a set of disciplines and (or) modules and other types of educational work, determined by students for study in order to form additional competencies.

2.12. **The European Credit Transfer and Accumulation System (ECTS)** is a way of transferring credits received by a student abroad into credits that count towards their degree upon returning to their educational institution, as well as accumulating credits within educational programmes.

2.13. **Individual curriculum (IC)** is a document that reflects the educational trajectory of a student; it is based on an educational programme and a catalogue of elective disciplines and compiled by students under the guidance of their adviser for each of the academic years.

2.14. **Qualification Examination** is a procedure carried out to determine the degree of acquiring academic disciplines and (or) modules by students as well as other types of educational activities provided for by the educational programme for them.

2.15. **Final Examination** – monitoring students learning achievements in order to assess the quality of acquiring the academic discipline programme; it is carried out during the period of interim attestation in the form of an exam; if the discipline is studied over several academic periods, then the final monitoring can be carried out on the part of the discipline studied in this academic period.

2.16. **The Academic Credit System** is an educational system aimed at increasing the level of self-education and creative development of knowledge. It is based on individualization, elective educational trajectory, and considering the amount of acquired educational material as credits.

2.17. **Credit Mobility** is related to outward student mobility when student's study abroad experience for a limited period of study can accrue credits towards the qualification they are undertaking at the University (after the mobility phase, students return to their educational institution to complete their studies).

2.18. **A Module** is an autonomous structural element of an educational programme that is complete in terms of learning outcomes and has clearly defined knowledge, skills, competencies acquired by students, as well as adequate assessment criteria.

2.19. **Modular Learning** is a method of organizing the educational process based on the modular construction of the educational programme, curriculum, and academic disciplines.

2.20. **Educational programme (EP, formerly "specialty")** – an approved set of modules or course units required for a specific degree/diploma award.

2.21. **The Main Educational programme (Major)** is an educational programme determined by students for study in order to form key competencies.

2.22. **The Office of the Registrar** is an academic service which records the entire history of a student's educational achievements and provides all types of monitoring and calculation of their academic rating for the organization.

2.23. **Transferable GPA score** is the grade point average of student's grades annually established for each of the academic year for transfer to the following academic year.

2.24. **Credit Transfer** - recognition of the equivalence of disciplines or research work studied / conducted by students in another educational organization and transferring those disciplines / research programme credits to the University curriculum into the transcript of the Information System (IS) Univer in compliance with the University regulations.

2.25. **Postrequisites** – disciplines and (or) modules and other types of educational work, the study of which requires knowledge, skills, abilities, and competencies acquired upon completion of the study of this discipline and (or) modules.

2.26. **Interim attestation of students' achievements** is a procedure carried out during the final examination period in order to assess the quality of acquiring an academic discipline upon its completion by students.

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2.27. **Prerequisites** – disciplines and (or) modules and other types of educational work containing knowledge, skills, abilities, and competencies necessary for acquiring the current discipline and (or) modules.

2.28. **Learning Outcomes** – the amount of acquired knowledge, abilities, and skills received by students and confirmed by the assessment in the acquired educational programme, as well as the values and attitudes formed.

2.29. **The Register of Educational programmes** is an information system of the authorized body in the field of education, which includes a list of educational programmes developed by EHPE.

2.30. **GPA (Grade Point Average)** is a weighted average of graded achievements of a student for a certain period in the selected programme (the ratio calculated by dividing the total number of grade points received by the total number attempted for a period of study).

2.31. **Transcript** – a document that contains a list of acquired disciplines and (or) modules, and other types of educational work, with credits and grades indicated, for the corresponding period of study.

2.32. **Curriculum** – an educational document that regulates the structure and scope of educational programmes (EP) by disciplines cycles, indicating the list and minimum number of discipline credits concerning the mandatory component, all types of practices, and final certification; it is to be approved by the Academic Council of the University.

3. ADMISSION

3.1. Admission to the University is carried out according to educational programmes of higher (bachelor's) and postgraduate education (master's, doctoral studies), included in the Register of educational programmes of the Center for the Bologna Process and Academic Mobility of the Ministry of Science and Higher Education of the Republic of Kazakhstan (hereinafter - MSHE RK).

3.2. Upon admission, students are enrolled in the EP from the GEP according to a personal application. The consultants from the university faculties at the University Admissions Committee are providing consulting for students on issues of choosing an educational programme during the period from August 10 to 25 of the calendar year.

3.3. The University, in accordance with sub-paragraph 6) of paragraph 2 of Article 43-1 of the Law of the Republic of Kazakhstan "On Education", determines a cut-off point for applicants, taking into consideration the specifics of the field of study. Applicants who have met a requirement of passing threshold point established by the University in accordance with Appendix 2 of the [Rules of admission to study at the NJSC Al-Farabi Kazakh National University](#).

3.4. Enrollment into a cohort of students is carried out by order of the Chairman of the Board-Rector, or by a person replacing him, in accordance with the "[Standard Rules for admission to study in organizations implementing educational programmes of higher and postgraduate education](#)", approved by order of the Ministry of Education and Science of the Republic of Kazakhstan No. 600 dated October 31, 2018.

4. EDUCATIONAL PROGRAMMES

4.1. Training of specialists at the University is carried out according to educational programmes of higher (bachelor's) and postgraduate education (master's, doctoral studies).

4.2. An educational programme (EP) is a unified set of the main characteristics of education, including aims, results and content of education, the organization of the educational process, the ways and methods of their implementation, and the criteria for assessing learning outcomes.

The University implements double-degree and joint EPs in partnership with universities that are in the top 300 international rankings and are members of the network universities of the SCO and the CIS.

4.3. The content of the bachelor's degree programme consists of disciplines of three cycles -

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general education disciplines (hereinafter - GED), basic disciplines (hereinafter - BD) and major disciplines (hereinafter - MD). The GED cycle includes the disciplines of the compulsory component (hereinafter - CC), the university component (hereinafter - UC) and (or) the elective component (hereinafter - EC). The BD and MD cycles include the disciplines of UC and EC.

4.4. The content of the educational programme of the master's programme consists of:

- theoretical training, including the study of cycles of basic and major disciplines;
- practical training of graduates: various types of practices, scientific or professional internships;
- research work, including the implementation of a master's thesis, - for a scientific and pedagogical master's programme, or for experimental research work, including the implementation of a master's project, - for a specialized master's programme;
- qualification examination.

The cycles of BD and MD of theoretical training include the disciplines of UC, EC, and practice. In doing so, the ratio of BD and MD is determined independently by the University.

4.5. The content of the doctoral study programme consists of:

- theoretical training, including the study of cycles of basic and major disciplines;
- practice (pedagogical and research - for students under the Ph.D. programme, industrial - for students under the specialized doctoral programme);
- research work of a doctoral student, including the completion of a doctoral dissertation, scientific internship, scientific seminars, publication of scientific results of a dissertation;
- qualification examination.

The cycles of BD and MD of theoretical training include the disciplines of UC, EC, and practice. In doing so, the ratio of BD and MD is determined independently by the University.

4.6. The term of the study for the bachelor's, master's and doctoral programmes is determined by the amount of acquired academic credits. Upon acquiring the established number of academic credits and achieving the expected learning outcomes for obtaining the appropriate degree, the EP is considered to be fully acquired.

4.7. The main criterion for the completion of training is:

- for EP of the bachelor's degree - the development by students of at least 240 academic credits for the entire period of study, including all types of student's educational activities.
- for EP of the scientific and pedagogical master's programme - the development by the undergraduate of at least 120 academic credits for the entire period of study, including all types of educational and scientific activities of the graduate;
- for EP of the specialized master's programme - the development by a graduate student of at least 60 academic credits with a study period of 1 year and at least 90 academic credits with a study period of 1.5 years;
- for EP of doctoral studies - the development by a doctoral student of at least 180 academic credits, including all types of educational and scientific activities.

4.8. On the basis of EP, curricula are formed (implementation plan of study, student's individual plan of study) and training programmes for academic disciplines (syllabi) are developed.

4.9. EPs are developed by academic committees established in the areas of personnel training by order of the Chairman of the Board-Rector, or by a person replacing him. All the stakeholders, including students and employers, are involved in the development of EP.

4.10. EPs are approved by the Academic Council of the University in accordance with the resolutions of the Academic Council of the Faculty and the approval of the DAA.

4.11. The EP might be excluded from the Register in accordance with the resolutions of the Academic Council the University under the following conditions:

- lack of enrollment of applicants for the EP throughout three years;
- negative conclusion of the accreditation agency;
- 50% and below employment of alumni;
- the results of the evaluation of the quality of the EP.

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5. EDUCATIONAL PROCESS PLANNING (ACADEMIC CALENDAR)

5.1. Planning of educational activities is carried out on the basis of the academic calendar, which reflects the periods of all types of training and monitoring activities, practices during the academic year, and also indicates the days off (vacation and holidays).

5.2. The academic calendar is developed for the academic year, approved by the decision of the Academic Council of the University.

5.3. The academic calendar reflects the periods of training sessions, interim and final attestation, professional practice, and other types of educational work during the academic year, as well as the days off (vacation and holidays). Changes to the academic calendar of the current academic year might be made at the request of the DAA in case of a justified need.

5.4. The academic year consists of academic semesters lasting, as a rule, at least 15 weeks, periods of interim attestation (final examination period) and final attestation (thesis defense) lasting up to seven weeks, periods of professional practice and holidays, the duration of which is at least seven weeks in the academic year. Each academic period ends with an interim examination of students, each academic discipline is studied throughout one academic period and ends with a final examination.

5.5. A summer semester lasting at least 6 weeks (with the exception for graduating students) is organized during the vacation period to meet the needs for additional education, eliminating academic debts or differences in curricula, studying academic disciplines and acquiring credits for students in other educational organizations with binding transfer at the University, increasing GPA, acquiring a related or additional educational programme, including within the framework of a double-degree education.

5.6. Class schedules and final monitoring (final examination periods) must be approved by the deans of the faculties in agreement with the Center for Situational Management and brought to the attention of students no later than two weeks before the start of the corresponding period.

5.7. Students are required to carry out all types of educational and monitoring activities, practices strictly within the time limits stipulated by the academic calendar, with the exception for business trips abroad under academic mobility programmes or for health issues. In these cases, students perform educational and monitoring activities, practices on an individual schedule in accordance with the order of the dean of the faculty.

5.8. Professors are obliged to carry out all types of training and monitoring activities in a timely manner within the time limits established by the academic calendar.

5.9. Departments that allow professors systematically to safe untimely the statements of midterm and final monitoring in IS Univer receive penalty points in the rating system for ranking the activities of departments.

5.10. Monitoring of the educational classes is carried out by the Center for Situational Management of the University. Selective monitoring of educational classes by DAA is allowed. Monitoring of the conduct of educational classes under no circumstances should interfere with the educational process and cause inconvenience to a professor and / or students.

5.11. A professor is personally responsible for timely informing the head of their department about the need to replace / extend the periods for the implementation of educational and monitoring activities, practice, or the need to appoint another teacher with appropriate qualifications due to their absence for health issues, business trip, etc.

5.12. All educational classes within the approved schedule, which did not take place due to a valid excuse, must be held according to a separate schedule approved by the dean of the faculty.

6. REGISTRATION FOR DISCIPLINES AND FORMATION OF INDIVIDUAL CURRICULUM

6.1. Information about the disciplines submitted for registration, including a brief description,

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learning outcomes, prerequisite, and post requisite, is contained in the catalogue of disciplines (modules) and is posted in the IS Univer and on the University's website. Before the start of registration, the heads of graduating departments organize preliminary methodological and advisory work on the choice of disciplines by students.

6.2. Students independently determine the learning paths aimed at achieving learning outcomes in the EP except for the disciplines of the GED cycle. The student chooses to study the required number of compulsory, university, and optional components (modules), which are reflected in the Individual curriculum (IC). The student is personally responsible for compiling the IC and the completeness of mastering the course of study following the requirements of the curriculum of EP.

6.3. The maximum number of credits included in the student's IC must correspond to the number of credits established by the curriculum for the current semester and year of study, respectively.

6.4. The choice of disciplines (modules) should be carried out with mandatory consideration of the sequence of studying disciplines. A student may not be registered for a discipline if he/she has not mastered the prerequisite to the discipline in the previous semester.

6.5. When determining an individual learning trajectory within the framework of the university component and (or) the elective component, the student chooses disciplines for the main EP (Major) and (or) additional EP (Minor) following [Paragraph 12, Chapter 2 of the Order of the Ministry of Education and Science of the Republic of Kazakhstan No. 2 dated 20.07.2022 "On approval of state mandatory standards of higher and postgraduate education"](#).

6.6. Registration is done based on the OP and the catalogue of disciplines in the IS Univer online mode under the registration schedule approved by the Dean of the Faculty.

6.7. Academic streams and groups are formed based on a sufficient number of students enrolled in a given discipline and with a given teacher. The occupancy of academic streams and groups is determined by the University.

6.8. In case the number of students registered for the discipline is less than the minimum established, the discipline is not opened. The students who have registered for the discipline shall be informed and offered to re-select the discipline within 3 days after the end of the registration.

6.9. Registration for the summer semester is carried out at the end of the spring semester, except for graduate students. There is no summer semester for graduate students.

6.10. The Registrar's Office organises the registration for the disciplines with the involvement of the editors. Registration is organised strictly during the extracurricular time in specially prepared computer classrooms approved by the order of the Dean of the Faculty. Each student is assigned an ID number (login).

6.11. The IC is generated in IS Univer automatically after the discipline registration procedure is completed. Approval of the IC by the student, the academic advisor, the Dean of the Faculty, and the supervising officer of the Registrar's Office is also done electronically in the IS Univer, where the IC is stored until the end of the term of study.

6.12. The student's IC is registered in the system under a personal identification number ID. The student has the right to change individual disciplines of the IC within the catalogue of disciplines of the EP before the start of theoretical training in agreement with the Registrar's Office.

6.13. Students, whose training is carried out based on a contract for the provision of educational services for a fee, can form an IC with a smaller number of disciplines than provided for by the curriculum, while at the same time increasing the duration of training.

6.14. On return from academic leave, reinstatement, or transfer from another educational programme of higher and postgraduate education (EHPE), the Registrar's Office registers students according to personal applications in previously formed disciplinary streams/groups, with preference given to groups with a smaller number of students.

7. ATTENDANCE AT EDUCATIONAL CLASSES

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7.1. Students are obliged to attend all types of classes following the approved timetable. Absences without a valid documented reason shall not be tolerated.

7.2. Valid reasons for absenteeism may include:

- medical conditions, confirmed by a health certificate submitted to the Faculty Dean's Office within 3 days of being discharged from the medical centre;
- departure on a business trip abroad, confirmed by a business trip order;
- educational or business trip, confirmed by a business trip order;
- participation in sports and other events at the republican level with the consent of the University administration;
- documented circumstances of force majeure.

7.3. Students who do not attend classes for more than five weeks due to health reasons must register their academic leave following [the Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018 No. 595 "On Approval of the Model Rules for the Activities of Educational Organizations of the Relevant Types and Kinds"](#).

7.4. Students in pandemic settings should comply with the requirements of the Sanitary and Epidemiological Regime (SER) under the approved "Regulation on Sanitary and Epidemiological Regime (SER)" and the recommendations of the authorized bodies in the field of healthcare and science and higher education.

7.5. If the number of unexcused absences does not exceed 50 percent of the classes in a discipline, making up missed classes shall be allowed. A student who has missed classes shall submit a corresponding application to the Dean of a faculty with supporting documents attached. An individual schedule for making up missed classes is approved by the Dean of a Faculty.

7.6. If a student misses more than 50% of his/her classes in a discipline, he/she automatically receives a grade of "F" – "unsatisfactory" and is not admitted to the final control of the discipline.

7.7. Distance learning technologies in the educational process of the University are implemented under [the Order of the Minister of Education and Science of the Republic of Kazakhstan on March 20, 2015, № 137 "On approval of requirements for educational organisations to provide distance learning and the rules of the organisation of educational process for distance learning"](#).

7.8. The organisation of the learning process using distance learning technologies is carried out in accordance with [the Rules on the Organisation of Learning Using DLT](#).

7.9. The University allows the use of distance learning technologies (DLT) for the following learners:

Maximum allowable amount to be transferred to DLT

#	Categories of students	Maximum amount of total academic credits per period of study
1.	Have the conclusion of the medical advisory commission on their health status.	No more than 50%
2.	Participants of international, republican training camps, sports competitions, intellectual and creative competitions and festivals for the period of participation.	No more than 50%
3.	Those who study under academic mobility programs.	No more than 50%
4.	Those who study under double diploma programs and student exchange programs.	No more than 50%
5.	Those who master individual disciplines through non-formal adult education, including through MOOCs.	No more than 50%
6.	Those who study EP in the fields of pedagogical sciences, law, aviation equipment and technologies, construction, marine equipment and technologies,	No more than 50%

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	healthcare, military affairs.	
7.	Those who study in EPs that are not included in the areas of pedagogical sciences, law, aviation equipment and technologies, construction, marine equipment and technologies, healthcare, military affairs.	No more than 50%

7.10. Students are required to attend training sessions using DLT: in a synchronous form – under the schedule, in an asynchronous form – by the deadlines (task completion time) set by the teacher.

7.11. To register for DLT study, a student shall submit a corresponding application to the Member of the Board – the Vice-Rector for Academic Affairs with the visas of the Head of the Graduate Department and the Dean of the Faculty. A transfer to DLT-based studies shall be formalised by an order of the Chairman of Board-Rector, or a person replacing him.

7.12. The direct support of the learning process is carried out by the online course tutor – a teacher or a faculty specialist who does not hold a managerial position.

7.13. Students who have returned from an academic mobility trip abroad and who have incurred academic debt as a result of the trip shall submit an application to the Dean of the Faculty to study the respective disciplines on an individual study schedule. At the same time, they must pass the final examinations in the disciplines of academic debt.

7.14. Training sessions for persons with temporary health limitations and who are not able to regularly attend the University are organized through an asynchronous and/or synchronous training format based on the decision of the Dean of the Faculty.

8. SCIENTIFIC RESEARCH (EXPERIMENTAL RESEARCH) WORK OF STUDENTS

8.1. Scientific research (experimental research) work of students is an independent study under the guidance of a supervisor (consultant) of an actual problem in the field of science corresponding to the profile of the educational program being mastered by the student. Based on the results of the scientific research (experimental research) work, the student publishes scientific papers in scientific journals, as well as submits for public defence a final work (graduate work/project, master's thesis/project, doctoral dissertation).

8.2. In order to carry out scientific research (experimental research) work, master's and doctoral students, in addition to IC, prepare and approve individual work plans for the entire period of study, which include an individual plan of scientific research/experimental research work; plan for practical training; dissertation topic with justification and structure; plan for dissertation implementation; plan for scientific publications and foreign internships.

8.3. Credits for the scientific research (experimental research) work of master's and doctoral students are distributed by semesters of study.

8.4. At the end of each academic period, master's and doctoral students present the results of their work at the meeting of the graduating department in the presence of the scientific supervisor/scientific advisors. The rules of intermediate attestation of the results of master's and doctoral students' scientific-research work are regulated by the Procedures "Master's students' scientific research work", "Doctoral student's scientific research work".

8.5. Master's students and doctoral candidates, as part of the implementation of the individual work plan should undergo a mandatory internship on the topic of dissertation research, as a rule, in a leading EHPE and/or a major research centre. The rules of organisation and carrying out research internships by master's and doctoral students are regulated by the "Regulations on Master's programme at Al-Farabi Kazakh National University", "Regulations on Doctoral programme at Al-Farabi Kazakh National University", "Regulations on academic mobility".

8.6. Students are responsible for the timely and quality completion of all types of work related

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to scientific research, research practices and internships, and preparation of the final paper for the public defence, in strict accordance with the IC and the academic calendar.

8.7. Students whose scientific research (experimental research) results are assessed as unsatisfactory master the relevant credits in the next academic period on a fee-paying basis.

8.8. The mandatory requirements and procedure for the implementation of the EP of postgraduate education, as well as issues concerning the appointment of scientific supervisors/consultants, the procedure for the scientific research (experimental research) work of master's and doctoral students, are regulated by the following internal documents:

- [Regulations on Master's Programme at Al-Farabi Kazakh National University](#);
- [Regulation on Doctoral Programme at Al-Farabi Kazakh National University](#);
- [Regulations “On Qualification Requirements for Supervisors of Diploma Works/Projects at Al-Farabi Kazakh National University”](#);
- [Regulations “On Qualification Requirements for Supervisors of Master's Theses/Projects at Al-Farabi Kazakh National University”](#);
- [Regulations “On the Qualification Requirements for Scientific Advisors of Doctoral Students at Al-Farabi Kazakh National University”](#);
- [Procedure " Scientific research work of Master's student"](#);
- [Procedure " Scientific research work of Doctoral Student"](#);
- [Code of Ethics of a Scientist of Al-Farabi Kazakh National University](#).

9. CONTROL AND ASSESSMENT OF STUDENTS' EDUCATIONAL ACHIEVEMENTS

9.1. For the assessment of students' educational achievements and the formation of expected learning outcomes, the following types of control are provided:

- current control;
- mid-term control;
- final control (final examination).

9.2. Current Control – a systematic evaluation of students' knowledge in accordance with the syllabus, which is carried out by the teacher in the classroom and extracurricular contact hours during the academic period. Points for completing current control tasks are distributed in the syllabus of the discipline by weeks in accordance with the number and the degree of complexity of the given assignments.

Grades of the current control are put in attendance journal in the IS Univer in strict accordance with the maximum possible number of points for the corresponding academic week according to the syllabus of the discipline. The number of points assigned during the assessment week cannot exceed the maximum allowed number of points shown in the discipline syllabus for the corresponding week.

9.3. Mid-term control (MC) – control of students' academic achievements within the framework of the academic discipline, carried out according to the academic calendar. The University has two mid-term controls (MC1 and MC2):

MC1 is conducted for the evaluation of academic progress within the first 7 weeks of the semester;

MC2 is conducted for the evaluation of academic progress during the period from the 8th to the 15th weeks of the semester.

9.4. The mid-term control grades are set in the midterm control form in IS Univer that corresponds to the attestation week indicated in the academic calendar until 23.59 (11.59 pm) on Saturday. It is not allowed to change the scores of MC1 and MC2 in order to increase them after the final control.

9.5. The forms of current and mid-term controls are established by the teacher, included in the discipline syllabus and announced to the students.

9.6. Final control – is the control of students' educational achievements, carried out after the

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completion of the discipline study during the examination session (interim attestation).

The final control in the discipline is carried out in the form of a final examination. The final examination in the discipline is held during the period of interim attestation (examination session), that lasts for at least 2 weeks.

The final control in the discipline is carried out, as a rule, by the teacher of this discipline. The form/platform of the final examination in each academic discipline is determined by the teacher, included in the discipline syllabus, announced to students no later than one month after the start of the academic period, and submitted in the IS Univer. The results of the final examination are set into a separate examination form in IS Univer. Grades of the final control are entered into IS Univer by the teacher-examiner in this discipline within 48 hours after the end of the exam.

9.7. If the teacher integrates online courses into the educational process (and there is an approved integration card), students can choose an alternative exam as a form of final control in this discipline – the transfer of the online courses certificates. The alternative exam is carried out in accordance with the approved regulations, which are implemented in the [Instructions for conducting final control using distance learning technologies](#).

9.8. The assessment of learning outcomes is carried out in accordance with the University Policy for assessing learning outcomes. The assessment of the current control composes 60% of the final mark in the discipline, the assessment of the final exam composes 40% of the final mark in the discipline.

All types of control assume evaluation within the 100-point scale. The maximum achievement indicator for the mid-term controls of the discipline composes 100 points for each mid-term control, including the results of current controls.

9.9. Educational achievements (knowledge, abilities, skills and competencies) of students are evaluated in points on a 100-point scale, corresponding to the letter system accepted in international practice with a numerical equivalent.

**Grading System of students' achievements
with the transfer to the traditional grading scale and ECTS**

Letter Grade	Numerical equivalent	Percentage	Traditional Assessment
A	4,0	95-100	Excellent
A-	3,67	90-94	
B+	3,33	85-89	Good
B	3,0	80-84	
B-	2,67	75-79	
C+	2,33	70-74	Satisfactory
C	2,0	65-69	
C-	1,67	60-64	
D+	1,33	55-59	
D	1,0	50-54	Unsatisfactory
FX	0,5	25-49	
F	0	0-24	

9.10. For students who have registered for the discipline as a student and attend the discipline without receiving a final grade, the mark "Audit" (AU) – “listened” is set. Listeners of disciplines can be both students of the University and persons who are not enrolled as students at the University,

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but who paid for training in this discipline. Listening to disciplines is paid in full at the cost established at the University.

The assessment "Audit" (AU) – “listened” can be entered into the student's transcript based on the results of training in another EHPE. In this case, the graduating department must issue a submission for the inclusion of the discipline in the transcript, which must indicate the title of the discipline taken in another EHPE in three languages (State – Kazakh; Russian and English) and the number of credits. The student's personal claim is attached to the submission.

9.11. In case if the student scored at least 50 points in mid-term controls during the semester and did not appear at the examination for a good reason, that is documented, the grade “I” (Incomplete) is entered.

9.12. Students who scored at least 50 points $((MC1 + MC2) / 2)$ according to the results of two mid-term controls are allowed to take the final control. The maximum score for the final examination is 100 points.

9.13. Admission to the examination session is issued by the order of the faculty dean. Students are not admitted to the final control (examination) in the following situations:

- students who scored less than 50 points as a result of mid-term controls $(MC1+MC2)/2$;
- students who have more than 50% of missed classes in the discipline, regardless of the presence of a documented valid reason;
- students studying on the basis of the contract of paid educational services provision, who have arrears in payment for training.

9.14. To obtain the "I" grade, a student who has not passed the final exam in the discipline submits an application for consideration by the Faculty Dean indicating the reasons for missing the exam and attaching the original approving documents (certificates) no later than 3 working days from the date of the exam or the date of issuing a certificate of impossibility to attend the exam for health reasons. In case of recognition of missing the exam for a good reason, by the order of the faculty dean, the student is given a grade "I" and an individual schedule for passing the exam is established in the period after the examination session

The dean's office sends the above mentioned documents in an electronic form to the Office of Registrar through the electronic document management system for student’s admission to the "I" mark. If a student with the “Incomplete” rating fails to complete all requirements within the set time period (no later than 35 days after the end of the session), the Office of Registrar will convert the “I” grade to an “F”, i.e. "unsatisfactory". A student who does not agree with the result of the final control in the discipline (exam mark) has the right to submit a reasoned written application within three working days after the results of the exam are posted in the electronic record in IS Univer in accordance with Chapter 3 of the Rules for conducting the final control (examination session).

9.15. Grades "AU", "F" can be changed by retaking the discipline, but they are all entered into the transcript, along with the changed grade, while the GPA is calculated from the last grade received.

9.16. In case of receiving an “unsatisfactory” grade corresponding to the “FX” grade (25-49), the student has the opportunity to re-pass the final control on a paid basis without retaking the program of the academic discipline/module in a specially allotted period of time immediately after the examination session, during which this rating was obtained.

9.17. In case of receiving an “F” grade when re-passing “FX”, the student is re-enrolled on a paid basis for this academic discipline/module, and attends all types of training sessions, performs all types of academic work according to the program and retakes the final control

9.18. If the student did not appear in the established period for re-passing the FX grade, this grade is translated into the F grade ("unsatisfactory"), and subsequently considered academic debt, for the elimination of which the student needs to attend all types of training sessions on a paid basis in the next semester, perform all types of discipline study according to the program and pass the final exam.

9.19. Re-passing the exam with an "FX" grade is only allowed once. Appeal of exam results

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and re-passing the FX grade (if necessary) for students who took the exam to convert an “I” grade to a standard one, are carried out in the way mentioned above. If the student leaves the University before the end of the deadline for correcting the grade, the grade "I" remains unchanged in the transcript.

9.20. A student who violates the requirements of the Rules for conducting the final control (use of unauthorized aids, cell phones, being late without a good reason, etc.) is assigned an F grade automatically on the basis of an act of violation recorded by the Situational Management Center. In this case the act is not a subject to appeal.

Information about the violation of the Rules for conducting the final control is recorded in the student’s transcript. For repeated violation of the Rules for conducting the final control, the student is subject to consideration by the Faculty Council on Ethics.

9.21. In case of receiving an “F” grade, the student has the right to retake the disciplines on a paid basis.

When receiving educational services from the beginning of the Retake classes, the student does not have the right to refuse the discipline, otherwise the student is assigned an “F” mark for the discipline. The payment made for the discipline is not returned to the student.

9.22. A student who has received an unsatisfactory mark in the discipline of the elective component has the right to retake the same discipline in the prescribed way or replace it with another elective discipline from the same component. Change of discipline must be consolidated with the adviser and the Registrar's Office.

9.23. It is not allowed to re-pass a positive grade of the final control in order to improve it in the same period.

9.24. Students who are not admitted to the final control due to financial debt must pay off the debt and take the exams within 35 calendar days after the end of the exam session. Otherwise, the student is subject to expulsion from the University for violating the Rules of academic policy.

9.25. A student who completed the full course program, but did not get the minimum transfer score, is given the opportunity to re-study several disciplines on a paid basis during the summer semester and re-pass the exams in order to increase the GPA.

9.26. Students who have gained GPA score are transferred to the next course by the order of the Member of the Board – the Vice-Rector for Academic Affairs. The required GPA score for transfer from course to course is set by the University Academic Council. A student without a GPA score remains to the re-course on a paid basis.

9.27. Students who hold state educational grants, but left for a second course of study, are deprived of an educational grant and continue further training only on a paid basis.

9.28. Students register for re-training or eliminate the academic difference:

- if they have an academic debt – disciplines with an “unsatisfactory” mark according to the results of the final control (examination sessions);
- if there is an academic difference in the disciplines when transferring from other EHPE or from other EP, when restoring students to the contingent after expulsion, a long business trip abroad or academic leave;
- to increase the average GPA.

9.29. Retaken or additional training is carried out on the basis of contracts for the provision of paid educational services, with the exception of the academic difference formed as a result of the return from academic leave or the academic mobility program funded from the state budget.

9.30. The academic difference in the disciplines of the curriculum, not eliminated during the current academic year, including the summer semester, is taken into account as an academic debt and considered as the basis for transferring the student to a second year of study (re-education) on a paid basis.

9.31. Re-education in order to eliminate academic debt is organized by the faculty Dean's office and DAA on the basis of the order of the faculty, upon payment for tuition in accordance with the contract for the provision of paid educational services and after approval of the application for

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re-education submitted by students through the IS Univer in a digital format.

9.32. If there is an academic debt exceeding the allowed number of credits, the student has the right to study disciplines in other national EHPE with further credit transfer, subject to registration for training in the summer semester of the University.

9.33. State scholarship is awarded to students under the state educational order based on the results of the interim attestation (examination session), provided that they pass all exams with grades “A”, “A-”, “B+”, “B”, “B-”, “C+”. The fact of retaking the “FX” for a positive grade does not affect the assignment of the scholarship.

9.34. All final grades of students are recorded in the transcript, including the positive results of re-passed exams.

9.35. The final grade in the discipline is calculated only if the student has positive grades, both in the mid-term and final control and is calculated according to the following formula: $(MC1+MC2)/2 \times 0.6 + (FE \times 0.4)$.

9.36. The duration of the examination sessions and the number of exams are determined in accordance with the approved curriculum of the EP and the academic calendar. Students must pass all exams in strict accordance with the working and individual curriculum according to the approved curricula of disciplines.

9.37. The procedure for conducting the examination session is regulated by the [Rules for conducting the final control \(examination session\)](#), the [Instructions for conducting final control using distance learning technologies](#) (in the case of conducting the final control online / in a mixed format).

Examination sessions on EP with the use of distance learning technologies, the periods and number in the academic year are determined by the approved curricula of educational programmes.

9.38. Students who did not fulfill the requirements of the curriculum and did not get the established GPA pass score, did not liquidate the existing academic debt before August 25 of the calendar year, did not sign a contract for the paid provision of educational services within the established period (until September 1 of the current year), are subject to expulsion.

9.39. All students of the University should be familiar with the [Rules for conducting the final control \(examination session\)](#) and the University Policy of Academic Integrity, which establish the requirements for the students’ behavior during the final control. Responsibility for the timely familiarization of students with the above mentioned regulatory documents is assigned to the graduating department.

9.40. Responsibility for the organization and conduction of the examination session is assigned to the faculty dean's office, the Center for Situational Management, DAA and the Office of the Registrar.

Control and monitoring of compliance with the [Rules for conducting the final control \(examination session\)](#), as well as the requirements of the Academic Integrity Policy is carried out by the Situational Management Center of the University.

10. PROFESSIONAL PRACTICE

10.1. Students in the process of mastering the EP of higher or postgraduate education undergo professional practice provided for by the curriculum of the EP.

10.2. The main and obligatory types of professional practice are: educational, pedagogical, industrial and pre-diploma.

10.3. All types of practices are carried out under practice programs containing the basic requirements for the organization and practice conditions under the guidance of practice leaders.

10.4. The practices program is developed by the graduating department, taking into account the profile of the EP, the expected learning results, and the nature of the practice base and approved by the Faculty Academic Council. Manufacturing practice programs have to be agreed upon with the bases of practice under existing contracts.

10.5. The educational practice of students can be conducted based on the University or at

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enterprises, institutions and organizations.

10.6. Responsibility for the timely conclusions of agreements with organizations on the conduct of the professional practice of students based on these organizations, the compliance of the practice base with the profile of the EP and the expected learning outcomes lies with the head of the graduating department, which monitors the work of the appointed leader's practice.

10.7. Practice leaders are responsible for the timely and high-quality organization of professional practice, control the timely completion of practice diaries by trainees in the IS Univer, advise students on all issues related to the internship and certify the outcomes of the practice with entry into the attestation sheets in the IS Univer.

10.8. Students have the right to independently search for a base of professional practice and initiate the conclusion of an internship agreement, provided that the proposed base of practice matches the profile of the EP and the expected learning outcomes.

10.9. The timing of the practice is established by the curriculum of the EP and the academic calendar.

10.10. The EP curricula determine the number of credits corresponding to each type of practice. Students are registered for the appropriate form of practice and included in the IC.

10.11. The outcomes of practice are executed by the student in the form of a written report which is defended at a meeting of the commission of the graduating department during the corresponding period of intermediate attestation according to the academic calendar.

10.12. The assessment results of the student's internship are equated to the assessments for theoretical training, are taken into account when considering the issue of awarding a scholarship and when calculating the overall GPA and transferring to the next year of study, and are entered into the record of practice.

10.13. General practice results are summed up at the Academic Councils of the faculties with the participation of representatives of the practice bases.

10.14. The EP master's and doctoral studies in the scientific and pedagogical direction include two types of practices: pedagogical - in the organization of education and research - at the place of a dissertation.

The purpose of the pedagogical practice of magistracy and doctoral studies is to prepare for scientific and pedagogical activities in the EHPE. Pedagogical practice can be held during the period of theoretical training without interruption from the educational process.

Research practice is held to familiarize with the latest methodological and technological achievements of science, with modern methods of scientific research, processing and interpretation of experimental data, to collect practical and factual material for dissertation research.

10.15. The EP of the profile master's and doctoral studies includes work practice. Industrial practice is aimed at consolidating the theoretical knowledge gained in the learning process and acquiring research and professional competencies.

10.16. The results of teaching practice are discussed at the final conference, where students make presentations and reports. The final grade for pedagogical work is set up by a commission, which includes teachers in pedagogy and psychology and the head of the practice from the graduating department.

The results of research and industrial practice are in the form of a written report which is presented to the commission at the graduating department.

10.17. Students have to timely complete all types of professional practice and certification of practice results by the IC and academic calendar.

11. ACADEMIC MOBILITY AND CREDIT TRANSFER

11.1. The academic mobility of students of the University is carried out within the framework of interuniversity agreements/agreements and/or joint international programs/projects, based on a tripartite student agreement signed by the sending and receiving EHPE for internal academic

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mobility, and an invitation for international academic mobility.

11.2. The direction for participation in academic mobility, financed from the state budget, is carried out by the [Rules for the direction to study abroad, including within the framework of academic mobility of November 19, 2008](#), and the [Regulation on academic mobility of KazNU of May 23, 2022](#).

11.3. The term of stay in another organization under the credit mobility program and the list of disciplines for study with subsequent transfer of credits is determined by the student, in agreement with the graduating department, taking into account the curriculum of the University's EP

11.4. Credits are re-credited by the Office of the Registrar based on the student's application and the presentation of the graduating department with supporting documents through agreement with the Department of Academic Affairs.

11.5. The graduating department is responsible for objectively establishing the equivalence of the volume and content of the disciplines studied or the research work carried out to the requirements of the University's curriculum.

11.6. The final document confirming the student's educational trip under the mobility program is a transcript or its equivalent in the host country. Information about the training program is entered into the transcript: the names of disciplines (modules), grades, and the number of mastered academic credits.

11.7. The maximum number of credits allowed for transfer from other educational organizations in one academic year is not more than 20% of the curriculum for disciplines studied in other national EHPEs of the Republic of Kazakhstan. For disciplines not studied in the national EHPE of the Republic of Kazakhstan, except Nazarbayev University, credits are not re-credited.

11.8. The maximum number of credits allowed for transfer from foreign educational organizations is set on an individual basis taking into account the rating of a foreign EHPE and the EP profile.

11.9. Staying in another EHPE under the academic program or credit mobility is issued by appropriate order, regardless of the source of funding for education, no later than ten days before the start of the corresponding semester of study.

11.10. To participate in international credit mobility, knowledge of a foreign language is required at the level provided by the host educational institution, except for a program financed from the republican budget.

12. QUALIFICATION EXAMINATION

12.1. The final examination is held within the terms provided by the academic calendar and the approved curriculum of the EP.

12.2. The forms and procedure for conducting qualification examination are approved by the Faculty Academic Council, on the proposal of the academic committees in the field of study.

12.3. Diploma works or projects are led by teachers in the field and (or) specialists corresponding to the 7th level of the national qualification framework with at least five years of work experience and the 8th level of the national qualification framework with at least three years of work experience by [paragraph 13 of Chapter 2 of Order No. 2 MSHE No. 2 dated 20.07.2022 "On the approval of state general educational standards of higher and postgraduate education."](#)

12.4. The qualification examination of undergraduates and doctoral students is carried out as writing and defending a master's thesis/project or doctoral dissertation. Doctoral candidate under the Rules for awarding degrees can defend themselves in a series of articles.

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12.5. To conduct the qualification examination of students, an Attestation Commission is created for the EP and areas of training for all forms of education.

12.6. The deans of the faculties until October 15 of the calendar year, submit candidates for chairpersons of attestation commissions to DAA, corresponding to the profile of the EP and not working at the University.

12.7. The Candidates for Chairman of the Attestation Commissions are approved by order of the Chairman of the Board-Rector, or by a person replacing him, no later than November 1 of the calendar year.

12.8. Graduate students receive admission to the qualification examination based on the order of the Member of the Board – Vice-Rector for Academic Affairs no later than two weeks before the start of the qualification examination. Students who have completed the educational process under the requirements of the working and individual curriculum and curricula and who have received admission to the defence by the supervisor are allowed to do the qualification examination.

12.9. A graduate student who has not fulfilled the work and individual curriculum requirements and working curricula remain for the second course of study without completing the summer semester.

12.10. The work schedule of the attestation commissions was approved by the dean of the faculty and brought to general attention no later than two weeks before the start of the qualification examination.

12.11. The qualification examination in the undergraduate and graduate programs is held at an open meeting of the attestation commission. The defence of a doctoral dissertation is carried out at a meeting of the dissertation council.

12.12. Two comprehensive exams are allowed for the following reasons:

- being on long-term treatment in a hospital for health reasons;
- with special educational needs, including children with disabilities, disabled since childhood, disabled people of group I;
- pregnant women or raising children under the age of 2 years;
- participants in international, republican training camps, sports competitions and festivals for the period of participation.

12.13. To pass two comprehensive exams, the student submits an appropriate application addressed to the Member of the Board – Vice-Rector for Academic Affairs with visas of the head of the graduating department and the dean of the faculty with the provision of supporting documents no later than 2 weeks before the start of the qualification examination.

12.14. At least one scientific publication must be published on the topic of the master's thesis. Requirements for the publication of scientific results of a PhD thesis determined by the Rules for the award of degrees.

12.15. Written works completed for passing the qualification examination before the defence undergo a mandatory check for the presence of borrowings in IS Univer. The procedure for checking for plagiarism is determined by the graduating department and the dean's office of the faculty.

12.16. The doctoral dissertation is being tested for the detection of text borrowing by other authors, which is carried out at the stages of consideration of the thesis at an extended meeting of the department, acceptance of the thesis for defence, review, and the National Center for State Scientific and Technical Expertise.

12.17. The student defends the final work (thesis/project or master's/doctoral thesis) in the presence of a positive review from the supervisor. In case the supervisor gives a negative conclusion “not allowed to defend”, the student does not defend the final work and is subject to expulsion from the University as not admitted to the final assessment.

12.18. The results of passing comprehensive examinations or defending final works are announced on the day of their conduct. Decisions on defence assessments, awarding a degree and issuing a state / own diploma (without honors, with honors) are made by the attestation commission.

12.19. The decision to postpone the qualification examination due to the state of the student's

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health is made by the chairman of the certification commission based on supporting documents. At the same time, on the proposal of the dean of the faculty, by order of the Chairman of the Board-Rector, or the person replacing him, new terms for the qualification examination are appointed, but no later than December 31 of the current calendar year.

12.20. For students who are on a business trip abroad during the qualification examination period, the deadlines for passing the qualification examination are extended on the basis of the order of the dean of the faculty, but no later than 1 month after returning from a business trip.

12.21. It is not allowed to retake the qualification examination in order to increase a positive assessment.

12.22. Students who receive unsatisfactory grades are not allowed to retake the final assessment during this period of the qualification examination. Documents on the state of health submitted to the attestation commission after receiving an unsatisfactory grade are not considered. A student who received an “unsatisfactory” mark in the qualification examination is expelled by order, of a member of the Board – Vice-Rector for Academic Affairs.

12.23. The repeated qualification examination is carried out in the next period of the qualification examination only for those forms for which the mark “unsatisfactory” was received in the previous qualification examination. At the same time, the list of disciplines submitted for comprehensive exams for persons who have not passed these exams is not determined by the approved working curriculum, which is valid in the year the student takes the theoretical course.

12.24. To re-pass, the qualification examination, a student expelled from the University, no later than two weeks before the start of the qualification examination of the next academic year, writes an application addressed to the Chairman of the Board-Rector, or a person replacing him.

12.25. The student is allowed to retake the qualification examination only on a paid basis.

12.26. A student of higher education who has passed exams with grades A, A- “excellent”, B-, B, B+, C+ “good” and has a grade point average (GPA) of at least 3.5 and who has also passed a comprehensive exam or defending a thesis (project) with grades A, A- "excellent", a diploma with honors is issued (excluding grades for additional types of education). At the same time, a student who has retakes or retakes the final control (exam) during the entire period of study is not issued a diploma with honors.

12.27. Master students who have mastered the full course of theoretical study of the EP, but have not completed the research (experimental research) component, are allowed to re-master the credits of the research component and defend their thesis in the next academic year on a paid basis. In this case, only untapped credits of the research (experimental research) component are subject to payment.

12.28. A doctoral student who has mastered the full course of theoretical study of the doctoral study program, but has not completed DRW (EIRD), is allowed to re-master the academic credits of DRW (EIRD) and defend a dissertation in subsequent years on a paid basis.

A doctoral student who has mastered the full course of theoretical study of a doctoral program, who has completed research but has not defended a doctoral dissertation, who awarded the learning outcomes and academic credits and is allowed to defend a dissertation within two years after graduation on a free basis and in subsequent years on a paid basis in the amount of at least 4 academic credits.

At the same time, after 3 years after graduation, a doctoral student is allowed to defend only after re-approval of the scientific justification of the dissertation research (research proposal) on a paid basis.

13. TRANSFER AND REINSTATEMENT OF STUDENTS

Transfer and reinstatement to the University

13.1. The student has the right to transfer from/to the University, from one specialty or educational program of higher education to another, from paid basis to state educational order or from one form of education to another.

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13.2. The student is transferred or reinstated to any EHPE, regardless of the terms of expulsion during reinstatement.

13.3. Transfer and reinstatement of students from one EP to another, from one study group to another, from one language department to another, from one EHPE to another is carried out during summer holidays – by August 15 of the current calendar year, during winter holidays – by January 15 of the current calendar year. The transfer and reinstatement to the number of students of the University is carried out by the order of Member of the Board – the Vice-Rector for Academic Affairs.

13.4. Students may transfer or be reinstated after expulsion if they have successfully completed the first academic period of the program according to IC. Those with one or more failing grades in the first semester of study are not eligible for transfer and reinstatement.

13.5. In case of transfer or reinstatement from foreign educational organization, a student provides a document on mastered educational programs (academic certificate, transcript), as well as on the completion of the previous level of education, nostrified in the Republic of Kazakhstan in accordance with the established procedure.

The following persons do not pass the procedure of recognition of educational documents:

- holders of “Bolashak” International Scholarship;
- holders of educational documents of educational organizations of countries that have signed international treaties (agreements) exempting from recognition (CIS Agreement "On Cooperation in the Field of Education", dated May 15, 1992; Treaty on the Eurasian Economic Union, dated May 29, 2014; Agreement between the Government of the Republic of Kazakhstan and the Government of the Russian Federation on the functioning of Kazakhstan branch of Moscow State University named after Lomonosov, dated November 9, 2017).

13.6. Persons who have received general secondary (general secondary) or technical and vocational education in the Republic of Kazakhstan, upon transfer from a foreign EHPE or reinstatement, provide the results of entrance tests in a foreign EHPE.

13.7. When transferring or reinstating students, the course of their further education is determined taking into account the prerequisites, taking into account the presence/absence of academic differences in the disciplines of the working curricula studied by them during previous academic periods. At the same time, the academic difference in the transfer and reinstatement should not exceed 30 academic credits. In cases of organizing the elimination of the academic difference within the framework of the main and summer semesters, it is allowed to increase the volume of the academic difference up to 45 academic credits.

13.8. It is not allowed to transfer from other EHPE to the University for graduate courses at all levels of education.

13.9. When transferring master’s and doctoral students to transfer elective disciplines studied in another EHPE, their compliance with the content of training according to the University's EP must be established. Otherwise, the difference in curricula is drawn up, which is subject to liquidation in accordance with the established procedure

13.10. The academic difference in the disciplines of the working curricula is determined on the basis of the list of studied disciplines, their programs and volumes in academic hours or credits reflected in the transcript or in the certificate issued to persons who have not completed their education.

13.11. In order to eliminate the academic difference in the disciplines of the curriculum, the student is enrolled in these disciplines, attends all types of training sessions during the academic period, passes all types of current and boundary control, receives admission to the final control.

13.12. The elimination of the academic difference is carried out on a fee basis, except in cases of transfer from another EHPE with the preservation of an educational grant. In this case, a grant student is given a one-time opportunity to study academic difference disciplines for free during the first academic year after transfer.

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13.13. The state scholarship is awarded to the student only after the complete elimination of the academic difference. The academic difference that is not eliminated during the first academic year after transfer to the University is transferred to the academic debt, which is subject to liquidation on a fee basis.

13.14. Transfer of students, master's and doctoral students studying on the basis of an educational grant to the University from the EHPE of the Republic of Kazakhstan, which do not have the status of a national university, is carried out on condition that students pay the difference in the cost of the educational grant. To do this, a student transferring from another EHPE enters into an appropriate contract with the University.

13.15. In order to transfer to the University on a contractual basis or with the retention of a grant, a student must have a certificate of unified national testing (UNT) or comprehensive testing (CT) not lower than the passing score approved for the year of admission and an average GPA score not lower than the established transfer score at the University.

13.16. The transfer of a student from higher education groups requiring creative training to other GEP is carried out in the presence of an UNT certificate with a score not lower than the established threshold score in accordance with the Standard Rules for admission to training in an educational organization.

13.17. For transfer and reinstatement, the student submits an application to the Student's Office in "Keremet" Student Service Center.

Transfer within the University

13.18. Transfer of students from one GEP to another within the University is carried out only on a fee basis with the determination of the course of study and academic difference disciplines.

13.19. A one-time transfer of students from one EP to another is allowed within the framework of one GEP with the preservation of an educational grant when studying under an educational grant. In this case, a grant student is given a one-time opportunity to study academic difference disciplines for free during the first academic year after transfer.

13.20. It is not allowed to transfer from one EP to another within the GEP after the 4th semester of study.

13.21. Transfer of students from one language department to another is allowed with the preservation of an educational grant for students under an educational grant.

13.22. Transfer of students is carried out only if there is an appropriate academic group.

Transfer from University to another EHPE

13.23. A student under an educational grant, if desired, is transferred with the preservation of the educational grant to another EHPE. Students enrolled under educational grants approved for individual EHPE, as well as for pedagogical specialties within the allocated quota, are transferred to another EHPE only on a fee basis.

13.24. When transferring a student, the receiving EHPE takes into account the direction of training and the profile of the EP, as well as the educational achievements of the student.

Transfer from course to course

13.25. Transfer from course to course of students who have fully fulfilled the requirements of the curriculum of the EP of this course, have mastered the required amount of credits and have scored the established level of passing GPA score, is carried out by order of a Member of the Board-Vice-Rector for Academic Affairs.

13.26. Transfer from course to course is carried out in the absence of academic debt, which must be eliminated with the provision of relevant documents to the Dean's office of the faculty by August 25 of the calendar year.

13.27. Students who have not fulfilled the requirements of the working curriculum, have not

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eliminated the existing academic debt and have not scored the established passing GPA score before August 25 of the calendar year, remain for a second course of study on a paid basis and are transferred to the curriculum of the EP of a lower course.

13.28. The head of the graduating department and advisors inform students who have academic debts about the possibilities of their elimination in subsequent periods of theoretical training in order to comply with the principle of prerequisites, while the student himself bears full responsibility for academic debts.

13.29. The Dean's office of the faculty sends a notification letter to the student no later than January 3 of the calendar year about the need to eliminate the existing academic debt following the results of the autumn semester, no later than May 30 of the calendar year – about the need to eliminate the existing academic debt following the results of the spring semester.

Transfer to vacant educational grants

13.30. Information about vacant educational grants released following the results of the mid-term assessment of students is posted by the Student's Office in the IS Univer and on the University's website immediately after summing up the results of the mid-term assessment.

13.31. Vacant educational grants in the context of EP, released in the process of obtaining higher education, are awarded on a competitive basis to students on a fee-based basis for this EP.

13.32. The competition is held based on the results of the mid-term assessment with the issuance of a certificate of the award of an educational grant.

13.33. The competition for the award of a vacant educational grant may include:

- those who do not have academic debts in academic disciplines in the current semester;
- those who take an active part in the social life of the University;
- those who do not have financial debts.

13.34. The procedure for conducting the competition and awarding the vacant educational grant:

- a student on a fee-paying basis submits an application to the dean's office of the Faculty for further study on an educational grant;
- the application is considered by the Academic Council of the Faculty and the University, after which by August 05 and January 15 of the current year is sent to the Ministry of Science and Higher Education of the Republic of Kazakhstan for decision making. The application is accompanied by the decision of the Academic Council, an extract from the student's transcript, a copy of the identity document and the certificate of an educational grant holder (original) who has been expelled from the University;
- information about applicants for vacant educational grants is posted in the IS Univer and on the University's website;
- the authorized body in the field of education reviews the received documents in the context of the EP (GEP, TD), forms and terms of study, taking into account the year of admission and, if the issue is resolved positively, issues an order for the award of an educational grant;
- on the basis of the order of the authorized body in the field of education, the NTC draws up a certificate of the award of an educational grant and transfers it to the University;
- on the basis of the issued certificate of the award of an educational grant, the University issues an order for further education under the educational grant.

13.35. In the case of the same grade point average in the competition for the vacant educational grants, students with grades A, A-, then grades from A, A- to B+, B, B-, C+ for the entire period of study have a preferential right.

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14. GRANTING ACADEMIC LEAVE

14.1. Students are granted academic leave:

- according to the medical conclusion at the outpatient polyclinic organization for a period of 6 to 12 months for health reasons;
- on the basis of the summons for military service;
- at birth or adoption of a child for a period up to the age of three years.

14.2. To receive academic leave the student submits electronic application to the IS Univer in the “e-services” section from his personal page and provides the relevant documents to the Student's Office of DAA, the Student Service Center "Keremet".

14.3. The student returning from academic leave is restored to the contingent of students and is registered for the academic disciplines of the corresponding course of study of the current curriculum of the EP.

14.4. To eliminate the difference in academic curricula the student registers for academic difference disciplines and studies them during the first year of the study after academic leave together with the current study groups or as a part of an additional semester.

14.5. Students after academic leave are given free of charge one-time opportunity to study the disciplines of the arisen academic difference by the end of the academic year. At the end of the academic year the unexplored academic difference disciplines are transferred to academic debt disciplines that are subjected to further study exclusively on a fee basis.

14.6. State scholarship to students on the basis of educational grant who have returned from academic leave is awarded according to the results of the interim certification of the results of the first academic period after returning from academic leave on condition of the complete elimination of the academic difference.

15. EXPULSION OF STUDENTS

15.1. A student may be expelled in the following cases:

- in case of academic failure (more than 50% of academic debt for the current academic period);
- for violation of the principles of academic integrity;
- for violation of the Rules of internal regulations and the Charter of the University;
- for violation of the terms of the contract for the provision of educational services, including non-payment of tuition fees;
- at his own will;
- due to death.

15.2. A student who has received an unsatisfactory grade according to the final certification is expelled from the University by order of the Chairman of the Board-Rector, or the person of his appointing.

15.3. Students of bachelor, master and doctoral programs on the basis of the educational grant, expelled from the University, are deprived of the one.

15.4. In order to be expelled from the University at his own request, the student submits an electronic application via "e-services" from his personal page to the informational-educational system – IS Univer. URL address: <https://univer.kaznu.kz>.

15.5. Expelled persons within 10 calendar days after the issuance of the order on expulsion by the Students Office of DAA are issued a transcript on the non-completion of higher/postgraduate

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education.

16. GRADUATION OF STUDENTS

16.1. A student who has passed the final certification and confirmed the mastery of higher or postgraduate education program, by the decision of the attestation commission, is awarded a bachelor's or master's degree or is awarded a qualification in the corresponding EP and a diploma with an appendix (transcript) is issued. Graduates of the Bachelor's and Master's degree programs are issued a European Diploma Supplement in addition to the diploma.

16.2. In the diploma appendix the latest grades are indicated according to the point-rating letter system of assessments for all academic disciplines, completed course papers (projects), research or experimental research works, types of professional practices, final certification, indicating their volume in academic credits and hours.

16.3. A student who has mastered the PhD program and defended a doctoral dissertation, with a positive decision of the dissertation Council in accordance with the order of the Chairman of the Board-Rector, or a person with his appointing, is awarded the degree of Doctor of Philosophy PhD and doctor in profile and a diploma with an appendix (transcript) is issued.

16.4. In cases of early completion of the PhD program with successful dissertation defense, the doctoral student is awarded the degree of Doctor of Philosophy (PhD) or doctor in the profile, regardless of the length of study.

16.5. In case of the diploma or the diploma supplement loss, the graduate applies to the Public Service Center or through the e-gov.kz portal with a corresponding application to get a duplicate of the education document.

In case of loss of the Diploma supplement the graduate must submit to the Dean's Office of the Faculty an appropriate application addressed to the Member of the Board-Vice-Rector for Academic Affairs. Diploma Supplement is issued by the Dean's office within a week after the application is submitted.

16.6. After issuing education documents to graduates, the University sends information to the Ministry of Education and Science of the Republic of Kazakhstan within a month and (or) enters data into the unified information system of education. The list of graduates is posted on the University's website. The University ensures the functioning of an electronic system for issued educational documents and storage in electronic database (archive) of educational documents, including previously issued ones.

17. EMPLOYMENT OF GRADUATES

17.1. The University considers the successful employment of graduates as the main indicator of the effectiveness of educational activities carried out. The University encourages long-term multilateral cooperation with employers in order to update the content of the Education Program in accordance with the demands of the labor market.

17.2. The Office of Professional Development and Career of DAA operates to promote the employment which ensures the involvement of employers in the events informing students and graduates about employment opportunities and professional internships.

17.3. Faculties ensure constant communication with employers through Employer Councils formed from among the graduates of the faculty. The powers and work plan of the Employers' Council are determined by the Faculty based on current and strategic objectives.

17.4. The analysis of the effectiveness of the Employers' Council is carried out by the Academic Council of the Faculty at least 2 times a year.

17.5. Students on the basis of the state educational order in the last year of study are subjected to mandatory distribution in organizations of the corresponding profile for mandatory training after graduation according to the legislation of the Republic of Kazakhstan in accordance with [paragraph 17 of Enactment 47 of The Law of the Republic of Kazakhstan “On Education” and the Decree of the Government of the Republic of Kazakhstan dated June 1, 2021 No. 365.](#)

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17.6. The distribution of graduate students at each faculty is held on a meeting of a specially created commission on personal distribution which provides the Office of Professional Development and Career with signed protocols and supporting documents before the 1st of June of the calendar year.

17.7. The general distribution of graduates is issued by the protocol decision of the distribution commission annually, no later than the 1st of July of the calendar year.

17.8. In accordance with the decision of the commission a graduate of each level of study gets a job referral and/or a labour center referral at the place of residence.

17.9. Exemption from work is carried out in accordance with the procedure provided by the legislation of the Republic of Kazakhstan in accordance with [paragraph 17 of Enactment 47 of The Law of the Republic of Kazakhstan “On Education” and the Decree of the Government of the Republic of Kazakhstan dated June 1, 2021 No. 365.](#)