



ACADEMIC POLICY
OF AL-FARABI KAZAKH NATIONAL UNIVERSITY

**Approved by the Academic Council
of Al-Farabi KazNU**

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1. OUTPOST OF EDUCATION AND SCIENCE OF NEW KAZAKHSTAN

1.1. MISSION OF THE UNIVERSITY

Mission of al-Farabi Kazakh National University is cultivation of human resources by educating competitive specialists, highly demanded in the national and international labor markets, as well as achievement of a qualitatively new effect in upbringing of citizens of the country and the world, and contribution to sustainable development of the society through transfer and increase of knowledge.

The university's goal is to be a locomotive of progressive economic, social and cultural transformations in the society, to cultivate human resources for domestic and Eurasian labor markets in accordance with their needs and prospects for the development of the country and the region. It is aimed at promoting implementation of innovative technologies into all spheres of the country's activities through commercialization of the results of scientific research by the university's scientists, and providing increase of the nation's amount of education, of its intellectual, cultural, and moral potential.

The University operates in accordance with the Constitution of the Republic of Kazakhstan, and the laws of the Republic of Kazakhstan "On Education" dated July 27, 2007, "On Science" dated February 18, 2011, and "On Commercialization of Scientific and/or Scientific and Technical Activities" dated October 31, 2015, and other regulatory legal acts of the Republic of Kazakhstan regulating educational and scientific activities, as well as the Charter of al-Farabi Kazakh National University.

1.2. HISTORY OF KAZNU

January 15, 1934 is the day of the official opening of the Kazakh State University (KazGU), which was formed on the base of a pedagogical institute by the resolution of the Council of People's Commissars of the USSR and Kazakh Party Committee of All-Union Communist Party. On December 2, 1934, KazGU was named after the famous Soviet political leader S.M. Kirov.

Following independence in 1991, the most important task of the university was to choose a new path. As the general vector for development, KazGU identified consistent integration into the global educational system, and transition to the international standards for specialists training. The status of the university has changed significantly, which in the first year of sovereignty was named after Abu Nasr ibn al-Farabi, the great thinker of the East, "The Second Teacher after Aristotle".

The university has been assigned a status of the state autonomous higher educational institution according to special Resolution "On the Status of al-Farabi Kazakh State University" issued on January 09, 1993 by N.A. Nazarbayev, the President of the Republic of Kazakhstan, and was renamed into al-Farabi Kazakh State National University.

The Regulation on special status of Republican State Enterprise "al-Farabi Kazakh State National University" as an autonomous state higher educational

institution was approved on July 25, 2000 by Resolution of the Government of the Republic of Kazakhstan. The university was the first among higher educational institutions in Kazakhstan to be assigned a special status of the national university according to the Decree of the President of the Republic of Kazakhstan issued on July 05, 2001.

In 2006, KazNU became the first higher educational institution in the history of the state named the winner of the prize of the President of the Republic of Kazakhstan for achievements in the field of quality.

Today, al-Farabi Kazakh National University is a large scientific, educational and innovative center, wherein new knowledge, progressive ideas and technologies are being generated. The main university's benchmarks are the objectives set in the First President's Address to the Nation: entering the ranking of the best world universities, conducting innovative activities and transferring results of scientific research into production.

The university is a world-class modern higher educational institution, a leading scientific-methodical and research center for development of the higher education system in the Central Asian region.

KazNU takes the **207th** place among the 800 best universities in the world according to the international **QS World University Rankings**, and it is the first of the country's universities to be awarded the international sign of excellence in 2018–QS STARS - 4 STARS in terms of educational services provision, scientific and innovative activities and academic reputation.

Al-Farabi KazNU is the only Kazakhstani higher educational institution that has been accepted into the United Nations' Academic Impact Program, and until 2020, it will be the Central Asian hub of this program.

1.3. UNIVERSITY ACCREDITATION AND RANKINGS

In 2019, al-Farabi KazNU once again successfully passed institutional accreditation. Over the course of many years, the university has been constantly ranked first among higher educational institutions of our country, based on the results of the general ranking of higher educational institutions according to the version of the Independent Agency for Accreditation and Ranking (IAAR) and the Independent Agency for Quality Assurance in Education (IQAA).

Al-Farabi KazNU collaborates with international accreditation agencies such as ASIIN, ACQUIN, AQA and FIBAA. Once every three years, educational programs undergo an international accreditation. A number of educational programs of the university were awarded the European Quality Mark "Euro Label".

In 2018, KazNU took the 10th place among the 200 universities within the Eastern Europe and Central Asia according to the QS University Rankings (QS University Rankings EECA 2018). According to the results of QS "WUR by Subject" ranking, the university entered the group of 101-150 of the best higher educational institutions in the world for the "Modern Linguistics" educational program.

KazNU takes 172nd place among 700 higher educational institutions from 78

countries in the global ranking by "UI Green Metric Ranking of World Universities", which assesses environmental credentials of universities.

According to the reputable world ranking "Times Higher Education" (THE), the university has entered the group of 201-250 best universities in developing countries. This ranking considers such indicators as effectiveness of scientific and educational activities, capacity of the faculty staff, quality of research and studies being conducted, number of scientific publications and citation index, as well as results of international cooperation.

Al-Farabi KazNU is the first higher educational institution in Central Asia, which ranked 251 among 500 universities in the QS Graduate Employability Rankings. This ranking is based on assessment of a university reputation among employers, of professional achievements of its graduates, of partnerships with employers, of organization of interaction between employers and students, and of its graduate employment rate.

1.4. UNIVERSITY DEVELOPMENT STRATEGY

Development strategy of al-Farabi Kazakh National University for 2017-2021 was created in 2017. The university development strategy includes its mission, vision, priority development areas, strategic goals and objectives of the university for 2017-2021 (<http://www.kaznu.kz/ru/14960/page/>).

The goal of the university is to enter the TOP-200 leading research universities in the world and become a locomotive of progressive economic, social and cultural transformations in the society.

Vision:

- transformation from a traditional type national university to a world-class research university;
- integration of education, science and innovation;
- establishment of the University of 4.0 model;
- ensuring high quality education for future success of students and formation of a competitive body of educational programs;
- educating graduates with high personal and professional qualities that meet requirements of the labor market.

The university's activities are aimed at accomplishment of the following objectives:

- formation of the human capacity for innovative sectors of the economy;
- launching of innovative educational programs that are necessary for the country's economy;
- enrollment of international students, development of academic mobility programs for students, faculty members and staff, and promotion of global educational standards for the international recognition of diplomas;
- diversification of financial activities, and commitment to the multichannel financing;

- integration of research elements into all educational programs, and creation of modern infrastructure for the large-scale interdisciplinary research;
- participation in multidisciplinary international research networks aimed at solving global problems of humankind;
- modernization of the university infrastructure for advanced research and active involvement of young people in scientific, educational and innovative activities.

1.5. UNIVERSITY STRUCTURE AND MANAGEMENT SYSTEM

Al-Farabi KazNU is a modern scientific and educational cluster including 16 faculties with 67 departments; 8 scientific research institutes in the area of natural sciences and technology; Science and Technology Park; the National Public Nano technological Laboratory; 5 institutes and 17 scientific centers in the area of social and humanitarian sciences.

Management of the university activities is based on principles of unity of command and collective leadership; it is carried out in accordance with the legislation of the Republic of Kazakhstan and the University Charter.

The highest forms of governing bodies of the university are the Scientific Senate, the Supervisory Board, the Academic (Scientific and Methodological) Council, the Student Senate and the Council of Elders.

Direct management of the university's activities is performed by the rector, who is appointed and dismissed in accordance with the current legislation of the Republic of Kazakhstan, as well as by vice-rectors in charge of the following areas:

- First Vice-Rector;
- Vice-Rector for Scientific and Innovative Activities;
- Vice-Rector for Academic Affairs;
- Vice-Rector for Science and Education Integration;
- Vice-Rector for Social Development;
- Vice-Rector for Administration and Service;
- Vice-Rector for Commercialization.

The rector of the university acts on behalf of KazNU, represents its interests in all public and governmental bodies, ensures quality of students training and compliance with requirements of the state compulsory standards for higher and postgraduate education, and provides compliance with requirements of the financial discipline, as well as protection of labor rights of employees and students.

The rector and vice-rectors of the university have to undergo attestation in accordance with the procedure established by the legislation of the Republic of Kazakhstan.

Each year the rector of the university gives a report on the strategic development plan of the university to the governing bodies and public.

KazNU has implemented a result-oriented management system based on indicative planning and rating system to evaluate activities of faculty members,

departments and faculties. Indicative planning includes indicators-indexes in four areas of activity: educational and methodical work; development of scientific-research and innovative activities of the university; university integration into the international scientific and educational space; morale building activities and social development.

1.6. AL-FARABI UNIVERSITY – SMART CITY

In order to achieve the university's strategic goals and objectives, KazNU is implementing its own program for transformation into an advanced research and higher education institution (world-class university) **“AL-FARABI UNIVERSITY SMART CITY”**.

The **“AL-FARABI UNIVERSITY SMART CITY”** model is developed based on the ideas and teachings of Abu Nasr ibn al-Farabi about the virtuous society. Its implementation is aimed at creating a university of a modern formation, wherein two main components are simultaneously and harmoniously developed: technological infrastructure and spiritual-moral aspects of activity.

The university's technological platform is based on the **“E-Campus”** project. KazNU is a digital-type university, wherein cloud-computing technologies are built into the automation of the university's activities; smart technologies are implemented in the campus infrastructure management; Big Data technologies are used to form its analytical system.

In order to disseminate best practices of the large innovative corporations such as Hewlett-Packard, Cisco, Konica Minolta, Fujitsu, Samsung, Alcatel, Kaspersky Lab, Microsoft, Intel, Huawei, etc., scientific and educational centers of these companies have been established and are now actively functioning at the university.

The essential element of the E-campus infrastructure is KazNU's Innovation Data Centre with the computing capacity of 5 Teraflops (trillion floating point operations per second). It combines a corporate data storage system and high-performance computing resources, which are used to solve application tasks on problems of ecology, oil and gas and uranium industry, bioinformatics, nanotechnologies, seismic and geological exploration, space technologies, economic and social forecasting.

The university is building the innovative IT-park of the **“Alliance of Universities of the New Silk Road”**, which involves more than 130 universities of the Eurasian Economic Community and CIS, based on the **“Silicon Valley”** model. Its core is KazNU's Supercomputer with the capacity of 1620 Teraflops, listed in the world's TOP-500 by computation capacity. It has been received as a grant from the Government of the People's Republic of China.

Educational process at the university proceeds with support of the software-information complex called **“Univer 2.0”**, which was developed at al-Farabi KazNU, and provides all categories of users involved in the teaching and learning process, from admission to graduation of students, with automated workplaces. This system ensures consistent work of all participants of the educational process. Thanks to the cloud-based automation system of teaching and learning process, all educational

(attendance, academic performance, allocation of grades in classes and exams, etc.) and auxiliary processes (procedures for distribution of vacant educational grants and places in dormitories, etc.) are open and transparent to the maximum possible extent.

Since 2016, there has been operating the Centre for Situational Management of KazNU, which is the organizational and technological complex, intended to be a software and information supporting system for managerial decisions based on integrated monitoring of factors, influencing development of ongoing processes.

Engineering and Hi-Tech Cluster, comprised of the Science and Technology Park, the Process Innovations Center (Engineering and Commercialization Center) and the Green Tech Center, is functioning in order to enhance research capacity and assimilate the latest knowledge intensive production technologies.

The Green Tech Centre represents a city-like “MINI-EXPO”, intended to implement innovative “green energy” projects, and enhance training specialists of a new formation by introducing state-of-the-art technologies and knowledge-intensive engineering, using various technologies for energy production: wind, solar, hydro and geothermal and biogas energy. The activities of all necessary alternative energy sources are accumulated within the center: heat pumps, biogas plant and wind-powered generators.

Within the framework of the program of training highly qualified personnel for priority branches of the industry and the country's industrial and innovative development, the university has opened innovative laboratories. They are Laboratory of information archiving and disseminating, Laboratory of nanomaterial engineering and technology of new industrial nanomaterials, Laboratory for production of chemicals for industry, Laboratory of agricultural chemistry, and Laboratory of Green energy for industry.

For the first time in Kazakhstan, the Earth's Remote Sensing Centre was opened at al-Farabi KazNU in collaboration with the Scientific Research Institute of Aerospace Information of the Academy of Sciences of P. R. China. The project is aimed at solving a wide range of original scientific, applied, technological, analytical and educational tasks in order to create “digital” Kazakhstan using advanced digital technologies for Earth sensing, which in its turn opens broad prospects for developing geological research, mapping, aerial and space surveys, spectral measurement and hyperspectral images, etc.

The scientific research institute "Archeology and Steppe Civilizations" was established for studying the steppe ecosystem, social-cultural, spiritual, and sacral values of the steppe world and problems of interaction of the biosphere and culture genesis.

The "Digital Technologies and Robotechnics" Center was established for scientific, educational and research work in the field of digital technologies and robotechnics, and for improvement of curricula of the Faculty of Mechanics and Mathematics based on the contemporary concept of mechatronics.

The most important responsibility of the university is spiritual education of youth as citizens of the country and the world. Al-Farabi Library, a structural unit of al-Farabi Kazakh National University, was opened in 1934, at the same time as the university itself. The library provides informational, educational, scientific and

cultural-educational support for students' and faculty members' activities.

Al-Farabi Library is the largest university library in the country and Central Asia; more than 2.5 million documents are stored there. The library holding is the richest collection of scientific, artistic, courseware and training literature. Library readers can get information services not only in the traditional form and in the stationary mode, but also remotely through means of electronic transmission.

The spiritual and moral component of "AL-FARABI UNIVERSITY SMART CITY" model is based on the "Virtuous Society Citizens Formation" project initiated by KazNU; its goal is to unite universities in promoting and disseminating among youth the ideas of peace, goodness and justice that are embodied in the writings by Abu Nasr ibn al-Farabi.

Social infrastructure of al-Farabi KazNU includes:

- U.A.Zholdasbekov Palace of Students;
- Students Service Center "Keremet";
- Al-Farabi Library;
- Museums (Museum of al-Farabi KazNU, al-Farabi Museum, Biological Museum, Paleolithic Museum of Kazakhstan, Museum of Ancient and Medieval Archeology of Kazakhstan, Museum of the East);
- Youth Internet Center;
- Sports and Fitness Complex;
- Dormitories;
- Center of Young Scientists;
- "Smart Health" Medical Center;
- "AY-TUMAR" Foodservice Center;
- Art Center.

1.7. OUR FACULTY MEMBERS

Al-Farabi KazNU is justifiably proud of its top-class educators and researchers. At present, the university employs more than 2 thousand professors, doctors, candidates of sciences and doctors of philosophy, including more than 100 academicians of the largest academies, more than 40 honored workers of the Republic of Kazakhstan, about 40 laureates of state and personal prizes of the Republic of Kazakhstan, 40 laureates of prizes of young scientists, and 47 holders of the state fellowships.

393 teachers of KazNU are holders of the state grant "The Best Teacher", awarded by the Ministry of Education and Science of the Republic of Kazakhstan. Today 29 academicians of the National Academy of Sciences RK, 28 winners of the state awards work at the University.

The activity of University's faculty members in scientific research work has been several times distinguished by prestigious scientific awards.

Al-Farabi KazNU is the owner of the independent award "Leader of Science - Web of Science Awards" in the nomination "Leader in the Number of Publications in the Web of Science Core Collection over the past five years among the universities and scientific organizations of the Republic of Kazakhstan". Furthermore, the

University was the winner of the independent “Scopus Award” in the nomination “High Performance Award”. 7 University’s faculty members have been announced the winners of awards in various nomination categories for high rates of publication activity and citations according to Scopus information resource (Elsevier).

Every year, the University’s faculty members become holders of the state fellowships for scientists and specialists, who have made an outstanding contribution to development of science and technology, and the state fellowships for talented young scientists.

In the framework of the “Foreign Scholars Engagement” program, al-Farabi KazNU every year invites foreign scholars from leading world universities for lecturing, consultations and seminars, as well as for performing duties of the foreign research advisors for master’s and PhD students. Among the professors, who have been invited recently, there are the Nobel Prize winners John Nash, Murray Gelmann and A.Pissaridez.

The university’s faculty members are main keepers of the academic culture, which forms educational environment of the higher educational institution. Professional standards and ethics of faculty members are specified in the "Regulation on Faculty Member of al-Farabi KazNU" and “Code of Corporate Culture of Faculty and Staff Member of al-Farabi KazNU."

Recruitment of faculty members of the university is done on a competitive basis.

1.8. STUDENTS’ BUREAU ON BOLOGNA PROCESS

The Students Bureau on Bologna Process (SBBP) is an independent organization of students that has been established at al-Farabi KazNU for the first time ever in Kazakhstan for the purposes of supporting students, protecting their interests and solving their academic problems.

SBBP is aimed at development and promotion of the policy of openness to comments and suggestions on the quality of education at KazNU.

The SBBP mission is to enhance development in al-Farabi KazNU students of self-dependence concerning matters of protection of their rights for quality education, as well as fostering students' ability to use educational services for development of intellectual potential and creativity of each student to the maximum extent possible.

Objectives of the organization:

- making participation of students in the management of educational process more active through introduction of the policy of openness to comments and suggestions on the quality of education at the university and by direct involvement of students in creating their educational paths;
- implementation of the policy of promoting quality education (sound academic background) through commitment to the culture of academic integrity; student participation in work of the faculty ethics commissions in order to provide necessary help to students;

- monitoring the quality of the knowledge acquiring process;
- development of internal academic mobility;
- support for foreign students;
- ensuring maximum participation of students in international projects.

Within the framework of SBBP, there operates a one-of-a-kind student support center called "Advice".

“Advice” operates as a place of dialogue between students and administration; it also solves disputable matters and accepts suggestions and comments for improvement of the learning process. Each student can contact the "Advice" with various questions, both anonymously and personally.

The center is run by students, who have the academic policy of the University and other regulatory and legal acts regulating the field of education at their fingertips.

1.9. INTERNATIONAL COOPERATION

In 2003, Al-Farabi KazNU was the first among the universities of Central Asia to join the Magna Carta of Universities in Bologna, thereby indicating its integration into the international scientific and educational space.

Today, the university actively cooperates with 525 universities and research centers in 47 countries. Al-Farabi KazNU is a member of the International, European and Eurasian Associations of universities.

KazNU is a strategic partner of the UN Civilization Alliance and the Regional Hub for Sustainable Development in the framework of the UNITWIN UNESCO program.

KazNU was the first in Central Asia to be admitted to the International Consortium of Universities (WUC) (2014); Clinton Global Initiative University (CGI U) (2015); Organization COMSATS (2015); Alliance of Universities of the New Silk Road (New Silk Road Universities Alliance, China) and its Board of Directors (2015); Silk Road University Network (Silk-Road Universities Network, South Korea).

In the framework of international integration of science and education, KazNU has opened educational and research centers and laboratories of the world's high-tech companies «Hewlett-Packard», «Samsung», «Cisco», «Konica Minolta», «Microsoft», FUJITSU and others, where programs of additional professional education are being delivered.

The University has its representative offices in foreign countries (Joint Chemical Laboratory at the University of Rostock, Germany; KazNU Photochemistry Laboratory at the Karachi International Center, Pakistan; Kazakhstan Center at Beijing University of Foreign Languages) and al-Farabi Centers at foreign universities.

KazNU delivers joint bachelor's, master's and PhD programs with universities of Lorraine (France), La Sapienza (Italy), Peoples' Friendship University of Russia (Russia), Kaunas University (Lithuania), Osaka University (Japan), Hankuk

University (Korea), Valencia Polytechnic University of Spain and other universities.

The purpose of the international Kazakh-French Center "Geo-energetics", which operates within the university, is to educate the Kazakhstani scientific elite in the field of geology and extraction of energy resources through training students in joint master's and doctoral programs with awarding of Kazakh and French diplomas.

Al-Farabi KazNU is a member of consortia of the two international network universities - the University of the Shanghai Cooperation Organization (SCO) and the Network Open University of the Commonwealth of Independent States (NU CIS).

2. ACADEMIC POLICY OF KAZNU

2.1. PURPOSE AND OBJECTIVES OF ACADEMIC POLICY

The academic policy of the university determines the system of relationships between all participants of the educational process aimed at fulfilling the university mission. The university is independent in determining prospects for its own development and implementation of goals, and operates under conditions of internationalization that is a key trend in development of the global system of higher and postgraduate education.

The aim of the university is to train competitive specialists with sufficient knowledge able both to assimilate new objects of knowledge and to generate new knowledge. The university graduates should have a well-formed repertoire of competencies that meet needs of employers; they should be able to articulate production tasks in a professional language and solve them using modern technologies; they should possess an active citizenship based on the ideas of peace, kindness and justice.

Goals of KazNU:

- improvement and updating of the substantive, motivational, value components of educational programs, which are a means of targeted formation of a competitive graduate, who will be a good specialist ready for continuous professional growth, social and professional mobility;
- delivery of educational programs based on the synthesis of educational and research activities as a means of developing the scientific component of the educational programs and as a necessary condition for disclosure of the personal research potential of a specialist, ready for productive research activities;
- implementation of programs of interaction with employers on the issues related to target preparation of specialists; determination of qualification requirements for graduates in the form of a system of professional competencies for specific industry; participation in development of educational programs; organization and supervising of practical training of students in the real sector, etc.;
- integration of values of the academic culture of the university into all

spheres of educational activity as a natural environment for the formation of personality of the university graduate: a patriot with leadership qualities, able to make decisions and positively influence the society; competent, responsible, morally educated; a real professional in own occupation, well-informed about related fields of activity, capable of accomplishing effective professional activity at the level of international standards;

- strengthening of the position of the university as a subject of the global education system, which is accredited by international agencies, involved in implementation of joint training programs for specialists, and capable of exporting educational services.

Fulfillment of the mission, achievement of the goals and solution of the tasks are achievable, if there is a harmonious system of interdependent measures, rules, processes and procedures of planning and management of educational activities of the university.

Comprehensive planning and management of the educational activity is ensured by the system of principles aimed at its modernization in order to comply with international standards for higher and postgraduate education. Core principles determine the content of academic policy and the means of its implementation.

2.2. PRINCIPLES OF ACADEMIC POLICY

Core principles of the academic policy ensure its implementation in the system of rules and attitudes.

1. The principle of conformity of the quality of educational activities of the university (learning and teaching) with world education standards.

In the context of this principle, the content and process of delivery of educational programs are being upgraded. Each educational program is designed to provide the proper level of qualification, measurable by the achieved learning outcomes. The content of the program, ensuring achievement of the results in the form of a system of qualification requirements, should be based on the scientific knowledge that is internationally recognized.

2. The principle of student-centered educational process.

This principle assumes that the educational process of the university meets following requirements:

- availability of the student-centered learning environment aimed at enhancing activities of instructors and students in order to meet their personal aspirations and social needs through effective learning activities;
- student-focused educational programs: achievement of the expected learning outcomes, claimed by the program curriculum, and competencies, required by the dynamically changing labor market;

- joint activity of instructors, students, employers in defining learning outcomes relevant to qualification requirements of higher education levels, needs of the modern labor market, achievement of which is ensured by modern scientific knowledge that has received international recognition;
- individualization of the learning process based on flexible educational paths;
- accessibility of higher and postgraduate education for all categories of citizens through ensuring greater inclusiveness.

3. *The principle of interaction of education, science and production* ensures balance between the systemic content of an educational program, science and production (especially knowledge-intensive). Implementation of the principle is aimed at:

- increasing the number of the university's educational programs of a practice-oriented type, developed on the basis of industrial frameworks and professional standards;
- development of educational programs for the priority sectors of the SPIID in accordance with industry standards of professional qualification;
- development of joint educational programs with leading foreign partner universities and research centers;
- increasing the number of interdisciplinary and trans-disciplinary disciplines in educational programs, aimed at deepening and expanding the scope of expected learning outcomes, that would increase competitiveness of graduates and can serve as the basis for the subsequent stages of personal education throughout life.

4. *The principle of lifelong learning.*

The implementation of this principle is ensured by:

- transferring credits that were earned during study at another universities, including foreign ones;
- recognition of qualifications awarded by foreign universities in order to help students achieve their new academic and professional goals;
- accessibility, openness and large-scaleness of higher education based on modern educational technologies (distance learning, through mass open online courses, etc.) for all categories of citizens;
- development of auto-evaluation skills and abilities to grow professionally, to determine their further own educational paths, to be ready for social and professional mobility.

5. *The principle of internationalization of education*

Implementation of this principle is the broad range of types and forms of international academic activity of the university. It is best confirmed by the fact that

the university is involved in the global educational process. The most promising and important for the university are:

- international accreditation of educational programs in agencies that are members of international European networks in order to ensure the quality of education;
- cooperation with foreign partner universities in delivery of joint educational programs (double degree education);
- increasing the percentage of foreign citizens studying at the university;
- attracting foreign specialists into the top management of the university and for teaching academic disciplines in English;
- academic mobility, both incoming and outgoing, of students and faculty members;
- export of educational services in the form of transnational and cross-border education.¹

6. The principle of improving the social dimension of education

This principle is aimed at ensuring equal conditions for all social categories of students to receive a quality education:

- openness and accessibility of education for all categories of citizens, support for students with disabilities;
- expanding the practice of inclusive education through modern educational programs for gifted people and people with disabilities;
- creation and implementation of variable learning models based on differentiation and individualization of educational process;
- formation of the inclusive educational environment based on special information and communication platforms to ensure equal access to educational resources and provision of pedagogical support and advisory assistance to students from socially vulnerable groups;
- creating equal conditions and barrier-free access to the place of classes for students with special educational needs (needs for special elevators, ramps, guiding, etc.);
- support for academic mobility of students from dysfunctional families and regions.

7. The principle of support for pedagogical innovations

Modernization of the content of educational programs has identified modern dominants in assessing the pedagogical activity of faculty members:

- ensuring achievement of the expected learning outcomes by relevant methods and techniques;

¹ Transnational education involves introduction of educational programs in English for foreign students into educational activity of the university. Cross-border education implies promotion of the university's educational programs in their traditional form to abroad through establishment of branches and representative offices of the university in foreign countries.

- generation of new research concepts and pedagogical innovations;
- motivation for self-improvement of faculty members, implementation of career paths and programs of academic mobility;
- abilities to develop and participate in the implementation of trans-disciplinary educational programs.

2.3. RESOURCES OF ACADEMIC POLICY

The academic policy as a set of rules and regulations designed to ensure high quality in the performance of interrelated and interacting processes of the university educational activity. KazNU delivers programs of higher and postgraduate education by levels (bachelor, master's, doctoral, second higher education), using credit technology of education, which main aim is to develop students' self-organization and self-education abilities, based on independent choosing educational paths within the framework of regulated educational process and recorded volume of gained knowledge in the form of credits.

Processes and procedures for delivery of educational programs are ensured by systems of internal and external resources, allowing creating a high-quality environment for achieving the planned learning outcomes that meet qualification requirements for each level of education.

Internal and external resources form the environment in which subjects of educational activity carry it out in the certain system of links, relationships and interactions: student - instructor; program coordinator - employer, customer, and other interested parties.

Internal resources include: faculty human resources; infrastructure; system of interconnected and interacting processes of teaching, research and pedagogical activities; procedures for planning and implementing educational programs into the educational process; learning outcomes assessment policy; procedures for assessing the quality of learning outcomes based on measurability of their indicators; internal quality assessment procedures; information and technological support of all procedures.

Internal resources allow to build up the concept of the university's educational activity: qualification requirements should be described on the basis of Dublin descriptors in the system of expected learning outcomes, achievement of which must be ensured by the present-day scientific content of educational programs. Planning and delivery of these programs should be put into practice by using the methodology of educational process organization, which is based on modern technological and methodological priorities, as well as by using the methodology of assessment of the achieved results.

The academic policy is aimed at ensuring the quality functioning of all processes and procedures that support educational process. The most important procedures aimed at ensuring the quality implementation of educational programs are:

1. Recruiting of faculty members capable of providing guaranteed quality of

education due to:

- level of scientific qualification,
- maturity of conceptual views on the essence of modern professional education;
- ability to use modern teaching methodologies within the framework of their specialty;
- ability to generate and transfer new teaching technologies into the sphere of personal professional activity.

2. Development of the system for planning, implementing and monitoring the quality of educational programs, their information and technological provision, based on the principles determined by the mission and strategy of the university:

- continuous monitoring of the level of quality and of implementation of actions aimed at increasing this level;
- involvement of students in quality assessment procedures;
- involvement of employers, representatives of professional associations and scientific communities, and independent experts into the pool of subjects, who assess the quality of education;
- transparency of quality assessment procedures and informed decision-making based on the analysis of complete and objective information.

3. Creation of educational and methodical resources for establishing of educational environment and implementation of various types of educational activities, aimed at achieving learning outcomes, within this environment.

The content, forms and functions of educational procedures and their interaction are regulated and supported by the system of internal educational and methodological documentation, which is an integral part of the academic policy.

External resources for delivery of educational programs include:

- legislative and regulatory documents of the Government of the Republic of Kazakhstan, the Ministry of Education and Science of the Republic of Kazakhstan;
- The Magna Carta of European Universities, the European Qualifications Framework (Dublin Descriptors), the International and National Classifications of Occupations;
- all declarations, conventions, communiqués adopted at different meetings and conferences by members of the Bologna Agreement, aimed at developing and improving relations within the European educational space.

Academic Policy of al-Farabi KazNU was compiled on the basis of the Law of the Republic of Kazakhstan “On Education” (№ 319-III dated July 27, 2007 as amended by the Law of the Republic of Kazakhstan dated 02.07.18. № 170-VI LRK), the Model Rules for the Activities of Educational Organizations Delivering Higher and Postgraduate Education Programs (Order of the Ministry of Education and Science of the Republic of Kazakhstan № 595 of October 30, 2018), Compulsory State Standards of Higher and Postgraduate Education (Order of the Ministry of Education and Science of the Republic of Kazakhstan № 604 of

10.31.2018), Rules for organization of the educational process using credit technology (Order of the Ministry of Education and Science of the Republic of Kazakhstan № 152 of 20.04.2011., With amendments № 563 of 10.12.2018 d.), the Model Rules on admission for study in educational institutions delivering educational programs of higher and postgraduate education (Order of the Ministry of Education and Science of the Republic of Kazakhstan № 600 dated 10.31.2018) and other regulatory acts of the Ministry of Education and Science of the Republic of Kazakhstan, as well as internal regulatory documents of the university.

2.4. ACADEMIC COUNCIL (SCIENTIFIC-METHODOLOGICAL COUNCIL)

2.4.1. Academic Council of al-Farabi Kazakh National University (Scientific-Methodological Council) is a collegiate advisory body in the management of educational process of the university, a center of discussions on scientific-methodical and study issues of the university activities and organization of scientific and methodical projects.

2.4.2. Academic Council sets regulatory and organizational bases of educational activities.

2.4.3. Academic Council works towards defining directions and mechanisms for:

- management of the quality of higher and postgraduate professional education;
- increasing quality of the educational process;
- development of educational programs based on the competency-oriented approach in accordance with professional standards, demands of employers and needs of students;
- assistance to structural divisions of the university in realization of quality management principles and result-oriented management;

The council makes recommendations on implementation of new technologies of organization and management of educational process.

2.4.4. Academic Council of al-Farabi Kazakh National University reports on its activity to Academic Senate of al-Farabi Kazakh National University. In some particular cases, the Council submits its recommendations for consideration and approval of the Academic Senate or University Administration.

2.4.5. The Chairperson of the Academic Council of al-Farabi Kazakh National University is Vice-Rector for Academic Affairs, its deputy chairperson is director of the Department of Academic Affairs.

2.4.6. The University rector approves personal composition of the Council.

2.4.7. Responsibilities of the Academic Council:

- organization of the quality management system for specialists' preparation
- development of regulatory and methodological supplementation of the educational process;
- monitoring the external and internal conditions and the state of

educational process in the university for timely revealing of tendencies and detecting deviations from the strategic goals concerning the quality of student education;

- monitoring of the university educational programs' modernization, of improvement of the methodology of educational programs launching principles;
- summarizing and dissemination of advanced experience on organization and development of methodology of scientific and educational activities;
- improving of the staff development, retraining and attestation system; analysis of the content of educational process.

2.5. FACULTY COMMITTEE ON QUALITY OF EDUCATION

2.5.1. Faculty committee on the quality of education (Quality Committee) is aimed at providing multidimensional monitoring and support of the educational policy of the faculty.

2.5.2. Committee on the quality of education is concerned with increasing of outcome and efficiency of the educational process at the faculty.

2.5.3. Personal composition of the committee consists of respected faculty members with at less 10-15 years of professional experience, as well as of employers, students and graduates.

2.5.4. Responsibilities of the committee on the quality of education:

- participation in organizing and monitoring of external and internal conditions and state of the educational process at the faculty for timely detection of deviations from the established standards concerning the quality of education;
- analysis of origins of deviations, working out proposals on correction actions and measures for prevention of appearance of inappropriate outcomes in training of specialists at all levels (on improvement of study plans and educational programs; on enhancement of qualification of faculty and other staff, as well as on informational, technical and other kinds of provision);
- assessment of quality of methodical provision of educational process; making internal evidence-based quality assessment of the efficiency of educational programs; identification of the level of consistency of educational programs to the labor market demands; working out recommendations on improvement of educational programs;
- dealing with issues concerning dissatisfaction of students with quality of provided educational services;
- making suggestions on improvement of the educational policy of the faculty;
- considering cases of academic dishonesty by students and faculty members.

2.5.5. The committee examines issues of the quality of education as often as required, but not less than once a semester. All committee meetings should be recorded by protocols. Report on the Committee's work is to be reviewed on a meeting of the Academic Senate of the faculty.

2.6. ACCEPTANCE OF DOCUMENTS AND ADMISSION INTO EDUCATIONAL PROGRAMS OF HIGHER EDUCATION (BACHELOR DEGREE)

- 2.6.1. Enrollment of applicants to the student's cohort of Al-Farabi KazNU's programs of higher education (undergraduate programs) is done in accordance with the Model Rules for admission to study in organizations, delivering educational programs of higher education.
- 2.6.2. Intake into the cohort of KazNU undergraduate (bachelor) educational programs' students is done by distributing educational grants funded at the expense of the republican or the local budget or by receiving funds from the republican budget as part of special transfers, as well as by paying tuition fees at citizens' own expense or by funding from other sources.
- 2.6.3. Persons with general secondary, or technical and vocational, or post-secondary, or higher education, who passed entrance examinations in the form of the Unified National Testing (UNT) and / or written entrance / creative presentation examination, would be accepted into undergraduate educational programs.
- 2.6.4. Passing UNT score for admission to Al-Farabi KazNU's standard programs of higher education is at least 65 points. In the areas of education "Pedagogical Sciences", "Agriculture and bio resources", "Veterinary" passing score is at least 60 points. Applicants should be scored specifically at least 5 points for the history of Kazakhstan, mathematical literacy, reading literacy – the language of instruction, and at least 5 points for each core discipline, except for those entering the educational programs of higher education that require creative training.
- 2.6.5. Passing UNT score for admission to Al-Farabi KazNU for graduates of organizations of technical and professional, post-secondary education, enrolling into programs in related areas of training with shortened period of study, is at least 25 points. Applicants should be scored specifically at least 5 points for the general discipline and at least 5 points for each core discipline, except for those enrolling into educational programs of higher education that require creative training.
- 2.6.6. Persons, who apply for higher education programs that require creative training, need to be scored at least 65 points according to the results of the UNT and creative presentation exams. In the field of education "Pedagogical Sciences" passing score is at least 60 points, including at least 5 points for the history of Kazakhstan, reading literacy – the language of instruction, and at least 5 points for each creative presentation exam.

- 2.6.7. Persons, enrolling into educational programs of higher education with shortened study period that require creative training in related areas, should be scored no less than 25 points based on the results of the UNT and creative presentation exam, including at least 5 points for a creative presentation exam and at least 5 points for the core discipline.
- 2.6.8. Persons with general secondary, or technical and vocational, or post-secondary education, except those enrolling into educational programs of higher education in related areas of training with shortened period of study, who did not gain the necessary passing score established by the Model Rules (according to the UNT), could be enrolled for one semester of full-time study on the tuition fee basis.
- 2.6.9. Upon completion of the first academic period (semester), these individuals take the UNT again within the period of time established for conducting the unified national testing and comprehensive testing in the Model Rules, approved by the Order of the Ministry of Education and Science #204 dated 02.05.2017.
- 2.6.10. Persons who have not gained the necessary passing score could be enrolled for one semester of full-time study on the tuition fee basis. Upon completion of the first academic period (semester), these individuals take the UNT again within the period established in accordance with the Rules for conducting the unified national testing and comprehensive testing. Persons, who do not get the passing score according to the results of the UNT, held at the end of the first academic period, will be expelled. Persons with a passing score submit the application for enrollment on the tuition fee basis addressed to the rector of KazNU.
- 2.6.11. Persons with higher education, enrolling into an undergraduate (bachelor's) program within a group of educational programs with shortened study period on a fee-paid basis, would be admitted in accordance with the results of the written entrance examination, with the exception of those enrolling into programs from a group that require creative training. Duration of study in programs of the second higher education for persons with an unrelated first higher education is at least 3 years.
- 2.6.12. Admission of persons with higher education to a group of educational programs with shortened period of study on the tuition fee basis, requiring creative training, is based on the results of the creative presentation exam.
- 2.6.13. Admission of foreign citizens for undergraduate studies on the tuition fee basis would be made in accordance with the results of interview conducted by the KazNU Admissions Office during the calendar year. At that, enrollment of foreign citizens should be completed in accordance with the academic calendar 5 (five) days before the start of the next academic period (semester).
- 2.6.14. Admission of persons enrolling into undergraduate (bachelor) programs is carried out according to their applications on the competitive basis, taking into account points of awarded certificates.
- 2.6.15. Admission for study in higher education programs belonging to groups,

requiring special and (or) creative training, including those in the fields of education "Pedagogical Sciences" and "Health and Social Welfare (medicine)", is carried out taking into account the results of special and (or) creative presentation exams.

- 2.6.16. For enrollment, applicants submit the application for admission to the Admissions Office of KazNU, attaching documents, the list of which is available on the university website in the section "Prospective Students" ("Bachelor programs").
- 2.6.17. Documents in a foreign language would be accepted only if accompanied with a notarized translation into Kazakh or Russian.
- 2.6.18. Diplomas (certificates) issued by foreign educational organizations are subject to nostrification procedure in the manner prescribed by the legislation of the Republic of Kazakhstan, during the first academic period of study after enrollment.
- 2.6.19. The Admissions Office of Al-Farabi Kazakh National University carries out enrollment of students into undergraduate educational programs in the period from August 10 to 25 by order of the rector of the university.
- 2.6.20. Students enrolling into undergraduate (bachelor) educational programs select an educational program from the appropriate group of educational programs. Information on the content of each educational program can be obtained from the university website in the "Prospective Students" section, as well as from consultants of the Admissions Office in the period of August 10 to 25.
- 2.6.21. Students enroll into particular programs of higher education with different language of instruction.
- 2.6.22. Citizens of the Republic of Kazakhstan enrolled into an undergraduate program with their study being funded by a state grant, sign the agreement on labor repayment for not less than 3 (three) years in the manner determined by the Government of the Republic of Kazakhstan.
- 2.6.23. If a student, enrolling on the basis of a contract for provision of educational services, is applying for an educational loan to a second-tier bank, he/she is admitted into the cohort of university students upon submission of a relevant certificate from the bank, verifying that the person's application is being under consideration. At the same time, he/she is granted a deferment in payment of the sum specified in the contract for provision of educational services and payable prior to enrollment, for the period of applying for an educational loan, but not more than for 4 (four) weeks from the date of receipt of the bank certificate.
- 2.6.24. KazNU admits a limited number of students into each educational program on the tuition fee basis; the process is regulated by the university standards, decisions made by the Academic Senate of the university. For each educational program, the threshold level of the passing score is set.
- 2.6.25. The university provides a final report on admission to higher education educational programs within 10 calendar days after completion of admission to the authorized body in the field of education.

2.7. ACCEPTANCE OF DOCUMENTS AND ENROLLMENT INTO EDUCATIONAL PROGRAMS OF POSTGRADUATE EDUCATION

- 2.7.1. Enrollment of applicants into postgraduate educational programs (master's, doctoral studies) of Al-Farabi Kazakh National University is carried out on the basis of the Model Rules for admission to study in organizations, delivering educational programs of postgraduate education.
- 2.7.2. Intake into the cohort of students of master's and doctoral programs is carried out by placing the state educational order for educating specialists for scientific and pedagogical activity, as well as through payment of tuition fees at the expense of citizens and from other sources.
- 2.7.3. Admission to master's and doctoral programs is carried out on the competitive basis taking into account results of entrance examinations.
- 2.7.4. Admission of foreign citizens to master's and doctoral programs is carried out on the tuition fee basis.
- 2.7.5. Enrollment of foreign citizens on the competitive basis for study, funded by the state educational order for free postgraduate education, is determined by international treaties of the Republic of Kazakhstan, with the exception of the scholarship program for master's programs.
- 2.7.6. Admission of foreign citizens to study in educational programs of postgraduate education on the basis of contracts for provision of educational services is carried out during calendar year in accordance with the academic calendar.
- 2.7.7. Diplomas (certificates) issued by foreign educational organizations are recognized or nostrificated in the manner prescribed by the legislation in accordance with the Rules for the recognition and nostrification of documents on education, approved by order of the Minister of Education and Science of the Republic of Kazakhstan.
- 2.7.8. The Admissions Office of KazNU accepts applications for admission to master's programs in the period from July 3 to 25, for doctoral studies from July 3 to August 21 of calendar year.
- 2.7.9. Master's programs entrance examinations on foreign languages, on specialty and comprehensive testing are held from August 8 to 16 of the calendar year, admission - until August 28 of the calendar year.
- 2.7.10. Doctoral programs entrance examinations on the area of the group of educational programs are held from August 22 to 27 of the calendar year, admission – until August 28 of the calendar year.
- 2.7.11. Admission to master's and doctoral educational programs in the field of medicine is carried out in two stages: preliminary selection, entrance exams. Preliminary selection is carried out before the entrance examinations from February 1 to March 31 of the calendar year.
- 2.7.12. Persons graduated educational programs of higher education are eligible for admission to master's programs.
- 2.7.13. Persons with a master's degree and work experience of at least 1 (one) year or persons, who completed residency training in medical specialties and

- have work experience of at least 3 (three) years are eligible for admission to doctoral programs.
- 2.7.14. Persons who apply for doctoral studies need to have one of the following international language certificates with the appropriate threshold score (TOEFL / IELTS / DSH / TestDaF-Prüfung / TFI / DELF / DALF / TCF).
 - 2.7.15. For enrollment, applicants submit to the Admissions Office of KazNU the application for admission, attaching documents, the list of which is posted on the university website in the section "Prospective Students" ("Master's Programs", "Doctoral Programs").
 - 2.7.16. Copies of documents submitted to the Admissions Office should be accompanied by their originals, which will be returned to the applicant after verification.
 - 2.7.17. The Admissions Office of KazNU checks the authenticity of international certificates and has the right to refuse to accept documents of those applicants to doctoral studies, whose certificates are not proved authentic by accepted verification methods.
 - 2.7.18. Admission to master's programs is carried out according to the results of comprehensive testing on the groups of educational programs, which includes a foreign language test, as well as testing on the profile of the group of educational programs, and testing to determine readiness for study.
 - 2.7.19. Enrollment to master's programs with English language of instruction is carried out according to the results of comprehensive testing, which includes testing in English on the profile of the group of educational programs and testing in the Kazakh or Russian languages (at the choice of the applicant) to determine readiness for study.
 - 2.7.20. Admission to master's programs in healthcare and social security (medicine) is carried out based on the results of entrance examination in one of foreign languages at the choice of the applicant (English, French, German), which is held by the National Testing Center, and entrance examination on specialty conducted by the subject examination commission of the University.
 - 2.7.21. Admission to doctoral programs is based on the results of entrance examination on groups of educational programs for doctoral studies, conducted by the subject examination commissions of KazNU.
 - 2.7.22. It is not allowed to re-take entrance examinations and comprehensive testing in the same year.
 - 2.7.23. Enrollment of persons to master's programs is carried out according to the results of comprehensive testing, based on the 150-point grading scale of comprehensive testing for master's programs with the Kazakh and Russian language of instruction. Applicants should score at least 50 points, including at least 25 points for the foreign language section, and for the section on the profile of the group of educational programs: with choice of one correct answer - at least 7 points, with choice of one or several correct answers - at

least 7 points, for the section of testing for determining readiness for study - at least 7 points.

- 2.7.24. Enrollment of persons to master's programs with English language of instruction is carried out according to the results of comprehensive testing, based on the 100-point grading scale of comprehensive testing for master's programs with English language of instruction. Applicants should score at least 25 points, including at least 7 points for the section of testing for determining readiness for study; and for the section on the profile of the group of educational programs: with choice of one correct answer - at least 7 points, with choice of one or more correct answers - at least 7 points.
- 2.7.25. Enrollment of persons to master's programs in medical specialties is carried out according to the results of entrance examinations in foreign languages and in specialty with following points: for the foreign language examination - at least 30 points and for the examination in specialty - at least 50 points.
- 2.7.26. To participate in the competition for state educational grants for master's studies, applicants submit to the Admissions Office of KazNU or of any other university proper application with attached certificate, which indicates comprehensive testing points. In his/her application, the applicant indicates a group of educational programs and up to three universities for study. The Republican Competition Committee makes decision on awarding a state grant and issuing an appropriate certificate to the applicant.
- 2.7.27. Enrollment to the cohort of doctoral students is carried out based on the results of entrance examination on groups of educational programs for doctoral studies and the international certificate confirming command of a foreign language in accordance with the European-wide competencies (standards) of knowledge of foreign language. Passing score for enrollment into doctoral programs is at least 125 points from 200 maximum possible.
- 2.7.28. Doctoral students, as a rule, choose a program for study when they submit documents for admission.
- 2.7.29. Master students choose a program for study when they submit documents for participation in the competition for the state educational grants.
- 2.7.30. The university submits to the authorized body in the field of education final report on admission to educational programs of postgraduate education, as well as copies of orders of enrollment to master's and doctoral programs funded by the state educational order, within 10 calendar days after completion of enrollment.

2.8. ACADEMIC EDUCATIONAL PROGRAM

- 2.8.1. Preparation of specialists in the university is carried out according to educational programs of higher and postgraduate education.
- 2.8.2. Educational program (EP) is an approved set of modules or course units necessary for awarding a specific degree (bachelor, master's or doctoral).

- 2.8.3. Development of educational programs is aimed at achievement of expected learning outcomes; content of an educational program includes not only specific study disciplines, but also a structured set of procedures and learning situations, which lead to achievement of intended results.
- 2.8.4. Educational programs of the university are developed in the areas of education, for which the university has the license permitting educational activity, within the groups of educational programs according to the Classifier of directions of preparation.
- 2.8.5. Graduating chairs develop educational programs in accordance with National Qualifications Framework, professional standards, Dublin descriptors and European Qualifications Framework.
- 2.8.6. All educational programs of the university undergo external assessment for inclusion into the National Register of educational programs in accordance with the prescribed procedure.
- 2.8.7. Educational programs of the university are learning outcomes-oriented. All stakeholders, including students and employers are involved in development and monitoring of delivery of educational programs.
- 2.8.8. Main principles of development of educational programs at the university are:
 - orientation to global trends in development of higher and postgraduate education: multidisciplinary, student-centered approach, innovativeness, focus on formation of complex thinking and social communications;
 - orientation to national trends – internationalization, integration of education, science and production, digitalization, spiritual renovation;
 - commitment to KazNU's strategic priorities – comparability with educational programs of the universities that rank in the top 200 of international rankings; matching the university's strategy.
- 2.8.9. Academic Senate of the faculty by its decision appoints each educational program's coordinator, who is responsible for coordinating works concerned to designing, developing and delivering of an educational program oriented to achievement of learning outcomes in accordance with qualification requirements, with involvement of all interested parties, including students and employers.
- 2.8.10. Following conditions should be considered at launching an educational program: human resourcing; provision of the program with information resources, facilities and equipment; availability of bases for professional practice; information support to the process of delivery of the educational program; methodical provision of delivery of the educational program.
- 2.8.11. To assure quality control in the process of launching of an educational program, it undergoes the internal university assessment procedure and after that would be sent for external assessment to representatives of employers, public and academic community. The aim of assessment is improvement of the quality of educational programs. Assessment of educational programs is based on the principles of transparency, integrity, consistency in organization of expert work.
- 2.8.12. Standard approval procedure for any educational program requires its

sequential consideration:

- decision of the faculty committee on the quality of education;
- decision of the Academic Senate of the faculty;
- approval by the university service for methodical work;
- approval by the Academic Council of the University;
- approval by the Academic Senate of the university.

2.8.13. Exclusion of an educational program from the catalogue of programs delivered by the University can be initiated:

- by the Academic Senate of the faculty upon the decision to give up delivery of the program;
- by the Academic Senate of the university in the case when there have been no student enrollment to the program within subsequent three years;
- by the Academic Senate of the university upon a negative conclusion of the accreditation agency;
- by the Academic Council of the University in the case when conclusion of the poor quality of delivered educational program was received as a result of some internal or external assessment procedure;
- by the Bologna Process Center of the Ministry of Education and Science of the RK in the case when employment rate of the program graduates is 50% or lower.

2.8.14. Students are enrolled into educational programs from groups of educational programs according to their personal applications. In the period of August 10 to 25 of calendar year, consultants of the Admissions Office help applicants choose programs for study.

2.8.15. It is not permitted to modify the content of educational program (to change study disciplines) after ending of students' registration to disciplines and generation of individual study plans.

2.9. EXPECTED LEARNING OUTCOMES

2.9.1. The main goal of studying an educational program is students' achievement of expected learning outcomes, development on their basis of professional competencies that are highly specialized knowledge and skills, and ability to apply this knowledge and skills for solving relevant professional problems.

2.9.2. Competitiveness of a specialist on the labor market is determined by the level of development of his/her professional competencies; he/she should be a professional able to apply the acquired knowledge in specific practical situations to get the intended result at the lowest cost and in the optimal time.

2.9.3. The European Qualifications Framework for Lifelong Learning (EQF) provides connection of professional competencies with knowledge, skills and abilities formed during training.

2.9.4. EQF is a meta-system, which purpose is to ensure transparency, comparability, compatibility and recognition of qualifications, diplomas and

certificates of education. The European Qualifications Framework is based on identification of learning outcomes at each level of qualification.

- 2.9.5. Knowledge, skills and competencies acquired by students during studying the program are systemic, formed not only during training, but also at periods of professional practice, research, etc.
- 2.9.6. Expected learning outcomes are described both at the level of the educational program as a whole (in the passport of the educational program), and at the level of each specific discipline (in the syllabus of the discipline) in order:
 - to give students an idea of the educational goals of the program (module, discipline) focused on achieving specific results as the dominant of learning;
 - to specify the information for selecting an individual learning path;
 - to help the instructor determine educational goals of the discipline from the perspective of expectations of students and employers; to determine the role of discipline as a component of the educational program and ways of its improvement concerning its content and technologies;
 - to provide coordinators and developers of educational programs with objective criteria for evaluating content of the program, its consistency and structural connectedness of modules and the program as a whole.
- 2.9.7. Learning outcomes at KazNU after al-Farabi are described by the levels of B.Bloom's taxonomy: understanding of knowledge, application, analysis, synthesis, evaluation (cognitive, functional and systemic competencies).
- 2.9.8. Abilities to maintain interpersonal and social interaction in the area of educational and professional communication (social competencies), as well as abilities to analyze and evaluate personal educational achievements while planning further personal improvement (metacompetence) are also supposed to be the expected learning outcomes.
- 2.9.9. Expected learning outcomes are the main reference point both in design of an educational program, and in selection of teaching and assessment methods.
- 2.9.10. Students have the right to make their comments and suggestions on adequacy and relevance of declared expected learning outcomes to the content of studied disciplines, teaching and assessment methods at any time and in any acceptable way. They can apply directly to instructors of these disciplines, as well as to the head of chair, to representatives of Students' Bureau on Bologna Process at the faculty, to the faculty Committee on the quality of education or to the University's Office of methodical work.
- 2.9.11. All responsible persons are obliged to provide constant feedback from students in the process of achieving expected learning outcomes in order to meet their educational needs to the maximum possible degree, and to ensure continuous improvement and development of educational programs of the university.

2.10. CREDIT TECHNOLOGY OF EDUCATION

- 2.10.1. Planning of the content of education, the method of organization and delivery of educational process is carried out on the basis of credit

- technology of education in accordance with state compulsory standards of higher and postgraduate education.
- 2.10.2. With credit technology, workload is measured by the time required for the student to study a discipline, a module or an entire educational program and necessary to achieve established learning outcomes for this higher or postgraduate education program.
 - 2.10.3. Workload is measured by standard units – academic credits.
 - 2.10.4. Student workload includes all his/her study activities: lectures, seminars, term papers (projects), practical and laboratory work, studio classes, professional practice, research work (writing thesis, master or doctoral dissertation), independent work, including work done under supervision of instructor.
 - 2.10.5. Academic credit is equal to 30 hours, of which at least 9-10 hours are planned for students' contact classroom work.
 - 2.10.6. To obtain a degree of bachelor, master or doctor, student should complete an appropriate educational program and earn necessary amount of academic credits (bachelor – 240-300, master's – 60-120, doctoral – 360).
 - 2.10.7. Higher education program's curriculum consists of disciplines of three cycles: general education disciplines (GED), core disciplines (CD) and major disciplines (MD). GED cycle includes discipline of the compulsory component (hereinafter – CC), the university component (hereinafter – UC) and (or) elective component (hereinafter – EC).
 - 2.10.8. Master's program curriculum consists of core (CD) and major disciplines (MD) and includes disciplines of the university component (UC) and elective component (EC).
 - 2.10.9. Doctoral program curriculum consists of core (CD) and major disciplines (MD) and includes disciplines of the university component (UC) and elective component (EC); the university decides itself what the proportion of disciplines of the university component and major disciplines should be.
 - 2.10.10. Listings of disciplines of the university component and elective component are determined by the university independently, taking into account demands of the labor market, expectations of employers and individual interests of students.
 - 2.10.11. To ensure awareness of students of the content of elective disciplines (modules) offered by the faculty, there is published a catalogue of disciplines (modules) for each block of the curriculum. The catalogue of disciplines can be viewed in electronic form in the UNIVER system.
 - 2.10.12. Academic year consists of academic periods (semester - 15 weeks, summer semester - 6 weeks), periods of intermediate attestation, practices, holidays, final attestation period (at the final year of study). Duration and timescales for all periods of each academic year are indicated in the Academic Calendar, which is published and brought to the attention of students and faculty members no later than three months

- before the beginning of the academic year.
- 2.10.13. Full academic load of one academic year corresponds to 60 academic credits or 1800 academic hours. As a rule, a student earns 30 academic credits in one semester.
- 2.10.14. Summer semester after ending of the academic year (excluding the final year study) is conducted to satisfy students' needs in additional training, for elimination of academic backlog or academic deficiency, for study of academic disciplines and earning credits in other educational organizations with subsequent credit transfer at KazNU, for increasing GPA, or for mastering related or additional educational program (including double degree education). Students study in summer semester only on paid basis.
- 2.10.15. Grade Point Average (GPA) is calculated by multiplying the amount of credits of each academic discipline/module of the curriculum to the numeric equivalent of the obtained grade, and after that, all products for all disciplines/modules are added together and divided by the total number of credits.
- 2.10.16. Each year the Academic Senate of the University establishes threshold GPA, or the minimum level of academic performance needed to advance further in the program. Threshold GPA, as well as personal GPA, can be seen in the student's transcript in the UNIVER system.
- 2.10.17. To earn required credits during the summer semester a student may register for 15 academic credits maximum not later than two weeks before the start of the summer semester (until 25 of May of the calendar year).
- 2.10.18. A student may register for study in another national university to earn 10 academic credits maximum in the summer semester, if his/her academic backlog at the end of the academic year exceeds 15 credits, providing that he/she has registered for re-taking courses in the summer semester at KazNU. To obtain permission for study in the summer semester at another university, the student should submit respective application to the Vice-Rector for Academic Affairs signed by the dean of the faculty after registration to the summer semester at KazNU and before beginning studying at another university.
- 2.10.19. For timely elimination of academic debts and keeping to the prerequisite principle of study, it is recommended for students to register for re-taking disciplines in main 15-week semesters of the academic year.
- 2.10.20. Students who have academic backlog according to the results of the academic year and the summer semester will remain for the repeated year of study and their state grant will be lost. A student still has the opportunity to save his/her grant for continuing studies by transferring to another university before the university order on the repeated year of study is signed (until 25th of August of the calendar year).
- 2.10.21. A student who completed the course program in full, but did not get the threshold GPA, in order to increase it, is given the opportunity to re-study individual disciplines on a paid basis in the summer semester and to retake

exams on them.

- 2.10.22. Records on academic performance of students are kept:
- in electronic credit books, where all studied disciplines, their instructors' names, results of interim and final assessment, intermediate and final attestation, as well as all types of practices are indicated;
 - in transcripts, which contain lists of studied disciplines for corresponding study periods, with indication of credits and grades in alphabetic and numerical terms.
- 2.10.21. In the transcript there are recorded all final grades of the student, including positive results of exams, which were retaken.
- 2.10.22. Transcripts are issued to students for expulsion, academic mobility, foreign internships; for applying for discount in payment, Presidential or other scholarships; for transfer from study on contractual basis to study funded by a state educational grant; for internships in companies; for applying to banks for a loan; for transfer within the university or to other universities. Transcripts are also issued to persons who have eliminated academic deficiency in prerequisites or who have studied at the university under programs of academic (external, internal) mobility.
- 2.10.23. Transcript, issued in 3 languages, indicating all studied academic disciplines, all types of professional practices and results of the final attestation with grades and credit volumes, and GPA, is the document, which constitutes supplement to diploma.
- 2.10.24. Transcripts are issued by the Office of the Registrar of the University in the prescribed form.

2.11. PLANNING OF THE EDUCATIONAL PROCESS (ACADEMIC CALENDAR)

- 2.11.1. Planning of educational activities at the university is carried out in accordance with the academic calendar, which determines periods of all types of learning and attestation activities, internships during the academic year and indicates days for rest (vacations and holidays).
- 2.11.2. Division of planning and support of the educational process annually develops academic calendar for different forms and levels of study for the next academic year. The rector of the university approves the calendar and no later than April 1 it is available in the UNIVER system and on the KazNU website for reference of students, faculty members and staff.
- 2.11.3. Academic calendar of additional / repeated and modular study is approved for each academic period separately no later than a week before the beginning of study.
- 2.11.4. The academic year consists of periods of theoretical study, or academic semesters, usually 15 weeks long; periods of intermediate attestations (examination sessions) and final attestation (defense of graduate qualification works), which last from 2 to 7 weeks; periods of professional internships, duration of which depends on the number of credits to be earned;

- and vacations, which last at least 7 weeks in one academic year. On the second and third year of study in doctoral programs, there are credits not of theoretical study, but of research work, that are distributed by semesters.
- 2.11.5. Changes to the academic calendar of the current academic year can be made at the proposal of the Department of Academic Affairs only in the case of reasonable necessity and should be reviewed and approved at a meeting of the University Academic Council.
 - 2.11.6. Information on changes made to the academic calendar should be brought to the attention of students, faculty members and staff of the involved university departments within 3 days after the approval.
 - 2.11.7. Schedules of classes and examination sessions should be approved and brought to the attention of students no later than a week before the start of the corresponding academic period.
 - 2.11.8. Students are required to fulfill all kinds of academic activities, undergo professional practices and all types of attestation strictly within the timescales shown in the academic calendar, with the exception of cases of traveling abroad on academic mobility programs, or when it is impossible to stay at the university for health reasons. In such cases, students are given an opportunity to complete academic work and pass attestation within an individual schedule in accordance with the order of the dean of the faculty.
 - 2.11.9. Instructors are obliged to carry out all types of educating and assessment activities in a timely manner within the deadlines established by the academic calendar. If necessary, an instructor may be given the opportunity to extend the periods for implementation of certain activities by submitting a notification addressed to the Vice-Rector for Academic Affairs with an indication of justified reasoning, on the condition that this extension does not lead to a deterioration in the quality of the educational process and infringement of students' rights.
 - 2.11.10. All classes within the approved schedule that were cancelled for one or another reason should be rescheduled and held according to a separate schedule approved by the dean of the faculty.
 - 2.11.11. Monitoring of learning sessions is carried out by the Center for situational management of the university. Division of the planning and support of the educational process is permitted to conduct occasional monitoring on learning sessions. In any case monitoring of learning sessions should not interfere with the educational process and cause any inconvenience for the instructor and/or the students.
 - 2.11.12. The instructor is personally responsible for timely informing the head of the chair about the need to extend periods for implementation of certain activities or about the need to appoint another instructor with appropriate qualifications in connection with supposed absence due to illness, business trip, etc.
 - 2.11.13. Chairs that allow systematic untimely filling in of interim and final assessment record sheets in the UNIVER system by their instructors receive penalty points in the chairs' rating system.

Calendar of key dates during the academic year

№	Activity	Timescale
1.	Enrollment of undergraduate students	Until August, 25
2.	Enrollment of graduate students	Until August, 28
3.	Enrollment of international students	5 days before the start of an academic period
4.	Orientation Week	Last week of August
5.	Beginning of theoretical study	First week of September
6.	Credit transfer for NIS and 12-year high school graduates	First two weeks of each semester
7.	Start of additional training of graduate students on prerequisites	Third week of September
8.	Registration for course retake	One week before the beginning of each semester
9.	Registration for the repeated year of study	Until September, 10
10.	Registration for academic disciplines of the next academic year	April
11.	Registration for the summer semester	Until May, 25
12.	Documents submission for competition for vacant educational grants	Until January, 15; Until August, 5
13.	Documents submission for transfer and re-enrollment	Until January, 10; Until August, 25

2.12. REGISTRATION FOR DISCIPLINES AND GENERATION OF INDIVIDUAL STUDY PLANS

- 2.12.1. Students of KazNU form their individual learning paths independently, guided by the expected learning outcomes and competencies that would be acquired upon completion of the educational program. A student chooses to study the required number of compulsory and elective disciplines (modules), which would be reflected in his/her individual study plan (ISP).
- 2.12.2. Choice of disciplines is carried out by registering for the disciplines. A student selects disciplines for study in the upcoming academic year under the guidance of an adviser, or academic mentor.
- 2.12.3. A student is personally responsible for compiling his/her individual study plan and completing study program for each year of study in accordance with requirements of the educational program curriculum.
- 2.12.4. Persons studying with the use of distance education technologies

(DET), form individual study plans with help of tutors.

- 2.12.5. Registration for academic disciplines is carried out online in the Univer system (<http://univer.kaznu.kz>) in the timescales prescribed by the academic calendar, in accordance with the registration schedule approved by the dean of the faculty.
- 2.12.6. Registration is done strictly after lesson hours in specially prepared computer classes with participation of advisers appointed by the dean of the faculty.
- 2.12.7. Registration for academic disciplines is carried out using the curriculum of the educational program and the catalogue of disciplines.
- 2.12.8. Prior to registration, heads of graduating chairs, together with program coordinators and advisers, organize preliminary methodological and advisory work related to choice of disciplines by students. Students should be provided with necessary information about disciplines, including their brief descriptions, learning outcomes, prerequisites and post requisites. There should be organized special introductory meetings of students with instructors of disciplines.
- 2.12.9. There is description of disciplines presented for registration in the catalogue of disciplines (modules); this information is also available in the Univer system and on the university website.
- 2.12.10. For newly admitted to the University during the orientation week, dates of which are indicated in the academic calendar, a general introduction is made to the credit system of education and the procedure of registration for disciplines.
- 2.12.11. During the orientation week, meetings are held with representatives of the administration, deans of faculties, department heads, advisers. Each student is assigned an identification number ID (login), under which he/she registers his/her individual study plan through online registration for academic disciplines.
- 2.12.12. Maximum number of credits, which can be included in a student's individual study plan must correspond to the number of credits established by the curriculum of educational program for the current semester and year of study respectively.
- 2.12.13. Students, whose preparation is carried out on the basis of a contract for provision of educational services, may form their individual study plans with fewer disciplines than it is allowed by the curriculum; in this case, duration of study increases.
- 2.12.14. Choice of disciplines (modules) should be carried out with mandatory consideration of the sequence of study of disciplines. A student cannot be registered for a discipline, if in the previous semester he/she did not complete the prerequisites for this discipline.
- 2.12.15. Head of the graduating chair and advisers are responsible for timely informing students with academic debts about the possibilities of their liquidation in subsequent periods of theoretical study in order to comply with the principle of prerequisite.

- 2.12.16. The university administration reserves the right to determine on its own the terms for compulsory re-taking disciplines of academic backlog in order to minimize risks for students.
- 2.12.17. Master's and doctoral students must complete prerequisites of the educational program during the first semester of study. During this period, they are not given permission to travel abroad on academic mobility or internship programs.
- 2.12.18. Registration of graduate education programs' students is carried out within the framework of educational programs of master's and doctoral programs in accordance with the profile of research / experimental research work.
- 2.12.19. If the number of students who have registered for an academic discipline is less than the minimum demanded, then the discipline does not open. Students who register for this discipline should be informed about that, and within 3 days after the end of registration, they would be asked to re-select the discipline.
- 2.12.20. When students return from academic leave, travel abroad, re-enrollment or transfer from another university, the Registrar's Office registers students according to their personal applications to previously formed disciplinary groups, with preference being given to the groups with smaller number of students.
- 2.12.21. The UNIVER system automatically generates individual study plans (ISP) after completion of the discipline registration procedure. Approval of the ISP by the student, adviser, dean of the faculty and supervising officer from the Registrar's Office is also carried out electronically in the UNIVER system, in which the ISP is stored until the end of the student's studies. The student's ISP is registered in the system under his/her personal identification number (ID).
- 2.12.22. A student has the right to change individual disciplines of his/her individual study plan within the limits of the catalogue of disciplines of the educational program in coordination with the Office of the Registrar until theoretical study starts.
- 2.12.23. A student can apply for transfer of credits on disciplines studied in other universities in the framework of academic mobility programs, if these courses are equivalent to those of the approved curriculum of the educational program of KazNU.
- 2.12.24. Graduates of secondary schools with a 12-year term of study are allowed to transfer credits on disciplines "Kazakh (Russian) language", "English language", "Information and communication technologies". To transfer credits, the graduating chair, using syllabuses of disciplines, establishes the equivalence of the content of the courses taught to the curriculum of KazNU.
- 2.12.25. Students, returned from academic leave, as well as transferred from other universities, can transfer credits on disciplines, which have been decided to be equivalent to those of the curriculum of KazNU.

- 2.12.26. The application for transfer of credits should be submitted by the student electronically in the UNIVER system no later than the first 2 weeks of the corresponding semester of study.
- 2.12.27. In case of transfer of credits on disciplines studied during a foreign academic mobility trip, the application should be submitted within 3 working days after the issuance of the order on return from abroad.
- 2.12.28. To the application for credit transfer there should be attached supporting documents (proposal of the graduating chair, transcript or certificate, indicating completed courses, their academic workload and received grades). Proposal for credit transfer should be signed by the dean of the faculty and the head of graduating chair, and should be approved by the vice-rector for academic affairs.
- 2.12.29. Upon completion of credit transfer on a discipline, the student receives exemption from studying this discipline. In the case of training on contractual basis of provision of educational services, the tuition fee should be lowered taking into account cost of transferred credits.
- 2.12.30. Registration for the repeated study of a discipline (“Retake”) is carried out within established deadlines for general registration, but requires preliminary payment for study, since any course can be re-taken only on the tuition fee basis regardless of specialty and form of training.
- 2.12.31. Registration for the summer semester is carried out at the end of the spring semester, except for graduating course students. There is no summer semester organized for graduating course students.

2.13. CLASSES ATTENDANCE

- 2.13.1. Students of Al-Farabi Kazakh National University must attend all types of academic sessions in accordance with the approved schedule. It is not allowed to miss classes without an acceptable reason, proved by suitable documents.
- 2.13.2. These are acceptable reasons for missing classes: medical reasons, confirmed by a 095 / y medical certificate, submitted to the dean's office within 3 days after discharge from medical institution; going on a foreign study or business trip, confirmed by the trip order; death of close relatives; participation in sports and other events at the republican level with the consent of the university administration; as well as documented force majeure circumstances.
- 2.13.3. Students who have missed 36 or more hours of study without an acceptable reason during one academic period (semester) are subject to expulsion from the University for violating rules of the academic policy of the university.
- 2.13.4. Students who do not attend classes for more than 5 weeks due to illness should inform their adviser and instruct a trusted person to make registration for academic leave for health reasons. Otherwise, they are subject to expulsion from the University for violating the rules of academic policy.
- 2.13.5. The approved schedule of study sessions may be changed at the written

request of students with the prior approval of the discipline instructor no later than during the first two weeks of the academic period (semester).

2.13.6. To get grade points, a student, who missed less than 50% of classes, may apply for permission to work off study sessions that he/she has missed due to an acceptable reason. To do this, the student submits an application to the dean of the faculty with attachment of supporting documents (a 095 / y medical certificate of exemption from classes, or an abstract of medical record, or a copy of the order, or a copy of the death certificate, etc.). The individual schedule of working off missed classes should be approved by the dean's order.

2.13.7. If a student misses more than 50% of study sessions on a discipline, he/she is automatically graded "F" ("unsatisfactory") and is not allowed to the final assessment on the discipline.

2.13.8. A student who has missed more than 50% of study sessions should re-register for studying this discipline in the next or summer semester on a paid basis.

2.13.9. Al-Farabi Kazakh National University allows the use of distance education technologies for study of:

- persons with special educational needs (for health reasons);
- persons who are on a long-term international trip;
- external students of additional education programs, delivered in the mode of blended education (mixed learning) and MOOC (mass open online courses);
- students of joint educational programs with foreign partner universities;
- students of shortened educational programs on the base of college or first higher education (if there is a regular study group).

In this case, educational interaction of students with instructors of disciplines is carried out with the use of information and communication technologies.

2.13.10. It is also allowed to study some disciplines in the format of mass open online courses, including general compulsory disciplines, on the basis of decision of the Academic Senate of the faculty or the University.

2.13.11. To register for training with the use of distance learning technologies (DLT), a student submits an application addressed to the Vice-rector for Academic affairs signed by the head of graduating chair and the dean of the faculty. Transfer to training with the use of DLT is made by order of the rector of the University.

2.13.12. For delivery of education with the use of DLT, there is the appointed educational programs coordinator (DLT coordinator), who is a faculty of staff member, not holding a senior management position. DLT coordinator organizes activity of faculty and staff participating in the educational process with the use of online learning and distance education technologies:

- MOODLE distance education system (CҒО MOODLE –dl.kaznu.kz);
- on educational platforms of massive open online courses (open.kaznu.kz, moocs.kz).

2.13.13. DLT coordinator:

- prepares the Faculty roadmap on development of online education and use of distance learning technologies in the educational process (the Roadmap);
 - ensures fulfillment of activities prescribed by the Roadmap;
 - provides technical and methodical support to faculty members and students concerning their work on educational platforms and in the Moodle system.
- 2.13.14. An online course tutor, who is a faculty or staff member, not holding a senior management position, provides direct supervision of the study with the use of open.kaznu.kz, moocs.kz platforms.
- 2.13.15. Students, who have returned from a foreign trip on academic mobility, and have got academic backlog caused by this trip, submit applications to the dean of the faculty for study of relevant disciplines in accordance with the individual training schedules. At the same time, they must pass final exams on the academic backlog disciplines no later than 5 days before the beginning of the next academic period.
- 2.13.16. If the planned trip finishes after the start of the next academic semester, and the student is supposed to miss more than 5 weeks of learning sessions, it is necessary to transfer to distance study of the next semester courses before departure.

2.14. INDEPENDENT WORK OF STUDENTS

- 2.14.1. For proper completion of an educational program, according to the rules of credit technology of education, a student fulfills a large amount of independent work, which is divided into two parts: independent work under guidance of instructor (IWSI, IWMSI, IWDSI), and work that is performed entirely independently.
- 2.14.2. Independent work under guidance of instructor is the type of independent work of students, which is performed by them in contact with the instructor of discipline in accordance with a separate schedule during office hours of the instructor, approved by the dean of the faculty. This type of work includes consultations on the most complex issues of the curriculum, homework assignments, course projects (works), semester works, reports and other types of independent work tasks.
- 2.14.3. All independent work assignments should be described in the syllabus of the discipline with indication of particular tasks, their evaluation criteria and schedule of their submission.
- 2.14.4. A student may not attend classes according to the schedule of office hours, if performance of independent work tasks does not cause him/her difficulties.
- 2.14.5. Presence of the instructor in the classroom during office hours is mandatory. It is not allowed to substitute office hours with seminars, practical or laboratory sessions.
- 2.14.6. All types of written works of students are subject to mandatory verification

of non-containing of plagiarism. These are the graduating chair and the dean's office that determine the procedure for checking for plagiarism.

2.15. RESEARCH WORK OF STUDENTS

- 2.15.1. Research work of undergraduate students, master's and doctoral students is continuation and deepening of their theoretical studies organized directly at the chairs, laboratories, scientific and project departments of the University, at student scientific and technical associations, etc.
- 2.15.2. Research (experimental) work of a student is independent study of an actual problem of some scientific area corresponding to the profile of the educational program being mastered by the student, which is done under guidance of the scientific supervisor (consultant).
- 2.15.3. Based on results of his/her research work, a student should publish scientific articles in scientific journals, and should submit the graduate qualification work (thesis / project, master's thesis/project, doctoral dissertation) for public defense.
- 2.15.4. The purpose of a graduate qualification work at the undergraduate level (thesis/project) is:
 - systematization, consolidation and expansion of theoretical knowledge and practical skills in the field of specialization and their application for solving particular scientific, technical, economic and industrial problems, as well as problems of cultural purpose;
 - development of skills of conducting independent scientific work and mastering the methodology of scientific research and experimentation in solving investigated problems and issues;
 - revealing the student's readiness for independent work in the conditions of modern production, science, technology, culture, as well as defining the level of his/her professional competence.
- 2.15.5. The purpose of a graduate qualification work at the master's level (master's thesis / project) is:
 - systematization, consolidation and expansion of knowledge of the most advanced theoretical and technological achievements of science and practice in the chosen field of specialization;
 - mastery of the most advanced scientific methodology in the chosen field of specialization, development of abilities to conduct independent scientific research, to solve specific scientific and practical problems;
 - independent investigation of one of the actual problems of the relevant area of science in order to identify and describe new factors, phenomena, relationships or to generalize previously known positions from other scientific standing or in a new context;
 - demonstration of the level of scientific / research qualification, maturity of a graduate of the master's program as a researcher, capable to formulate

and solve creatively scientific and practical problems, including interdisciplinary ones.

2.15.6. The purpose of a graduate qualification work at the doctoral level (doctoral dissertation) is:

- independent investigation of an actual problem of one of the areas of science that are of priority importance for development of the country, or of a problem related to implementation of the state development programs;
- obtaining new scientifically based results that solve an important scientific problem, or provide a solution to an important applied problem, or are important for development of specific scientific areas;
- demonstration of scientific expertise, deep knowledge of the studied area, development of skills of theoretical thinking, of the ability to formulate hypotheses and collect information to solve complex problems, development of skills of producing scientific papers of theoretical and applied significance, including interdisciplinary ones.

2.15.7. Supervision of undergraduate theses / projects, professional practices is carried out by instructors, practitioners with relevant higher and (or) postgraduate education.

2.15.8. Supervision of master's theses / projects, doctoral dissertations, scientific internships, research practices is carried out by instructors, who possess at least 5 years of scientific and pedagogical experience, degree of doctor, or candidate of sciences, or Ph.D., or doctor by profile, academic ranks (associate professor (docent), professor) and (or) is actively engaged in scientific research, and (or) scientists, practitioners with scientific publications, relevant to the students' learning activities.

2.15.9. Students have the right to choose their supervisor / consultant and topic of graduate qualification work, as well as the right to substitute the approved supervisor / consultant and / or topic upon submission of a relevant application addressed to the university rector or vice-rector for scientific and innovative activities.

2.15.10. Scientific supervisors and graduate works reviewers are approved upon proposal of the Academic Senate of the faculty by order of the university rector during the first month of the graduating year of study.

2.15.11. Scientific supervisors / consultants of graduate students are approved upon proposal of the Academic Senate of the faculty and the University by order of the university rector during the first two months after their enrollment.

2.15.12. Professional competencies of the scientific supervisor / consultant of a graduate student should be confirmed by his/her scientific publications in foreign and domestic scientific journals with a non-zero impact factor relevant to the profile of the dissertation research of the student.

- 2.15.13. Candidates for supervision of undergraduate and graduate students undergo examination of the Department of Scientific and Innovative Activities for compliance with qualification requirements.
- 2.15.14. Substitution of scientific supervisors / consultants is allowed on both the initiative of students, and supervisors / consultants themselves, if there is a motivated justification submitted for consideration to the Academic Senate of the faculty and Vice-rector for scientific and innovative activities.
- 2.15.15. Topics of graduate qualification works of students are approved upon proposal of the Academic Senate of the faculty by order of the university rector.
- 2.15.16. A student may initiate changing of the approved research topic by applying with a motivated justification letter, submitted for consideration to the Academic Senate of the faculty and Vice-rector for scientific and innovative activities no later than three months before the date of the proposed public defense.
- 2.15.17. Reviewing of graduate qualification works of undergraduate students is carried out only by external specialists from outside organizations, whose qualifications correspond to the profile of works to be defended.
- 2.15.18. Scientific supervisors / consultants are responsible for providing necessary conditions for conducting students' research work. They:
- provide access to necessary resources and facilities;
 - inform the students about the ethics of conducting research and standards of academic integrity in carrying out scientific work;
 - provide assistance and consultations in the process of writing the graduate qualification work;
 - provide feedback on the materials submitted by the students;
 - organize, when necessary, conducting of the students' research work in other organizations of education and science, including foreign universities, research institutes, centers, etc.;
 - help with preparation of the results of study for publication;
 - involve the students to participation in research projects and programs;
 - solve other issues related to the students' research work.
- 2.15.19. To perform their research work, graduate students, in addition to individual study plans, make and submit for approval individual work plans for the entire period of study, including individual plan of research work; plan of practical training; thesis/dissertation topic with its background and structure; plan of dissertation writing; plan of scientific publications and foreign internships.
- 2.15.20. Credits of research work of graduate students are distributed by semesters of study.
- 2.15.21. At the end of each academic period, students present results of their work at a meeting of the graduating chair in the presence of their scientific supervisors/consultants.
- 2.15.22. During the entire period of study, at each stage of research, results of graduate students' research work are evaluated using the 100-point scale.

- 2.15.23. Graduate students in the framework of their individual work plans must undergo mandatory scientific internship, related to the dissertation research, as a rule, in a leading university and / or large research center of near or far abroad.
- 2.15.24. The program of a foreign scientific internship should be developed in accordance with the student's direction of study and individual plan of research work, and should be approved by the decision of the Academic Senate of the faculty.
- 2.15.25. Norms for financing foreign internships of students, whose study is funded in the framework of the state educational order, are established by the relevant regulatory documents of the Ministry of Education and Science of the Republic of Kazakhstan and by the Regulations on the international secondments of the university students, faculty members and staff.
- 2.15.26. Graduate students, going to foreign scientific internship, must provide certificate of proficiency in a foreign language (TOEFL, IELTS certificates for English or equivalent for other foreign languages).
- 2.15.27. Students are responsible for timely quality performance of all types of activities related to their research work, research practices and internships, preparation of graduate qualification works for public defense, in strict accordance with the individual study plans and the academic calendar.
- 2.15.28. Students, whose results of research work were assessed as unsatisfactory, should complete the necessary credits of research work in the next academic period on a paid basis.

2.16. ASSESSMENT OF EDUCATIONAL ACHIEVEMENTS OF STUDENTS

- 2.16.1. To assess educational achievements of students (achievement of expected learning outcomes), there are following types of control of students' academic performance:
- ongoing assessment;
 - interim examination;
 - midterm examination (semi-semester exam);
 - final assessment (final exam).
- 2.16.2. All types of control involve assessment of achievement of expected learning outcomes using the 100-point scale.
- 2.16.3. Ongoing assessment is systematic examination of students' knowledge in accordance with the curriculum, conducted by the instructor during classroom sessions and extracurricular activities throughout the academic period.
- 2.16.4. Grade points for performing tasks of the ongoing assessment are distributed in the syllabus of the discipline by weeks in accordance with the number and degree of complexity of tasks to be performed.
- 2.16.5. Ongoing assessment grade points should be indicated in the attendance list in the "UNIVER" system in strict accordance with the maximum possible

- quantity of points for the corresponding academic week according to the syllabus of the discipline.
- 2.16.6. Interim examination (IE) is the assessment of educational achievements of students in their study of the discipline, carried out according to the academic calendar.
 - 2.16.7. Grade points of interim examination reflect cumulative total assessment of current academic performance of the student (according to the grades indicated in the attendance list) and results of performance of special tasks of interim examination (if necessary).
 - 2.16.8. Interim examination grades are recorded into the record of interim examination in the "UNIVER" system. The number of interim examinations is determined by the educational program curriculum and is indicated in the syllabus of the discipline; as a rule, students are graded for two interim examinations while studying a discipline (IE1 and IE2).
 - 2.16.9. During the first interim examination (IE1), the student's progress for the first 5 weeks of the semester is assessed. The second interim examination (IE2) assesses academic performance for the period from the 11th to the 15th week of the semester.
 - 2.16.10. Semi-semester exam (midterm examination) is the assessment of educational achievements of students, conducted on the 10th week of the semester; it assesses the results of students' progress in the period from the 6th to the 10th week of the semester. Results of the midterm examination (MT) are recorded in a special attestation form in the "UNIVER" system.
 - 2.16.11. Final assessment on the discipline is carried out in the form of final exam, which is conducted, as a rule, as written examination with involvement of alternative examiners with necessary qualifications, chosen from instructors, who have not conducted classes on this discipline for the examinees.
 - 2.16.12. Any alternative examiner is not allowed to assess examination works on more than 4 academic disciplines. It is not allowed to appoint as an alternative examiner for a discipline a person, who has a family relationship with the instructor of the discipline or with anyone of the students to be examined.
 - 2.16.13. Final exam on the discipline is held during the examination session period, which lasts at least 2 weeks. Results of the final exam (E) are recorded in a separate attestation form in the "UNIVER" system.
 - 2.16.14. Academic Senate of the faculty determines the mode and the procedure of the final exam for each discipline no later than one month after the beginning of academic period.
 - 2.16.15. Instructor chooses forms of the ongoing assessment, interim and midterm examination, depending on the specifics of the discipline.
 - 2.16.16. Ongoing assessment, interim and midterm examinations may have different forms: colloquiums, tests, written assignments, evaluation of students' participation in debates, round tables, business games, solving situational problems, etc. Detailed information on the forms of ongoing

assessment, interim and midterm examinations is included in the syllabus of the discipline and should be brought to the attention of students in the first two weeks of the semester.

- 2.16.17. The maximum level of academic performance for interim and midterm examinations on the discipline is 100 grade points for each interim examination and for midterm examination, including the results of ongoing assessment.
- 2.16.18. The instructor enters results of interim examinations and midterm examination in the attestation forms in the UNIVER system until 12 p.m. of Saturday of the corresponding attestation week indicated in the academic calendar.
- 2.16.19. The amount of grade points awarded during the attestation week may not exceed the maximum established for this week in the syllabus of the discipline.
- 2.16.20. It is not allowed to change the results of interim and midterm examinations for increasing them.
- 2.16.21. If a student has not earned grade points for interim and midterm examinations during the semester because of an acceptable documented reason (due to illness with provision of supporting documents, etc.), he/she may be given an “I” grade (“Incomplete”). In order to transfer “I” to a standard grade, the student, who has received the appropriate permission, must meet with the instructor and identify the amount and types of work to be performed.
- 2.16.22. The student should work off all assignments to get missed grades before passing the final exam. It is not allowed to change grades of interim examination 1, interim examination 2 and midterm examination after passing the final exam on the discipline.
- 2.16.23. Final assessment is assessment of students' academic achievements, carried out after completion of the study of the discipline during the examination session (intermediate attestation).
- 2.16.24. Students who have scored at least 50 grade points ($IE1 + MT + IE2 / 3$) are admitted to the final assessment of their academic performance. The maximum grade for the final exam is 100 grade points.
- 2.16.25. The final grade for the discipline is calculated according to the following formula: $(IE1 + MT + IE2 / 3) \times 0.6 + (FE \times 0.4)$. That is, the interim and midterm examination constitute 60%, and the final assessment (final exam) constitutes 40% of the final grade on the discipline.
- 2.16.26. Admission to the examination session is issued by order of the dean of the faculty. To the final examination are not admitted:
- students who scored less than 50 points based on the results of interim examinations and MT ($IE1 + MT + IE2 / 3$);
 - students who missed more than 50% of classes on the discipline, regardless of documentary evidence;
 - students who have not submitted term papers (projects) on the relevant discipline;

- students studying on contractual basis for provision of educational services, who have debts in payment of tuition fees.
- 2.16.27. Duration of examination sessions and number of exams are determined in accordance with the approved curriculum of the educational program and the academic calendar. Dean of the faculty, Department of Academic Affairs and Office of the Registrar are responsible for organizing and conducting examination sessions.
- 2.16.28. Students must pass all exams in strict accordance with program curriculum and individual study plans based on approved study programs of disciplines.
- 2.16.29. Procedure of examination session is regulated by the Rules for conducting final assessment (examination session).
- 2.16.30. All university students should be familiar with the Rules for conducting final assessment (examination session), as well as with the Academic integrity rules, which establish requirements for academic conduct of the students during final assessment of educational achievements.
- 2.16.31. Examination sessions on educational programs delivering with use of distance learning technologies, their periods and number in the academic year are determined by the approved curricula of educational programs.
- 2.16.32. The National Testing Center of the Ministry of Education and Science of the Republic of Kazakhstan conducts the external assessment of academic achievements (EAAA) in the form of comprehensive testing for undergraduate students on their third year of study.
- 2.16.33. The EAAA is carried out in order to assess the quality of educational services and to determine the students' level of mastering standard study programs of disciplines from the general education cycle, established by the state compulsory standard of higher education.
- 2.16.34. The mark received by the student on the EAAA test is included into his/her transcript.

2.17. ASSESSMENT OF LEARNING OUTCOMES, APPEAL, RETAKING OF EXAMS

- 2.17.1. Assessment of students' academic achievements is carried out using various forms and methods of assessment aimed at determining the actual level of achievement of the expected learning outcomes.
- 2.17.2. Methods used to assess students' academic performance must meet the criteria of reliability and validity, and have a student-oriented character.
- 2.17.3. Grades of the ongoing assessment, interim and midterm examinations of academic performance constitutes 60% of the final assessment of academic achievements on the discipline, grade of the final exam constitutes 40% of the final grade on the discipline.
- 2.17.4. Final grade on the discipline is calculated only when the student has positive grades both on interim and final assessments.

- 2.17.5. Final assessment on the discipline is carried out, as a rule, by an examination committee, formed by order of the rector, which includes examiners with necessary qualifications, chosen from faculty members that have not conducted classes on this discipline for the students being examined.
- 2.17.6. Academic achievements of students (knowledge, abilities, skills and competencies) are assessed using the 100-point scale in grade points, corresponding to the internationally accepted alphabetic system with digital equivalents (positive grades, in decreasing order, from "A" to "D" (100-50), and "unsatisfactory" - "FX" (25-49), "F" (0-24), and to the grades of the traditional system. "FX" grade is used only for final examination.

Point-rating alphabetic system for assessing academic achievements of students with translation into the traditional grading scale and ECTS

Alphabetic Grading System	Numeric Equivalent	Score (%-percentage)	Traditional Grading System
A	4,0	95-100	Excellent
A-	3,67	90-94	
B+	3,33	85-89	Good
B	3,0	80-84	
B-	2,67	75-79	
C+	2,33	70-74	Satisfactory
C	2,0	65-69	
C-	1,67	60-64	
D+	1,33	55-59	
D-	1,0	50-54	Unsatisfactory
FX	0,5	25-49	
F	0	0-24	

- 2.17.7. Lecturer of the discipline is obliged to submit to members of the examination committee, who will make final assessment on this discipline, the assessment scale, containing description of levels of demonstrated learning outcomes and their corresponding grades.
- 2.17.8. For students, the discipline assessment scale is available in the educational-methodical complex of the discipline, placed in the UNIVER system.
- 2.17.9. A framework for grading, which reflects the most general description of grades given, taking into account the completeness of the student's response, is presented in the table:

Grade	Criteria
«Excellent»	1. Correct and complete answers to all theoretical questions are given;

	<ol style="list-style-type: none"> 2. The practical task was completed in full; 3. The material is presented correctly in accordance with the logical sequence; 4. Creative abilities have been demonstrated.
«Good»	<ol style="list-style-type: none"> 1. Correct, but incomplete answers to all theoretical questions are given, there are some insignificant errors or inaccuracies; 2. The practical task was completed, but a minor error was made; 3. The material is presented correctly in accordance with the logical sequence.
«Satisfactory»	<ol style="list-style-type: none"> 1. The answers to theoretical questions are in principle correct, but incomplete, there are inaccuracies in the formulations and logical errors; 2. The practical task was not fully completed; 3. The material is presented correctly, but the logical sequence is broken.
«Unsatisfactory»	<ol style="list-style-type: none"> 1. Answers to theoretical questions contain serious mistakes; 2. The practical task was not completed; 3. There are grammatical, terminological errors made in the presentation of the answer, the logical sequence is broken.

- 2.17.10. Grade “Audit” (AU) - “listened” is given to the student, who wants to attend the discipline without receiving the final grade. Studying such disciplines should be paid for in full at the cost established in KazNU.
- 2.17.11. A student, who has registered for the discipline as a listener must declare this to the Registrar's Office. Such student is automatically graded “AU” in the attestation form.
- 2.17.12. Listeners of disciplines can be both students of al-Farabi Kazakh National University, and those who were not enrolled to the university, but have paid for studying this discipline.
- 2.17.13. Grade “Audit” (AU) - “listened” can be entered in the student’s transcript for a discipline that was not presented for credit transfer based on the results of studies in another university. In this case, the graduating chair must submit a proposal for inclusion of the discipline in the transcript. This document should indicate the title of the discipline, completed in another university, in three languages (state, Russian and English) and the number of credits. The proposal should be accompanied by the student’s individual application.
- 2.17.14. Grade “I” (Incomplete) - “not completed” is given to the student, when he/she scored at least 50 grade points on interim and midterm examinations

- during the semester, but did not take the exam for an acceptable documented reason (due to illness with submission of a 095 / y medical certificate, etc.).
- 2.17.15. In order to get the “I” grade, a student, who has not taken the final exam on the discipline submits to the dean of the faculty an application, indicating the reasons for missing the exam, with attachment of the original supporting documents (certificates). This should be done no later than 3 working days from the day of the exam or the date of issue of the certificate of impossibility to attend the exam for health reasons (form 095/y). If the reason for missing the exam is recognized as acceptable, by the dean’s order the “I” grade will be given and an individual schedule for taking the exam in the period after the examination session will be set.
- 2.17.16. The dean’s office sends the above-mentioned documents for admission of the student to take final examination on the discipline that has been graded with "I" to the Registrar's Office in electronic form through Directum system.
- 2.17.17. If there are other exams taken by the student in the period that is covered by the medical certificate, submitted by him/her for admission to taking missed exams as “Incomplete”, their results would be cancelled.
- 2.17.18. If a student with an “Incomplete” grade did not complete all the requirements within prescribed period of time (no later than 45 days after the end of the session), the Registrar's office would transfer the “I” grade to “F” (“Unsatisfactory”).
- 2.17.19. The examination work for transferring the "I" grade into a standard one should be assessed by the same examination committee, which was appointed by the order for assessment of works on this discipline.
- 2.17.20. Chairperson of the examination committee for the discipline should enter grades of the final assessment into the UNIVER system within 48 hours after the exam.
- 2.17.21. The student, who does not agree with the result of the final assessment on the discipline (grade for the exam), has the right to submit a reasoned written application within three working days after the exam results are published in the electronic records sheet in the Univer system.
- 2.17.22. Application for appeal is accepted, if the grade for the exam does not correspond to the objective level of learning outcomes demonstrated by this student:
- due to the incorrect wording of the examination question;
 - due to the fact that the examination question’s content does not correspond to the study program of the discipline;
 - due to the fact that the student’s response was assessed incorrectly because of the lack of qualification of the members of examination committee.
- Appealed grade and reason for the appeal should be stated in the student’s application.
- 2.17.23. Only results of written examinations are subject to appeal, since the basis of the appeal is the content of the answer sheet.

- 2.17.24. During appeals proceeding, members of the appeal committee issue reasoned written conclusion on the merits of appeal statements on assessment of examination results and prepare reports in the prescribed form.
- 2.17.25. The appeal committee does not have the right to ask the student additional questions, and cannot insert corrections to the written work.
- 2.17.26. The appeal committee has the right to satisfy the appeal and decide to add grade points to the examination assessment or not to satisfy the appeal and leave the grade unchanged. It is now allowed to lower the previously issued examination grade.
- 2.17.27. The appeal committee must explain to the student, who submitted the appeal, the decision made by the committee in a well-argued manner, based on the appeal proceeding.
- 2.17.28. Results of proceeding of appeals on the results of the final exam should be recorded in reports. The Registrar's Office enters results of the appeals proceedings into the electronic record sheets in the UNIVER system after approval of the decision of the appeal committee by the vice-rector for academic affairs.
- 2.17.29. "AU", "F" grades can be changed by repeated study of the discipline; they all are recorded in the transcript along with the new grades, but the GPA is calculated based to the last grades received.
- 2.17.30. In the case of receiving the "unsatisfactory" grade corresponding to the "FX" mark (25-49), the student has the opportunity to retake the final assessment on a paid basis without repeated study of the whole program of the discipline / module. This should be done within the special period of time right after the examination session during which this grade was obtained.
- 2.17.31. If the student gets the "F" grade as a result of re-taking the final exam, he/she should re-register for study of this discipline / module on a paid basis. He/she attends all study sessions, performs all types of academic activities according to the program of the discipline and retakes the final exam.
- 2.17.32. If the student does not appear for re-taking exam on the discipline for which he/she has been graded "FX", this grade will be transferred to the "F" ("unsatisfactory") and considered an academic debt. Then the student should attend in the next semester on a paid basis all types of study sessions, perform all types of academic work on this discipline according to the program, and take the final exam.
- 2.17.33. If a student takes the exam, that has been assessed with the "FX" grade, and gets "FX" once again, he/she has the opportunity to take the exam on the discipline for a third time on a paid basis.
- 2.17.34. If a student takes the exam in the third time and gets the "FX" or "F" grade corresponding to the equivalent of the "unsatisfactory" grade, he/she is subject to expulsion from the university, regardless of the number of received unsatisfactory grades. In this case, the student loses the opportunity to study this discipline again.
- 2.17.35. A student who takes the final exam to transfer the "I" grade into a standard one, can appeal the exam results or retake the exam in the case of

the “FX” grade got (if necessary) right in the above mentioned way. If the student leaves the university before the deadline set for changing the grade, the “I” grade remains unchanged in his/her transcript.

- 2.17.36. A student, who violates requirements of the Rules for conducting final assessment (that is using permitted supporting aids, mobile phones, being late for the exam without an acceptable reason, etc.), will get the "F" grade automatically, based on the record of violation, which is not subject to complain and appeal. In this case, the student should re-study this discipline on a paid basis.
- 2.17.37. Information about the violation of the Rules for conducting final assessment will be recorded in the student’s transcript.
- 2.17.38. The student, who repeats violation of the Rules, is subject to expulsion from the University on the basis of a proposal from the Faculty committee on ethics.
- 2.17.39. In the case of getting the "F" grade, the student has the right to repeat studying the discipline (Retake), but no more than two times. Repeated study of disciplines is carried out only on a paid basis.
- 2.17.40. After four weeks from the start of classes, the student, retaking a discipline, has no right to reject the discipline, otherwise he/she will be given the “F” grade for this discipline. Payment made for the discipline will not be refunded.
- 2.17.41. A student, who has the “unsatisfactory” grade for an elective discipline, has the right to re-study the same discipline in the prescribed manner or register for study of another elective discipline from the same block of the educational program curriculum. Substitution of discipline must be agreed with the adviser and the Registrar's Office.
- 2.17.42. Retake of the final exam with the purpose of increasing positive grade in the same period of intermediate attestation is not allowed.
- 2.17.43. Students, who are not admitted to the final exams due to debts in tuition fees payment, must liquidate financial debts and pass exams within 45 calendar days after the end of the examination session. Otherwise, the student is subject to expulsion from the University for violating rules of the academic policy.
- 2.17.44. A student, who has completed the full program of the academic year, but has not achieved the minimum threshold GPA, in order to increase his/her GPA, would be given the opportunity to re-study several disciplines on a paid basis in the summer semester and retake final exams on them.
- 2.17.45. Students, who reach the established GPA level, will be transferred to the next year of study by order of the university rector. The GPA level, which is required for transferring from one year of study to the next one, is established by the Academic Senate of the University. A student, who does not get the required GPA level, remains for the repeated year of study on a paid basis.

- 2.17.46. Students, whose study is funded by the state educational grants, will lose their educational grants and continue their further education only on the tuition fee basis, if they are left for the repeated year of study.
- 2.17.47. According to the results of intermediate attestation (examination session), students, whose study is funded by the state educational grants, will be awarded the state scholarship, if they pass all exams with grades "A", "A-", "B +", "B", "B-", C + "good ". The scholarship would be awarded, even if the students initially have had FX grade(s), which were then re-placed by positive grades "excellent" or "good".

2.18. ORGANIZATION AND PASSING OF PROFESSIONAL PRACTICES

- 2.18.1. Students of Al-Farabi KazNU during studying in educational programs of higher or postgraduate education undergo professional practices established by the programs curricula in accordance with state compulsory education standards.
- 2.18.2. Taking professional practices by KazNU students is based on the concept of continuous practical training, which implies thorough continuous development of practical skills and competencies throughout the entire period of study at the university.
- 2.18.3. These are main and mandatory types of professional practices of students at Al-Farabi KazNU: educational, pedagogical, industrial, pre-graduation and research practices.
- 2.18.4. All types of practice are carried out in accordance with practice programs, containing core requirements to organization and conduct of practices that are passed under guidance of practice supervisors, appointed by order of the university rector.
- 2.18.5. The program of practice is developed by the graduating chair, taking into account profile of the educational program, nature of the enterprise or organization approved as the place of practical training (practice base), and expected learning outcomes. The Academic Senate of the faculty approves the program of practice.
- 2.18.6. Industrial practice programs should be approved by bases of the practice.
- 2.18.7. Organization of practice throughout all its stages should be aimed at ensuring continuity and sequence in mastering professional skills by students in accordance with requirements established for the corresponding level of preparation of the graduate.
- 2.18.8. Educational practice of students can be carried out in departments of the University or at enterprises, institutions and organizations.
- 2.18.9. Industrial, pedagogical, pre-graduation practices of students are carried out, as a rule, at enterprises, institutions and organizations, which are approved as practice bases in accordance with existing agreements on provision of bases for practice.
- 2.18.10. Head of graduating chair is responsible for timely concluding agreements with organizations on conducting professional practices of

KazNU students in these organizations, for compliance of the practice bases to the profile and expected learning outcomes of the educational program. Head of the chair controls work of the appointed practice supervisors.

- 2.18.11. Practice supervisors are responsible for timely high-quality organization of students' professional practices, for monitoring of timely keeping records in practice workbooks in the UNIVER system by trainee students, for providing consultations to students on all issues related to practices, and for assessing results of the practice with recording the grades in the attestation forms in the "UNIVER" system.
- 2.18.12. Students have the right to look for a practice base independently and to initiate conclusion of the agreement on practical training, if the proposed base of practice matches profile of the educational program and the program expected learning outcomes, concerning development of practical skills.
- 2.18.13. In order to implement the concept of continuous practical training, long-term cooperation is encouraged with organizations that annually provide the base for various types of professional practices within the framework of the educational program, thereby contributing to the continuity and tradition in development of necessary professional competencies in students.
- 2.18.14. Timescales for practices are set by the university in accordance with the curriculum and the academic calendar, taking into account the students' level of preparedness and availability of facilities of the university and other organizations, which serve as practice bases.
- 2.18.15. The curricula of educational programs determine the number of credits corresponding to each type of practice. Students register for necessary types of practice and include them in their individual study plans.
- 2.18.16. The trainee student documents results of the practice in the form of a written report, which he/she defends in front of commission at the graduating chair in the appropriate period of intermediate attestation according to the academic calendar.
- 2.18.17. Grade given for the results of the trainees' practice is recorded in the practice attestation form; the grade is equated to grades of theoretical study and is taken into account when considering appointment of scholarships, calculating the total GPA and transferring the student to the next year of study.
- 2.18.18. General results of the practice are summarized at meetings of the Faculty Academic Senates with participation of representatives of the practice bases.
- 2.18.19. 2-year master's educational programs and PhD programs include two types of practices: pedagogical practice in an educational institution, and research practice at the place, where the dissertation work is being done.
- 2.18.20. The aim of the pedagogical practice in master's and doctoral programs is preparation of graduate students for scientific and pedagogical activities in higher education institutions; acquisition and consolidation of practical skills of delivering educational process in tertiary school, including teaching of

special disciplines, organization of students' educational activities, scientific and methodological work on the subject.

- 2.18.21. Pedagogical practice can be carried out during the period of theoretical study without interruption of studying.
- 2.18.22. Research practice is carried out in order to familiarize students with the latest methodological and technological achievements of the national and foreign science, with modern methods of scientific research, processing and interpretation of experimental data; in order to collect empirical and factual material for dissertation research.
- 2.18.23. 1-1,5-year master's educational programs and applied doctoral programs include industrial practice. Industrial practice is aimed at consolidating theoretical knowledge gained in the learning process, acquisition of research and professional competencies.
- 2.18.24. Results of pedagogical (teaching) practice are discussed at the final conference, where students make presentations and reports. The commission, which includes instructors on pedagogy, psychology and practice supervisor from the graduating chair, issues the final grade for pedagogical practice.
- 2.18.25. Students should document results of research and industrial practices in the form of written reports and submit them to the commission at the graduating chair.
- 2.18.26. Students are required to pass timely all types of professional practices and attestation of their results in accordance with individual study plans and the academic calendar.

2.19. EMPLOYMENT OF GRADUATES

- 2.19.1. The university considers successful employment of graduates as the main indicator of the efficiency of its educational activities. In order to ensure competitiveness and demand for KazNU graduates, the university encourages long-term multilateral cooperation with employers for maintaining the relevance of educational programs' content to demands of the labor market; attracts practical trainers from employers' community for conducting study sessions, including those taken on the base of external organizations, and for participation in final attestation of graduates.
- 2.19.2. To facilitate employment of graduates there is the Career and Professional Development Center, which ensures involvement of employers to conducting various events at the university with the aim of informing students and graduates of KazNU about opportunities for job placement and professional internships.
- 2.19.3. Faculties provide constant connection with the labor market through the Councils of Employers, formed of the faculty graduates. The faculty administration determines independently the authority and the activity plan for the Council of Employers, based on current and strategic goals of the faculty.
- 2.19.4. The Academic Senate of the faculty at least twice a year analyzes the

effectiveness of the Council of Employers with involvement of students and faculty members. Based on results of the analysis, the Academic Senate of the faculty makes recommendations, implementation of which should be monitored regularly by the methodological bureau of the faculty.

- 2.19.5. Students and graduates of the university have the opportunity to submit their CVs for consideration by potential employers, and to get information about available job proposals through the corporate "Youth and Career" portal.
- 2.19.6. Students in higher education programs (bachelor's degrees) of pedagogical and medical specialties, whose study is funded in the framework of the state educational order, as well as graduate students (in master's and doctoral programs), who study on the basis of the state educational order, are subject to mandatory distribution at their graduating year of study to relevant organizations for mandatory labor repayment after graduation in accordance with the legislation of the Republic of Kazakhstan.
- 2.19.7. Graduating year students' distribution is accomplished by specially created distribution commission, which works annually until June 1 of the calendar year.
- 2.19.8. Graduate of each level of study should sign with his/her own hand the personal distribution statement. This statement is also signed by the Personal distribution commission and should be submitted to the Career and Professional Development Center until June 1 of the calendar year.
- 2.19.9. Exemption from labor repayment is carried out in the manner prescribed by the legislation of the Republic of Kazakhstan.
- 2.19.10. Graduates, who have studied within the state educational order, and who do not wish to fulfill their obligations on labor repayment, are required to return to the Financial Center of the Ministry of Education and Science of the Republic of Kazakhstan all financial resources spent on their education. Otherwise, the Financial Center would enforce funds of the state budget, spent on their training, by judicial proceeding.

2.20. ACADEMIC MOBILITY AND CREDIT TRANSFER

- 2.20.1. For implementation of one of the key principles of the Bologna process, the principle of promoting academic mobility, al-Farabi KazNU encourages training or research during some academic period in another organization of education and science (local or foreign one) with obligatory transfer of credits earned for educational and / or research work done.
- 2.20.2. Academic mobility is carried out in the form of educational or scientific internships.
- 2.20.3. Educational (academic) internship is studying, advanced training or retraining within the frame of student's individual study plan or an international educational program (including joint ones), which indicates the disciplines that are supposed to be studied in another local or foreign university.

- 2.20.4. Scientific (research) internship is collecting and analyzing theoretical and/or empirical scientific information and materials or writing a thesis, dissertation, special monograph and / or preparing a textbook, study guide, etc. using library collections and other resources of other universities and countries.
- 2.20.5. There are several types of academic mobility: individual, group (collective, under guidance of an instructor, or independently as a member of a group), internal (within the country) academic mobility, external (international) academic mobility, incoming (international) academic mobility, short-term academic mobility (from 10 days up to 4 months) and long-term academic mobility (more than from 4 months to 1 year).
- 2.20.6. Credit mobility is students' moving for a limited period of study or internship abroad, while remaining enrolled to the educational program at home university, with the aim of earning academic credits (after the mobility phase, students return to their home university to finish their studies).
- 2.20.7. KazNU students have the right to go abroad for educational, scientific internships in foreign higher education institutions.
- 2.20.8. Academic mobility of students at Al-Farabi Kazakh National University is carried out in the framework of inter-university agreements / memorandums or joint projects: a tripartite agreement / agreement between student, sending and receiving universities for the internal academic mobility, and an invitation for the international academic mobility.
- 2.20.9. Sending for participation in academic mobility in the framework of programs funded by the state budget is carried out in accordance with the Rules of forwarding for study abroad, including academic mobility.
- 2.20.10. The student chooses period for the stay at another organization and list of disciplines for study with subsequent transfer of credits under a credit mobility program with the consent of the graduating chair, taking into account the curriculum of the KazNU educational program.
- 2.20.11. Transfer of credits is recognition of the equivalence of the volume and content of disciplines or research work studied / conducted by the student in another educational institution, to disciplines / research program of the curriculum of the educational program of KazNU. At credit transfer, credits and grades on these disciplines / research are recorded in the transcript of the student in the UNIVER system, based on the document (transcript) from the organization, which the student had visited under the academic mobility program.
- 2.20.12. Credit transfer is carried out by the University Registrar's Office on the basis of the student's application and proposal of the graduating chair with supporting documents.
- 2.20.13. Graduating chair is responsible for fair evaluation of equivalence of the volume and content of studied disciplines or research work done to the requirements of the KazNU curriculum.
- 2.20.14. The final document confirming the student's training on the mobility program is transcript or its equivalent in the hosting country. Transcript

contains information on the training program: names of the disciplines (modules), grades, number of credits earned.

- 2.20.15. The maximum number of credits allowed for transfer for disciplines studied in other national universities of the Republic of Kazakhstan within mobility programs should not exceed 20% of the curriculum in one academic year. It is not allowed to transfer credits on disciplines studied at universities other than national, except Nazarbayev University.
- 2.20.16. The maximum number of credits allowed for transfer from foreign educational organizations is specified individually, taking into account the ranking of the particular foreign university and the profile of the educational program.
- 2.20.17. Regardless of the source of funding of academic or credit mobility, an appropriate order for staying at another university should be issued at least 10 days before the start of the corresponding semester of study.
- 2.20.18. To participate in the international credit mobility, the command of foreign language at the level demanded by the host educational institution is required.

2.21. FINAL ATTESTATION

- 2.21.1. Final attestation of students at al-Farabi KazNU is organized for different programs of training specialists with higher and postgraduate education in accordance with timescales prescribed by the academic calendar and approved curricula of educational programs.
- 2.21.2. Final attestation of undergraduate (bachelor's) programs students is carried out in the form of writing and defense of a thesis (project) or preparing for and passing comprehensive examination.
- 2.21.3. Final attestation of graduate students (of master's and doctoral programs) is carried out in the form of writing and defense of master's theses or projects/doctoral dissertations.
- 2.21.4. For final attestation of students of all forms of study and training areas, there should be composed Attestation Committees (AC) for corresponding educational programs.
- 2.21.5. Until October 15 of the calendar year, deans of the faculties propose to the Office of planning and support for the educational process of the Department of Academic Affairs candidates for chairing attestation committees, chosen among professors, associate professors, scientists, instructors, experienced production specialists and teachers with practical experience, corresponding to the qualification of graduating specialists. The candidates should be from external organizations only.
- 2.21.6. Candidates for chairing attestation committees should be approved by the decision of the Academic Senate of the University no later than November 1 of the calendar year.
- 2.21.7. Graduating year students get admission to the final attestation no later than two weeks before the final attestation. Admission orders with listings of

students must be submitted to the attestation committees.

- 2.21.8. Students, who complete their studies in accordance with the requirements of program curricula, individual study plans and study programs, and get admission to defense from their supervisors, will be admitted to final attestation.
- 2.21.9. A graduating year student, who does not fulfill the requirements of the program curriculum, individual study plan and study programs, will remain for a repeated year of study without studying in the summer semester.
- 2.21.10. Rector of the university approves the attestation committees work schedule; it should be communicated to all interested parties no later than two weeks before the start of the final attestation.
- 2.21.11. Graduating chairs develop comprehensive examination programs for undergraduate educational programs; the Academic Senate of the faculty and the Academic Council of the University should approve them.
- 2.21.12. Defense of a thesis / project or master's thesis / project is carried out at the open meeting of attestation committee. Doctoral dissertation defense takes place at the meeting of the dissertation council.
- 2.21.13. Students are allowed to replace defense of a thesis(project) by taking two comprehensive examinations for the following reasons:
- 1) long-term treatment in hospital for health reasons;
 - 2) raising a child under the age of 2 years;
 - 3) taking care of sick parents.
- To replace defense of the graduate qualification work(project) by taking two comprehensive examinations, the student submits an appropriate application addressed to the rector, signed by the head of graduating chair and the dean of the faculty, attaching supporting documents (extract from the medical history, the child's birth certificate), no later than 2 weeks before the beginning of final attestation.
- 2.21.14. The student will be admitted to defend his/her graduate qualification work (thesis / project or master / doctoral dissertation), if the supervisor gives a positive review for the work. If the supervisor gives a negative conclusion "not allowed to defend", the student does not defend the work and is subject to expulsion from the university as not admitted to the final attestation.
- 2.21.15. A master's student should have at least 1 (one) scientific publication on the topic of the thesis to be defended. There should be published at least 7 (seven) scientific publications on the topic of a doctoral dissertation before its defense.
- 2.21.16. Theses/projects, master's theses / projects and doctoral dissertations undergo mandatory plagiarism checking in the UNIVER system prior to defense.
- 2.21.17. Results of comprehensive examinations and graduate work defenses should be announced on the day they were held. The attestation committee comes to decision on defense grades, as well as on the award of qualifications and degrees and issue of state diplomas (without distinction, with honors) at its closed meeting by open voting by a simple majority of votes of the

- committee members participating in the meeting.
- 2.21.18. It is not allowed to retake comprehensive examinations or defense of the graduate qualification work for increasing obtained positive grade.
- 2.21.19. For students, who got unsatisfactory grades, retaking comprehensive exam in the same period of final attestation is not allowed. Documents on the state of health submitted to the attestation committee after getting an unsatisfactory grade are not considered.
- 2.21.20. Chairperson of the attestation committee may permit to postpone the date of final attestation due to the student's state of health, relying on a 095 / y medical certificate. Then, based on the proposal of the dean's office, a new date of final attestation should be appointed by order of the rector of the University, but no later than December 31 of the current calendar year.
- 2.21.21. Deadlines for passing final attestation for students, who are in an international trip at the period of final attestation, are extended upon notification of the dean's office by order of the rector, but no more than for 1 month after returning from the trip.
- 2.21.22. Retaking of comprehensive examination, as well as repeated defense of graduate qualification work by students who received the "unsatisfactory" grade, is not allowed in the same period of final attestation.
- 2.21.23. A student, who gets the "unsatisfactory" grade on the final attestation, will be expelled by order of the rector of the university as "having not fulfilled the requirements of the educational program" and "having not defended the thesis / project, or a master's thesis / project" or "having not passed comprehensive examination".
- 2.21.24. The student would undergo only that forms of attestation during repeated one in the next period of final attestation, which he had failed to pass (got the "unsatisfactory" degree). At that, the list of disciplines for comprehensive examination for a person, who had not passed these exams, is determined by the program curriculum, which had been approved for the corresponding year when the student was finishing his/her theoretical study.
- 2.21.25. To re-take the final attestation, a student, who had been expelled from the university, not later than two weeks before the start of the final attestation of the next academic year, applies to the rector of KazNU for admission to those forms of final attestation, on which he/she had been graded "F-unsatisfactory"
- 2.21.26. Students can retake comprehensive examination or re-defend graduate qualification work only on a paid basis.
- 2.21.27. If a student passes the final attestation and confirms accomplishment of an undergraduate or graduate educational program, by the decision of the attestation committee he/she will be awarded degree of "bachelor", or "master", or qualification in the corresponding educational program. Within five days from the date of issue of the graduation order, he/she will be given free of charge diploma with supplement.
- 2.21.28. Supplement to diploma (transcript) indicates the final grades according to the point-rating alphabetic system of grades for all academic disciplines,

completed term papers (projects), research or experimental work, types of professional practices, final attestation, with indication of their volumes in academic credits and hours.

2.21.29. To the student, who finishes a doctoral educational program and defends a doctoral dissertation, upon a positive decision of the dissertation council based on the results of the examination conducted, the degree of doctor of philosophy/doctor by profile will be awarded and diploma with supplement (transcript) will be issued free of charge.

2.21.30. Duration of studies in programs of undergraduate and graduate education is determined by the amount of academic credits earned. Upon acquisition of the established amount of academic credits and achievement of the expected learning outcomes, necessary for obtaining the relevant degree, the educational program is considered to be fully completed.

2.21.31. The main criterion for completed training is:

- for bachelor’s programs: earning by an undergraduate student at least 240 academic credits for the entire period of study, including all types of educational activities of the student;
- for 2-year master’s programs: earning by a master’s student at least 120 academic credits for the entire period of study, including all types of educational and scientific activities of the graduate student;
- for 1-1,5-yr master’s programs: earning by a master's student at least 60 (1 year of study) or 90 (1,5 years of study) academic credits;
- for doctoral programs: earning by a doctoral student at least 180 academic credits, including all types of educational and scientific activities.

2.21.32. Degrees of doctor of philosophy (PhD) or doctor by profile might be awarded to doctoral candidates regardless of the length of study in cases of early completion of doctoral educational programs and successful defense of dissertations.

2.21.33. For a student, who has accomplished an undergraduate educational program with grades A, A- “excellent”, B-, B, B +, C + “good”, has the average GPA 3.5 or higher, and has passed comprehensive examination or defended his/her thesis (project) with A or A- "excellent" grade, a diploma with honors is issued. At that, grades for additional types of training are not considered.

2.21.34. Master’s students, who have completed the full course of theoretical study of the educational program, but have not accomplished its research (experimental) component, have the opportunity to gain credits for the research component and defend his/her thesis/project in the next academic year on a paid basis. In such cases, students should pay only for credits of the research (experimental) component, which they have to earn.

2.21.35. A doctoral student, who has completed the full course of theoretical study of the doctoral program, who has completed the scientific component, but has not defended doctoral dissertation, is considered to have achieved learning outcomes and earned academic credits. He/she is given the

opportunity to defend his/her dissertation in subsequent years upon payment for 4 (four) academic credits.

- 2.21.36. Graduates of bachelor and master's educational programs in addition to the diploma are given a free European Diploma Supplement.
- 2.21.37. In the case of loss of a diploma or supplement to the diploma, to obtain a duplicate of the document on education the graduate should send a request through e-GOV portal or apply with the relevant application to any Center for Public Services.
- 2.21.38. In case of loss of the European Diploma Supplement, the graduate should submit an appropriate application addressed to the Vice-Rector for academic affairs to the dean's office. The dean's office would issue the European Diploma Supplement in one week after receiving the application.
- 2.21.39. The university after issuing documents on education to graduates within a month sends information to the Ministry of Education and Science of the Republic of Kazakhstan and (or) enters these data into the consolidated educational information system. List of graduates is available on the university website.
- 2.21.40. The university maintains functioning of the electronic system of issued documents on education and stores the electronic database (archive) of degree diplomas, including previously issued ones.

2.22. ORGANIZATION AND CONDUCT OF THE STATE EXAM ON THE MODERN HISTORY OF KAZAKHSTAN

- 2.22.1. Students of all undergraduate programs of Al-Farabi KazNU are required to study the modern history of Kazakhstan. Students of all undergraduate educational programs at the end of studying the "Modern History of Kazakhstan" discipline pass the state examination on this subject according to the approved academic calendar.
- 2.22.2. Students of shortened educational programs with accelerated period of study, based on higher education, do not study the discipline "Modern History of Kazakhstan" and do not pass the state exam on it.
- 2.22.3. The program of the state examination on the discipline "Modern History of Kazakhstan" should be composed based on the standard study program of this discipline, and need to be approved by the Academic Senate of the university. The Academic Council of the faculty determines the form of this state exam.
- 2.22.4. For conducting the state examination on the discipline "Modern History of Kazakhstan", there is formed the State Examination Commission (SEC), consisting of the chairperson and commission members for the calendar year. Results of the state exam on the discipline "Modern History of Kazakhstan" should be considered at summing up results of the examination session, during which it was taken.
- 2.22.5. If a student gets the "unsatisfactory" grade for the state exam on the discipline "Modern History of Kazakhstan," he/she need to register to this discipline

again on a paid basis. He/she attends all types of study sessions in the next academic period or the summer semester, fulfills requirements of the ongoing assessment, gets admission and passes the state exam.

2.22.6. Retaking the state exam for increasing obtained positive grade is not allowed.

2.23. EXPULSION OF STUDENTS FROM THE UNIVERSITY AND PERMISSION FOR ACADEMIC LEAVE

2.23.1. A student of al-Farabi KazNU can be expelled from the university:

- due to poor academic performance;
- due to missing 36 or more hours of study in one semester without an acceptable reason;
- due to violation of the Academic Integrity Rules;
- due to violation of the Rules of Internal Code of Conduct, the Charter of Al-Farabi KazNU and the Code of Student's Honor;
- due to violation of the terms of contract for provision of educational services, including non-payment of tuition fees;
- due to not concluding the contract for provision of educational services for the repeated year of study;
- at the student's own will;
- due to transfer to another higher educational institution.

2.23.2. Students of bachelor, master's and doctoral educational programs, whose study was funded by the state educational order, would lose their educational grants when expelled from the university (with exemption of those who transfer to another educational institutions).

2.23.3. Students of Al-Farabi KazNU may apply for the academic leave for the following reasons:

- medical reasons confirmed by the conclusion of a medical consultation commission at an outpatient-polyclinic organization; the leave can last from 6 to 12 months; persons with tuberculosis may get the leave for a period up to three years;
- calling up for military service;
- birth or adoption of a child; the leave might last until the child is three years of old.

2.23.4. To receive the academic leave, the student provides relevant documents and fills in the application form at the Student's office at the Keremet Student Service Center.

2.23.5. After returning from the academic leave, the student will be re-enrolled to the cohort of students by order of the rector upon submission of a personal application. At this time, he/she would be registered for educational disciplines of the corresponding year of study of the current curriculum of the educational program.

2.23.6. To eliminate the difference between curricula of the educational program, the student should register for the disciplines of academic deficiency and study

them during the first year of study after the academic leave, either by joining current study groups, or within the additional semester of study.

- 2.23.7. Students after academic leave would be given the opportunity to study disciplines of the occurred academic deficiency free of charge once until the end of the academic year. At the end of the academic year, not studied disciplines of academic deficiency would be transferred into disciplines of academic debt, further study of which can be accomplished only a paid basis only.
- 2.23.8. Students returned from academic leave, whose study is funded within the state educational order, will be awarded the state scholarship based on the results of intermediate attestation of the results of the first academic period after returning from academic leave, if they eliminate their academic deficiency.
- 2.23.9. For expulsion from KazNU at his/her own will, the student submits an electronic application using "E-services" on his/her personal page in the "UNIVER" system. Expulsion of students is conducted twice a month.
- 2.23.10. Within 10 calendar days after signing of the order of expulsion, the Student's Office shall issue to the expelled persons academic certificates of not completed higher / postgraduate education.

2.24. TRANSFER FROM ONE YEAR OF STUDY TO THE NEXT ONE, REPEATED AND ADDITIONAL STUDY

- 2.24.1. Transfer of Al-Farabi KazNU students, who have fulfilled all requirements of the program curriculum for the particular year of study, earned required amount of credits and have achieved established threshold GPA level, to the next year of study, is made by order of the university rector.
- 2.24.2. Students, who have not fulfilled requirements of the program curriculum, and who have not achieved the established threshold GPA level, should remain for the repeated year of study on a paid basis.
- 2.24.3. ***Transfer to the next year of study will not be permitted, if there is any academic backlog. Students should eliminate all their academic debts and submit relevant documents to the dean's office by August 25 of the calendar year.***
- 2.24.4. Each calendar year the dean's office sends to the student notification letters, reminding of the necessity to eliminate existing academic debts: until January 3 based on the results of the fall semester, and until May 30 based on the results of the spring semester.
- 2.24.5. Students who have not eliminated the existing academic debts until August 25 of the calendar year would remain for the repeated year of study on a paid basis. They would be registered to disciplines of the previous year of study of the program curriculum.
- 2.24.6. Students of al-Farabi KazNU may register for repeated or additional study in following cases:
 - because of the academic backlog – disciplines graded "unsatisfactory"

- according to results of intermediate attestation (examination sessions);
 - because there are disciplines of academic deficiency due to transfer from another university or other educational program, or due to re-enrollment after expulsion, long-time international trip or academic leave;
 - in order to increase their average GPA score;
 - in order to get additional knowledge and skills on disciplines apart from the curriculum.
- 2.24.7. Repeated or additional study is carried out based on the contract for provision of educational services, except for studying the disciplines of academic deficiency, which appeared due to return from the academic leave, or a long-time international trip in the framework of the academic mobility program funded by the state budget.
- 2.24.8. The dean's office and the Office of planning and support for the educational process organize repeated study for eliminating academic debts, based on the relevant order and payment of tuition being done in accordance with the contract for provision of educational services. These should be preceded by approval of the application for repeated study, submitted by the student in electronic form through the UNIVER system.
- 2.24.9. Students, specified in clauses 2.24.2, 2.24.4, who have not concluded a contract for provision of educational services on a paid basis in due time (until September 10 of the current year), are subject to expulsion for violating the rules of academic policy.
- 2.24.10. Students may register for repeated or additional study in the main and summer semesters; at that, students may not register in one semester for more than 2-3 academic disciplines of repeated or additional study, taking into account the main credit load of the current semester of study.
- 2.24.11. In the summer semester, it is not allowed to register for more than 2-3 academic disciplines (up to 15 credits).
- 2.24.12. The academic deficiency, caused by difference in the disciplines of the program curricula, that has not been eliminated during the current academic year, including the summer semester, further would be considered as academic backlog, which would be the reason for transferring the student to the repeated year of study on a paid basis.

2.25. TRANSFER AND RE-ENROLLEMENT TO THE UNIVERSITY'S STUDENTS COHORT

- 2.25.1. Transfer and re-enrollment of students from one educational program to another, from one academic group to another, from one language of instruction to another, from one university to another is carried out twice a year: during the summer holidays – until August 25 of the calendar year, during the winter holidays – until January 10 of the calendar year.
- 2.25.2. The student is transferred or re-enrolled to any university, regardless of the duration of expulsion at the moment of re-enrollment.
- 2.25.3. It is necessary for a person, who intends to transfer, to have completed the

first academic period of the studied program in accordance with the individual study plan. Students with one or more "unsatisfactory" grades on the first semester disciplines are not able to transfer and re-enroll.

- 2.25.4. Transfer of undergraduate and graduate students, whose study is funded by the state educational order, from universities of the Republic of Kazakhstan, not holding the national university status, to Al-Farabi KazNU, is made only on the condition that transferred students would each year pay off the difference in the cost of the educational grant. For this purpose, the student, transferring from another university, concludes an appropriate contract in the University's department of economics and finance.
- 2.25.5. To transfer to KazNU a student must have a Certificate of the Unified National Testing (UNT) or Comprehensive Testing (CT) with at least 65 points and average GPA at the level not lower than the threshold level established at KazNU.
- 2.25.6. A student from a group of higher education programs that require creative training can transfer to another group of educational programs, if he/she has a UNT certificate score not lower than the threshold score established by the Model Rules for admission to study in organizations, delivering educational programs of higher education.
- 2.25.7. For groups of educational programs of higher education, requiring creative training, with entrance examination held in the form of creative presentation exam, the UNT or CT certificate score should be at least 65 points. There should be at least 5 points for the history of Kazakhstan section, at least 5 points for the reading literacy - language of instruction section, and at least 5 points for each creative presentation exam.
- 2.25.8. When transferring or re-enrolling from a foreign educational organization, the student provides a document specifying completed training programs (academic certificate, transcript), as well as a document of completion of the previous level of education, which must undergo the nostrification procedure in the Republic of Kazakhstan in the prescribed manner.
- 2.25.9. Persons who have received general secondary or technical and vocational education in the Republic of Kazakhstan, when transferring or re-enrollment from a foreign university provide the results of entrance examinations in the foreign university.
- 2.25.10. Transfer of students inside the University from one educational program to another, from one form of study to another, from one language of instruction to another, is carried out only on a paid basis with defining the year of study and disciplines of academic deficiency.
- 2.25.11. Students are allowed to a single transfer from one educational program to another within one group of educational programs without losing the educational grant, if their study is funded within the state educational order. However, the students have to pay for studying the disciplines of academic deficiency, caused by the differences in programs curricula, at their own expense. Payment should be done based on the relevant contract.
- 2.25.12. Transfer from one educational program to another within the group of

- educational programs after the 4th semester of study is not allowed. Academic deficiency should not exceed 15 academic credits.
- 2.25.13. Transfer of students from one language of instruction to another is allowed only on a paid basis; such transfer will cause losing of the educational grant for students, studying under the state educational order. The language of instruction is determined according to the grant certificate.
 - 2.25.14. Re-enrollment of the previously expelled persons to the cohort of KazNU students for all forms of study is carried out by order of the rector during vacation time regardless of the time of expulsion.
 - 2.25.15. The year of study for transferred or re-enrolled students should be determined taking into consideration prerequisites.
 - 2.25.16. When students transfer or re-enroll, the academic deficiency, caused by the difference in disciplines of the program curricula studied by them during previous academic periods, is determined.
 - 2.25.17. The academic deficiency in the disciplines of program curricula should be determined based on the list of disciplines studied, their programs and volumes in academic hours or credits, reflected in the transcript, or in the certificate, which is issued to persons, who have not completed their education.
 - 2.25.18. The academic deficiency should not exceed 25 academic credits for undergraduate students transferring for the second year of study and 15 academic credits for those, who are transferring to the third year of study.
 - 2.25.19. The academic deficiency of master's students should not exceed 15 academic credits.
 - 2.25.20. Students will be transferred only if there is an appropriate academic group.
 - 2.25.21. Transfer of students from other universities to KazNU for the 6th semester of undergraduate studies or the 3rd semester of graduate studies is not allowed.
 - 2.25.22. The transfer of students from KazNU to other universities is carried out at the request of students in any vacation period.
 - 2.25.23. The elimination of academic deficiency is carried out on a paid basis, except cases of transfer from another university with preservation of the state educational grant. In this case, the student is given once the opportunity to study the disciplines of academic deficiency free of charge during the first academic year after the transfer.
 - 2.25.24. The state scholarship to such student would be assigned only after the complete elimination of the academic deficiency. The academic deficiency that has not been eliminated during the first academic year after transfer to KazNU would be considered as academic backlog, which is subject to liquidation on a paid basis.
 - 2.25.25. To eliminate academic deficiency caused by the differences in disciplines of the program curricula, the student registers for these disciplines, attends all types of academic sessions during the academic period, passes all types of ongoing assessment, and gets admission to the final

assessment.

- 2.25.26. When transferring graduate students, to transfer credits on elective disciplines studied at another university, compliance of these disciplines to the content of education according to the educational program of KazNU should be stated. Otherwise, there would be documented a difference in curricula subject to liquidation in the prescribed manner.
- 2.25.27. A student, studying on the base of the educational grant, if desired, may transfer to another university with preservation of his/her educational grant. However, students enrolled with educational grants that had been approved for particular universities, as well as those enrolled into pedagogical educational programs within the separate quota, would be transferred to another university only on the tuition fee basis.
- 2.25.28. When transferring a student, the receiving university takes into account area of preparation and profile of the educational program, as well as the student's academic achievements.
- 2.25.29. To transfer from KazNU to another university or from another university to KazNU, the student submits an application to the Student's office at Keremet Student Service Center. Students are transferred after the fall semester – until January 10 of the calendar year, after the academic year – until August 25 of the calendar year.

2.26. TRANSFER TO VACANT EDUCATIONAL GRANTS

- 2.26.1. Vacant educational grants, which have been released during the process of providing higher education, distributed by educational programs, would be awarded on competitive basis to students, studying on the tuition fee basis on the corresponding programs.
- 2.26.2. The competition is conducted, based on the results of intermediate attestation, with issuance of educational grant certificates.
- 2.26.3. Information about vacant educational grants, released after intermediate attestation of students, is posted by the Student's Office in the UNIVER system and on the University website immediately after summing up results of the intermediate attestation.
- 2.26.4. In the case of identical scores of the average GPA, in the competition for vacant educational grants students with only A, A- ("excellent") grades have preferential rights, then those, who have grades from A, A- ("excellent") to B+, B, B- ("good") for the entire period of study, would be considered.
- 2.26.5. Vacant educational grants, released in the process of obtaining higher education, are awarded on the competitive basis during summer and winter holidays, based on available vacant places, in the following manner:
- 1) the student, studying on the tuition fee basis, submits to the dean of the faculty an application addressed to the rector of the university for further study on the basis of educational grant;
 - 2) the university, having considered this application on the competitive basis, together with the decision of the Academic Senate of the University,

forwards it for a decision to the Ministry of Education and Science of the Republic of Kazakhstan until August 5 / January 15 of the current year. The student's application and decision of the Academic Senate are accompanied by an extract from the student's record book or his/her transcript, a copy of his identity document, and the certificate of the educational grant holder (original), who was expelled from the university;

3) information about candidates for awarding vacant educational grants is posted in the UNIVER system and on the University website;

4) The Ministry of Education and Science of the Republic of Kazakhstan considers the received documents according to educational programs, forms and terms of study, taking into account the year of enrollment, and upon positive decision issues the order for awarding of the educational grant;

5) based on the order, the Ministry of Education and Science of the Republic of Kazakhstan issues the certificate of awarded educational grant;

6) information about applicants from KazNU students, who were awarded vacant educational grants by the order of the Ministry of Education and Science of the Republic of Kazakhstan, is placed in the UNIVER system and on the University website for attention of all interested persons;

7) based on the issued certificate of the award of educational grant, the rector issues the order for further study on the educational grant basis.

2.27. APPOINTMENT OF STATE SCHOLARSHIP

2.27.1. Assigning of state scholarships to students of KazNU is carried out in accordance with regulatory documents of the Government of the Republic of Kazakhstan, the Ministry of Education and Science of the Republic of Kazakhstan and the Law of the Republic of Kazakhstan "On Education".

2.27.2. The state scholarship is paid to undergraduate and graduate students, studying on the state educational order, and to those, transferred to study on the state educational order, who got, according to the examination session or intermediate attestation of students, the equivalent of "good" and "excellent" grades.

2.27.3. Awarding of the state scholarship to students, studying on the basis of the state educational order, that have returned from academic leave, is made based on the results of intermediate attestation of the results of the first academic period after returning from the academic leave, provided that the academic deficiency is eliminated.

2.27.4. The students, studying on basis of the state educational order, who were transferred from other universities, would be paid the state scholarship only upon elimination of the academic deficiency caused by the difference in the curricula of educational programs.

2.27.5. The students, who have been transferred, using vacant state grants, from study on the tuition fee basis for study funded by the state educational order, would be paid the state scholarship right after the issue of the order of the university rector on their transfer to study on the grant basis.

2.27.6. KazNU encourages establishment of scholarships for the university students by various public and charitable organizations, national companies to encourage students' creative activity.

2.28. PAYMENT FOR TUITION AND ACCOMMODATION

2.28.1. Tuition fee at KazNU is formed based on the costs of providing the educational process.

2.28.2. The procedure of payment is regulated by the Contract for provision of educational services concluded between the student, the requestor of educational services and the University.

2.28.3. Requestors of educational services are obliged to strictly comply with the terms of payment under the concluded contracts. Otherwise, the University has the right to suspend provision of educational services and even to expel the student from the educational program.

2.28.4. The cost of one academic credit is set according to the concluded contract and remains unchanged for the entire period of the student's study on the educational program.

2.28.5. Dean of the faculty by his/her order restrains the students with debts in payment for accommodation in the university dormitory, from participation in the examination session.

2.29. TRANSPARENCY OF THE EDUCATIONAL PROCESS

2.29.1. Organization of the university's educational process is based on ethical standards and principles of openness, transparency and objectivity.

2.29.2. The university faculty members are obliged to:

- ensure consistently high quality of education;
- ensure availability of educational materials on taught disciplines;
- ensure objective assessment regardless of its forms and types;
- perceive intelligently criticism from colleagues and students and use it for self-improvement.

2.29.3. The university administration is obliged to implement measures for ensuring maximum transparency, openness, objectivity and accessibility of the educational process.

2.29.4. Any forms of discrimination, including those of social, racial, gender, ethnic, or religious ground, are prohibited at the university.

2.29.5. The university is committed to the principles of inclusive education for ensuring equal access to education for all population groups.

2.30. ACADEMIC INTEGRITY RULES

2.30.1. Academic integrity is the fundamental principle of the educational process at Al-Farabi Kazakh National University.

- 2.30.2. Academic integrity is a combination of moral norms, principles and values, which determine behavior of each member of the university community, including such principles as avoiding fraud and plagiarism, commitment to academic standards, honesty and integrity in scientific research and publications.
- 2.30.3. Academic integrity is the key value in the scientific and educational process of Al-Farabi Kazakh National University.
- 2.30.4. The principles of academic integrity:
- *conscientiousness* is honest, decent performance by students of all types of academic work, regardless of them being assessed and not;
 - *protection of the rights of the author and his/her assignees* is recognition of the authorship and protection of works that are subject of copyright by correctly transmitting someone else's speech, thoughts and by indicating sources of information in evaluated works;
 - *openness* is transparency, mutual trust, open exchange of information and ideas between students and instructors;
 - *respect for the rights and freedoms of students* – the right to express freely opinions and ideas;
 - *equality* – each member of the university community should ensure compliance with the rules of academic integrity and equal responsibility for their violation.
- 2.30.5. The main goal of implementation of the academic integrity rules is to strengthen the culture of academic integrity in the academic community of KazNU, to cultivate in faculty members, staff and students of KazNU zero tolerance to any violation of academic integrity.
- 2.30.6. Each member of the university community must strictly observe the rules of academic integrity, thereby ensuring prevention of violations of academic integrity.
- 2.30.7. The university community obligates all instructors and students to perform all types of academic activity without any manifestations of dishonesty and with recognition of contribution of others to the creation of any product of intellectual activity.
- 2.30.8. Being one of the key values, academic integrity is crucial for successful implementation of the university's mission to prepare competitive highly qualified specialists for development of the country.
- 2.30.9. Any deviation from the principles of academic integrity is considered as misconduct that undermines the fundamental foundations of the university activity, therefore all faculty and staff members, the university administration are obliged to cultivate in students the commitment to academic integrity.
- 2.30.10. Each faculty and staff member of the university bears a personal moral, ethical and professional responsibility for the commitment in his/her daily activities to the principles of decency, honesty, openness and respect for each member of the university community.

- 2.30.11. All faculty members of the university should inform students in advance about the principles of academic integrity and unacceptable forms of academic behavior.
- 2.30.12. Each faculty member in the course of teaching his/her discipline must make sure that all students are familiar with the policy of academic integrity, and if possible organize an appropriate discussion of it with the students.
- 2.30.13. Students are full-fledged members of the university community and the main participants of the educational process, so they must know their rights and obligations.
- 2.30.14. Students must know the requirements for conducting scientific research and publications, for any form of knowledge assessment (exam, test, term paper, graduate qualification work, etc.), for teamwork, etc.
- 2.30.15. Students should evaluate in terms of academic integrity the appropriateness of their assistance and help to other learners.
- 2.30.16. Students are required to know the requirements for preparation of educational and scientific documentation, including the obligatory indication of the sources used.
- 2.30.17. Students in their carrying out all types of educational and scientific activities must adhere to ethical norms, stated in these rules, or to instructions of instructors and supervisors.
- 2.30.18. Any violation of academic integrity should be immediately recorded with subsequent transfer of information about it to the authorized persons.
- 2.30.19. Violations of academic integrity include:
- 1) plagiarism – use of someone else's text, ideas, work as one's own without indicating true authorship (without reference to sources), or the use of borrowed materials with references in such a form and volume that cast doubt on the independence of the work performed. Falsification of references is also seen as a form of plagiarism;
 - 2) non-independent fulfillment of tasks – use of assistance of an outsider person or persons, leading to the loss of independence and originality of the completed task, which makes it impossible to assess achievement of the expected learning outcomes by the student;
 - 3) dishonesty during exams – use / transfer of any unpermitted aids during examination (information on electronic, paper or any other media), use / transfer of information by students using any form of communication (verbally, in written form, electronically or in any other form), copying someone else's work, receiving / assisting in order to improve the results of exams, receiving / transmitting unauthorized access to exam questions and assignments, transferring information about the examination work to the members of the examination committee in order to obtain the desired grade and any other actions that are intended to prevent an objective assessment of the actual academic achievements of the particular student;
 - 4) forgery – presentation of someone else's finished work received or acquired from another person or organization as the student's own

work; also intentional giving of own work to another person for using as the material to be used for subsequent evaluation of other person's learning outcomes. Presence during the exam of other person instead of the student, who must pass the exam, is also considered a forgery;

- 5) re-use of the work performed during studying of one academic discipline for obtaining a grade for another discipline;
- 6) fabrication of data – falsification, distortion or fiction in using any information or quotes in an educational or scientific work. Includes fictitious sources, voluntary inaccurate quoting, falsification of numerical or other data, etc.;
- 7) deliberate opposition to academic activities of other persons (students or faculty members) – actions that impede access of other persons to the necessary resources or facilities, or cause direct detriment to their successful activities. Includes unwanted interventions in laboratory experiments and studies, provision of false information, intentional deceiving of work or study colleagues, including joint projects, creating interference in group work, restricting access to library resources, changing or destroying computer files, etc.;
- 8) bribes, gifts or threats – students, faculty and staff are prohibited to use any of these type of force in any form to influence the results of assessment of any academic activity;
- 9) other forms of inappropriate academic behavior – any other types of behavior that contradict the principles of decency, honesty, openness and respect and could be regarded as manifestations of fraud, falsification and violation of the rights of another person in academic activity.

2.30.20. These Rules apply to any violations of academic integrity by students, faculty or staff members.

2.30.21. In case, when there is a violation of the norms of academic and non-academic behavior, there are applied both these Rules and norms of the Code of Corporate Culture of the KazNU Faculty and Staff Member or the Code of Honor of the KazNU Student.

2.30.22. The instructor, who recorded a violation of academic integrity committed by a student during the study of a particular discipline, which might be considered rather as an involuntary mistake, than a deliberate violation of the principles of academic integrity, can allow the student to retake the task or re-perform the work within the framework of this course. Nevertheless, he has the right to assess this task or work with an unsatisfactory grade, if this is prescribed by the academic policy of this discipline.

2.30.23. In the case of forgery, an unsatisfactory grade must also be given to the student who gave his/her work to another person to receive a grade on the discipline.

- 2.30.24. In any case, the instructor, who recorded a violation of academic integrity by a student, is required to submit an appropriate report to the dean of the faculty for consideration at a meeting of the faculty ethics commission.
- 2.30.25. All violations of academic integrity committed by students during examinations, as well as violations of the Rules for conducting final assessment (delivery of unpermitted aids to examination rooms, including cell phones, even not used) should be recorded by the authorized persons (proctors, members of examination or monitoring commissions) and lead to unsatisfactory final assessment on the discipline in accordance with the Rules for conducting final assessment.
- 2.30.26. Repeated violation of academic integrity during examinations might cause the expulsion of the student from the university.
- 2.30.27. All violations of academic integrity committed by students should be pursued at meetings of faculty ethics commissions.
- 2.30.28. A student cannot declare not knowing the requirements of the Academic integrity rules and the Rules for conducting final assessment as an argument for avoidance of disciplinary action, since knowledge of the principles of academic integrity and commitment to them is the main responsibility of each student.
- 2.30.29. Information about the facts of violation of academic integrity by the student is recorded into his/her transcript and must be forwarded to another institution of higher education in case of the student's transfer for further study from Al-Farabi KazNU to this institution.
- 2.30.30. Faculty and staff members and students, who have faced academic dishonesty and inappropriate academic behavior, should submit a well-founded statement with detailed description of violation facts to the head of the relevant faculty.
- 2.30.31. Dean of the Faculty is obliged to review the statement and organize discussion of the incident at a meeting of the faculty ethics commission.
- 2.30.32. The ethics commission has the authority to make a motivated recommendation about proposed disciplinary action, depending on the severity of the violation, up to the expulsion of the student or termination of the employment contract with the faculty or staff member.
- 2.30.33. The supervising pro-rectors and the university ethics commission consider statements about the improper academic behavior of faculty senior management, staff and heads of structural units of the university.
- 2.30.34. Anyone who is being examined against academic integrity violation has the right to challenge his or her involvement in the violation, if there is relevant evidence, including bringing in witnesses.
- 2.30.35. Disciplinary penalties for violations of academic integrity are issued by order of the rector of university.
- 2.30.36. Al-Farabi KazNU students, faculty and staff members are obliged to prevent violations of academic integrity in the university community.
- 2.30.37. Al-Farabi KazNU faculty and staff members should constantly improve mechanisms of delivery of the educational process in order to minimize

conditions for the emergence of potential risks of violation of academic integrity.

2.30.38. Students who are expelled from the university for violations of academic integrity are not permitted to re-enroll to Al-Farabi KazNU.

2.30.39. Faculty and staff members, whose contracts of employment were terminated because of improper academic behavior, are not permitted to re-employ at the university.

2.31. FEEDBACK

2.31.1. The University considers feedback as one of the most effective mechanisms to ensure the quality of the educational process and student satisfaction.

2.31.2. The University has a permanent monitoring system for educational activities, including several types of research, results of which are used to analyze educational activities and develop measures to correct and improve the organization of the scientific and educational process in the university:

1) The questionnaire "Instructor from the eyes of students" is conducted annually at the end of autumn and spring semesters;

2) "Evaluation of the course effectiveness" is conducted at the end of each academic course;

3) Sociological survey of the Al-Farabi KazNU graduates "Support Your Alma Mater" is conducted annually;

4) "Student Satisfaction Survey" based on QS University Rankings Methodology (Student satisfaction) is conducted annually;

5) Questioning of faculty members "Instructor from the eyes of colleagues" is carried out annually;

6) Questioning "Curator-adviser from the eyes of students" is conducted annually;

7) Questioning "Social Adaptation of the First-Year Students" is conducted annually.

2.31.3. In the framework of surveys main assessments are made using the 5-point scale (where "1" is the lowest score and "5" corresponds to the highest score).

2.31.4. Surveys are conducted using the "UNIVER" corporate system, providing the opportunity to form differentiated results and reporting materials in the context of all structural divisions of the university

2.31.5. Organization of surveys and processing of results are carried out by the Center for Sociological Research of the University.

2.31.6. Participation of students and university staff in the surveys is voluntary.

2.31.7. Participation in online surveys using other people's logins is not permitted and is regarded as a violation of the rules of academic integrity.

2.31.8. Students, faculty and staff members of the University have the right to submit at any time their comments, complaints and proposals on any questions related to the organization and quality of the scientific and educational process at the university through oral or written appeals to the responsible persons.

2.31.9. The authorized officials or commissions and councils review the appeals in accordance with the established procedure. Ignoring requests from the university students, faculty and staff members by authorized officials would be regarded as non-performance of functional duties and might be a reason for administrative action by the university's management.

2.32. QUALITY OF EDUCATION ASSURANCE SYSTEM

2.32.1. The quality of education assurance system at the al-Farabi KazNU is based on European standards and Directives of the European Association for Quality Assurance in Higher Education (ENQA).

2.32.2. The University has the policy of quality assurance of education and documented procedures on the quality management system, which determine the required level of quality of provided educational services and ensure its achievement.

2.32.3. Monitoring and evaluation of the quality of educational services at the University are carried out by the Center for Accreditation and Quality of Educational programs.

2.32.4. Interaction with international and local accreditation agencies and implementation of activities on institutional and specialized accreditation for improving the quality of the university educational programs are carried out by the Accreditation and Licensing Office.

2.32.5. Accreditation is the main instrument of ensuring quality of education.

2.32.6. Accreditation is a special procedure, when the quality is assessed not by a state body, but by an expert group, which consists of representatives of academic community, employers, students and professional associations.

2.32.7. The university performs the external assessment procedure by undergoing an international accreditation for ensuring quality of educational programs in accordance with European standards and recommendations for continuous quality assurance.

2.32.8. To increase quality of educational programs the university actively interacts with international and local accreditation agencies and organizations, arranges and organizes activities for accreditation of educational programs.

2.32.9. The University sees international accreditation as a means of promoting international reputation and collaboration, as well as a mechanism for setting up a more sustainable connection with the international labor market, which would provide advantages for the university graduates on employment at local and international markets.

2.32.10. Rate of the university educational programs, successfully accredited by international accreditation agencies, should be at least 90%.

2.32.11. The University develops and implements the strategy for improving the quality of education within the framework of the Strategy for the development of the al-Farabi Kazakh National University.

2.32.12. The administration, faculty and staff members and students of the University are required to adhere to the academic policy requirements and

approved standards, regulations, procedures and regulations in all activities related to:

- organization of the scientific and educational process;
- delivery of scientific and educational process (including processes of learning and attestation);
- admission of students;
- selection and hiring of faculty and staff members;
- development, examination and approval of educational programs;
- information and material and technical support of scientific and educational process;
- monitoring and analysis of information on the progress of the scientific and educational process at the university;
- organization of interaction with external and internal stakeholders;
- communicating to the general public the progress of the scientific and educational process in the university.

2.32.13. To ensure quality of the educational process, quality committees are established at each faculty, responsible for monitoring the quality of development and implementation of educational programs and for submitting methodological recommendations to the graduating chairs and to the Academic Senate of the faculty.

2.33. GLOSSARY

2.33.1. Key abbreviations used

ECTS – European Credit Transfer and Accumulation System

EP – Educational Program

GPA – Grade Point Average

EAEA – External Assessment of Educational Achievements

AC – Attestation Commission

SEC – State Examination Commission

DAA – Department of Academic Affairs

FA – Final Attestation

IET – Individual Educational Trajectory

IST – Individual study plan

KazNU, University – Al-Farabi Kazakh National University

CD – Catalog of disciplines

MES RK – Ministry of Education and Science of the Republic of Kazakhstan

RWS/RWM/RWD – scientific research work of student/master's/doctoral students

DPSMEP – Division of planning and support of the educational process

C – Curriculum

IWS/IWM/IWD – independent work of a student / undergraduate / doctoral candidate

EMCD – educational-methodical complex of discipline
CMOOC – Center for massive open online courses
CPDC – Career and Professional Development Center

2.33.2. Glossary

Academic Mobility of Students (Academic Mobility) – transfer of students or researchers to study or conduct research during a certain academic period (semester or academic year) in another university (local or foreign) with obligatory transfer of completed study programs, disciplines in the form of academic credits at own university or for continuing studies at another university.

Academic Calendar is a calendar of learning and assessment activities, practices during the academic year with indication of the days of rest (vacations and holidays).

Academic Backlog – disciplines of the program curriculum stated in the record of academic achievements of the student as not studied or studied with unsatisfactory degree on final assessment.

Academic Term (Period) – period of study: a semester lasting 15 weeks.

The student's academic rating (Rating) is a quantitative indicator of the student's completion of the study programs of disciplines, based on the results of intermediate attestation.

Academic freedom is a complex of possibilities provided for the subjects of educational process for independent determination of the content of education of the elective component disciplines and additional types of training, for organization of educational activities in order to provide conditions for creative development of students, faculty members and for using innovative technologies and teaching methods.

Degree – the degree awarded by educational organizations to students, who have accomplished the appropriate study programs, according to the results of the final attestation.

Academic hour is a unit of measurement of the volume of study sessions or other types of academic work. One academic hour equals to 50 minutes. It is used at making the academic calendar (schedule of the educational process), the schedule of classes, at planning and accounting of the studied material, as well as at planning the pedagogical load and accounting the work of the instructor.

Academic credit (Credit, Credit-hour) is a unified unit of measurement of the volume of scientific and (or) academic work (load) of the student and (or) instructor.

Active handouts (hand-outs) are visual illustrative materials distributed during study sessions to motivate the student to creatively successful mastery of the topic (lecture notes, links, slides, examples, glossary, assignments for independent work).

Appeal is a procedure conducted to identify and eliminate cases of biased assessment of student knowledge.

Bases of practice are enterprises, organizations, institutions, educational institutions, research institutes and centers, or the university's own structural units, where the students' practices are organized.

Bachelor's degree (Undergraduate Study) is the level of higher education aimed at educating specialists with award of the "bachelor" degree on the relevant educational program with obligatory completion of at least 240 academic credits.

Bachelor (Bachelor) is a degree awarded to persons, who have completed an educational program of undergraduate (higher education).

University component (UC) is a list of academic disciplines and the corresponding minimum volumes of academic credits determined by the university independently for the completion of the educational program.

External Assessment of Academic achievement (EAAA) is a kind of independent monitoring of the quality of education.

The graduating chair is a faculty chair that carries out preparation and graduation of specialists on educational programs corresponding to its profile.

Attestation commission is a commission on educational programs or areas of education, created by order of the rector, to conduct the final attestation of students. It consists of a chairperson, who is not a faculty or staff member of the university, and members of the commission that should be leading representatives of teaching staff.

State Examination Commission is a commission formed by order of the university rector for conducting the state examination on the discipline "Modern History of Kazakhstan", composed of the chairperson and members of the commission. The chairperson of the SEC and its members, chosen from highly qualified instructors, are approved by order of the rector of the university based on the decision of the Academic Senate of the faculty no later than December 1 of the current academic year.

Department of Academic Affairs is the structural unit that organizes and coordinates educational and methodical work at the university.

Descriptors (descriptors) – description of the level and volume of knowledge, skills, competencies to be acquired by students upon completion of the study of an educational program of the corresponding level of higher or postgraduate education based on the learning outcomes, acquired competencies and academic credits.

Thesis (project) is a graduate qualification work, which is a generalization of the results of an independent study by a student of an actual problem corresponding to the profile of the educational program.

Distance education technology (DET) is a technology based on the use of technical devices and remote access tools that allow the educational process to be carried out through media. It is used for full-time and part-time studies.

Doctoral studies – postgraduate education, which educational programs are aimed at training specialists for scientific, pedagogical and (or) non-academic activities, with award of a Doctor of Philosophy (PhD) / Doctor by profile in a relevant field of study with obligatory earning of at least 180 academic credits.

Doctor of Philosophy (PhD) – is the degree awarded to a person, who has competed a doctoral program of scientific and pedagogical direction and defended a dissertation in the Republic of Kazakhstan or abroad, recognized in the manner established by the legislation of the Republic of Kazakhstan.

Doctor by profile (Doctor) is the degree awarded to a person, who has completed a doctoral program in the relevant field of professional activity and defended a dissertation in the Republic of Kazakhstan or abroad, recognized in the manner prescribed by the legislation of the Republic of Kazakhstan.

Additional types of training include military training and other types of training activities, which are determined by the student independently.

Doctoral dissertation is a doctoral student's scientific work, an independent study, which contains theoretical principles, the whole of which can be qualified as a new scientific achievement, or statement of a scientific problem solved, or presents scientifically based technical, economic or technological solutions, introduction of which would make a significant contribution to development of the economy of the country.

Foreign scientific internship – departure of students of master's and doctoral educational programs to foreign organizations of education and science for training and / or collecting material in order to carry out research (experimental research) on the topic of dissertation research.

Defense of a graduate qualification work is a public presentation by the student of the completed diploma work (project) / master's or doctoral dissertation at a meeting of the state attestation commission / dissertation council, based on which, a decision is made on the award of a degree.

An individual educational path is an independent choice, planning and studying by a student of the content of education according to the individual study plan as part of completion of an educational program of higher or postgraduate education.

Individual study plan (ISP) is a document, reflecting the educational path of the student, composed by the student for each academic year with the help of adviser, based on the educational program and the catalogue of elective disciplines.

Individual work plan of a master's / doctoral student is a document, reflecting the educational (theoretical study) and research work trajectory of studying an educational program, composed by the student for each academic year with the help of adviser, based on the educational program and the catalogue of elective disciplines.

Informational technology of distance learning is the technology of creating, transferring and storing educational materials on electronic media; information and telecommunication technologies for organizing and supporting educational process.

Informational-educational portal is an organized interconnected system of information resources and Internet services, which contains administrative-academic educational and methodological information that allows organizing the educational process with DLT.

Informational and educational resources are formalized ideas and knowledge of an educational nature, various data, methods and means of their accumulation, storage and exchange between sources and consumers of information.

Research practice is a type of professional practice of master's and doctoral students, which is carried out with the aim of getting acquainted with the latest theoretical, methodological and technological achievements of national and foreign science, modern methods of scientific research, processing and interpretation of

experimental data, as well as consolidating practical skills of applying them in the dissertation research.

Inclusive education is a process, which provides equal access to education for all students taking into account special educational needs and individual opportunities.

Final Attestation is a procedure conducted to determine the degree, to which the students have mastered the volume of academic disciplines and (or) modules and other types of educational activities prescribed for by the educational program in accordance with the state compulsory standard of the appropriate education level.

Final Assessment is the assessment of students' academic achievements in order to assess the quality of mastering of the study program on a discipline, which is conducted during intermediate attestation in the form of an exam. If the discipline is studied over several academic periods, final attestation can be carried out on the part of the discipline studied in this academic period.

Catalogue of disciplines is a systematic annotated list of all disciplines, containing brief descriptions of them, indicating purpose of the study, summary (main sections) and expected learning outcomes (acquired by students' knowledge, skills, and competencies).

Elective component is a list of academic disciplines and corresponding minimum volumes of credits (or academic hours), independently selected by students in any academic period, taking into account their prerequisites and post-requisites.

Competencies are abilities to use knowledge and skills, acquired in the learning process, for practical purposes of professional activity.

Assessment of students learning achievements is evaluating the level of students' knowledge using various forms of assessment (ongoing, interim, mid-term and final) and attestation, determined independently by the higher educational institution.

Credit System of Education is education, based on the choice and independent planning by the student of the sequence of studying disciplines and (or) modules with accumulation of academic credits.

Credit mobility is moving students abroad for a limited period of study or internship as part of continuing education at their own university with the aim of accumulating academic credits (after the mobility phase, students return to their educational institution to complete their studies).

Curator is an instructor, appointed to address the issues of education, organization of leisure, social conditions of students; it is possible for one person to perform the functions of both curator and adviser.

Summer semester is the academic period outside the academic year, organized with the aim of meeting needs of students in additional education, or for eliminating academic backlog or deficiency in the program curricula, for studying disciplines and earning credits by students in other educational organizations with compulsory transfer in their home institution of higher and (or) postgraduate education, for increasing the average grade point score (GPA), for mastering a connected or

additional educational program, as well as for studying academic disciplines upon agreement of other universities in the framework of double diploma education, etc.

Master's Degree Program is the level of postgraduate education aimed at preparing specialists with award of the "master" degree in a corresponding educational program with obligatory gaining of at least 60-120 academic credits:

– in 2-year master's programs at least 120 academic credits for the entire period of study, including all types of educational and scientific activities of the graduate student;

- in 1-year master's programs at least 60 academic credits, in 1,5-year master's programs at least 90 academic credits.

Master is the degree awarded to persons, who have a completed master's educational program.

Master's thesis(dissertation) is a graduate qualification work of a 2-year master's program student, which is an independent scientific study containing theoretical and / or practical exploration of an actual problem in the field of the chosen educational program, based on modern theoretical, methodological and technological achievements of science and technology.

Master's project is a graduate qualification work of a 1-1,5-year student, which is an independent study containing theoretical and / or experimental results that allow solving an applied problem related to the profile of the chosen educational program.

Methodological work service is a structural unit of the Division of methodological work and educational technologies, carrying out educational and methodical work at the University.

Module is an autonomous structural element of an educational program, complete in terms of learning outcomes, which has clearly formulated requirements to knowledge, skills, and competencies to be acquired by students, as well as adequate criteria for their assessment.

Modular training is a way of organizing the educational process based on the modular construction of the educational program, curriculum and academic disciplines.

Additional educational program (Minor) (minor) is a set of disciplines and (or) modules and other types of educational work, chosen by the student for study in order to acquire additional competencies.

Main educational program (Major) (major) is an educational program, chosen by the student to study in order to acquire key competencies.

Multimedia is a complex of hardware and software that allows the user to work in a dialogue mode with heterogeneous data (graphics, text, sound, video).

Research work of a student / master's / doctoral student (RWS / RWM / RWD) is an obligatory integral part in preparation of qualified specialists in the university, an inseparable component of the integrated process: educational, scientific and innovative.

Academic (Scientific and Methodological Council) is a body of collegial management of the educational and methodical work of the university.

Scientific supervisor / consultant is the academic mentor of the student. Under

the guidance of the supervisor, the student performs his/her graduate qualification work (thesis /project, master's thesis/project or doctoral dissertation)

The European System for Transfer (Transfer) and Accumulation of Credits (ECTS) is a way of transferring credits received by a student abroad to credits that are counted for their degree upon returning to their home organization of education, as well as for accumulation of credits in the framework of educational programs.

Educational program is an approved set of modules or course units necessary for awarding a specific degree / diploma. When developing an educational program there should be regarded the outcomes that have to be achieved, as well as the structured set of procedures and learning situations that would lead to the achievement of intended outcomes.

Students are persons studying in undergraduate, graduate, doctoral PhD programs – undergraduate and graduate students.

Compulsory component (Core Component) is a list of academic disciplines and corresponding minimum volumes of academic credits, which are established by the state educational standard and are mandatory for study by students within the program curriculum.

Orientation week is the week, preceding the start of the academic year, which is devoted for giving to the first-year students the information on rules of credit technology of education.

Curriculum (C) is the academic document, approved by the Academic council of the university, which is developed based on the Classifier of the Republic of Kazakhstan of areas of preparation of specialists with higher and postgraduate education and the State general standard of higher and postgraduate education. It regulates structure and volume of the particular educational program by cycles of disciplines, indicates the list and the minimum amount of credits of the disciplines of the compulsory component disciplines and of all types of practices and final attestation.

Main study program (MSP) is an academic document on a compulsory component discipline of the main curriculum of an educational program, which is approved by the Academic Senate of the university and determines the discipline's content, volume and recommended literature.

The Office of the Registrar is the academic service, which records the entire history of the student's academic achievements, provides organization of all types of knowledge assessment, and calculates his /her academic rating.

Grade "I" (Incomplete) – discipline is not completed.

Grade "AU" (Audit) – discipline listened.

Pedagogical practice is a type of professional practice, aimed at consolidating theoretical knowledge gained by students in the process of studying at a higher educational institution, and at acquiring pedagogical skills and mastering the best practices of professional and organizational work on the profile of the future pedagogical specialty in an educational institution.

Threshold GPA score is the annually established level of the average assessment of academic performance, which is required for passing to the next year of study.

Credit transfer is a procedure for recognizing the equivalence of the content of a discipline, studied in another educational institution or according to another curriculum, to the discipline of the current approved curriculum of the educational program, with introduction of the discipline and the grade obtained on it in the student's transcript.

Re-registration period (Add / Drop Period) is the period when the student may change his/her individual study plan by dropping some course(s) and registering for other one(s).

Retake of the discipline (retake) is a repeated study of the discipline, on which "unsatisfactory" ("F") final grade was obtained.

Pre-graduation practice is a type of professional practice carried out before the beginning of writing a graduate qualification work to collect the necessary material for performing bachelor's graduation work.

Post-requisites (post-requisites) are disciplines and (or) modules and other types of academic work, the study of which requires knowledge, abilities, skills and competencies acquired upon completion of the study of this discipline and (or) module.

Prerequisites (prerequisites) are disciplines and (or) modules and other types of academic work, containing knowledge, skills, competencies necessary for the completion of the studied discipline and (or) module.

Mid-term exam (Midterm Examination) is the assessment of educational achievements of students conducted on the 10th week of the academic period.

Diploma Supplement is a pan-European standardized supplement to the official document on higher education, which was developed according to the standards of the European Commission, the Council of Europe and UNESCO and serves to describe the nature, level, context, content and status of the study passed and successfully completed by the holder of an educational qualification.

Industrial practice is a type of professional practice aimed at consolidating theoretical knowledge on the disciplines of core and major cycles through practical, real fulfillment by the student of the duties of a specialist, at acquisition of practical skills and gaining advanced experience of professional and organizational work on the profile of the future specialty. In the process of industrial practice, the student is being directly prepared for professional activities in all areas of real production activities.

Intermediate attestation of students is a procedure carried during the examination session in order to assess the quality of acquisition of the content of a part or of the entire volume of the academic discipline by the students after completion of its study.

Registration to a discipline (Registration) is a procedure of recording students for academic disciplines of the upcoming academic period/year.

Program Curriculum (PC) is an academic document developed by the university independently based on the educational program and individual study plans.

Interim examination is the assessment of students' academic achievements upon completion of a section (module) of one academic discipline according to the academic calendar.

Student's independent work (SIW) is a work within a specific list of topics reserved for independent study, provided with educational and methodological literature and recommendations, controlled in the form of tests, assignments, colloquiums, reference papers, essays and reports. Depending on the category of students, it is divided into independent work of a student (SIW), independent work of a master's student (IWMS) and independent work of a doctoral student (IWDS). The entire volume of students' independent work should be confirmed by assignments, requiring daily independent work of the student.

Student's independent work under supervision of the instructor (SIWSI/MSIWSI/DSIWSI) is an independent work of the student carried out under supervision of the instructor (IWSI). It is the extracurricular work of a student with the instructor of the discipline held in accordance with the approved schedule. Depending on the category of students, it is divided into a student's independent work under supervision of the instructor (SIWSI), a master's student independent work under supervision of the instructor (MSIWSI) and a doctoral student's independent work under supervision of the instructor (DSIWSI).

Syllabus is an academic program of a discipline, which includes description of the discipline being studied, its goals and objectives, its brief content, topics and duration of their study, assignments for independent work, schedule of consultations and students' knowledge assessments, instructor's requirements, students' knowledge assessment criteria and list of recommended literature.

GPA (Grade Point Average) is the average mark of academic achievements of a student for a certain period on the chosen program (the ratio of sum of multiplications of the number of credits and the numeric equivalents of the final grade points for all types of academic work to the total number of credits for these types of work for a given period of study).

Calculation of the average score (GPA): the sum of multiplications of the numeric equivalents of grades to the number of credits assigned to the discipline, divided by the total number of credits.

GPA calculation sample:

Discipline	Amount of credits	Alphabetic rating	Numerical equivalent
Chemistry	3	A	4.0
Informatics	2	B	3.0
Physics	6	F	0.0

Chemistry $4.0 \times 3 = 12.0$
Informatics $3.0 \times 2 = 6.0$
Physics $0.0 \times 6 = 0.0$
Sum of products = $12 + 6 + 0 = 18.0$
Total number of credits = $3 + 2 + 6 = 11$
GPA = Sum of products / Total Credits = $18.0 / 11 = 1,64$

Transcript (Academic Transcript) is a document, which contains a list of studied disciplines and (or) modules and other types of academic work during particular period of study with indicating credits and grades.

Ongoing assessment is a systematic evaluation of students' knowledge in accordance with the discipline study program, conducted by the instructor at study sessions and extracurricular classes during the academic period.

Standard study program is an academic document of the compulsory component discipline of an undergraduate educational program, which determines the content, volume, and recommended literature.

Tutor is an instructor, conducting study sessions and acting as an academic consultant of the student related to the study of a particular discipline.

Educational practice - is a type of professional practice, conducted for junior students, during which the educational and practical content of the educational process are being combined in the framework of core disciplines at the very beginning of the formation of a future specialist.

Education-methodical work is the university's activity on providing of the educational process with psychological, pedagogical, didactic, methodological and educational material objects in order to achieve its teaching, educational and developmental goals.

Educational achievements of students are knowledge, skills, habits and competencies of students, acquired by them in the learning process and reflecting the achieved level of personal development.

Educational-methodical complex of discipline (EMCD) is a document, which includes: syllabus of the discipline, brief lecture notes, assignments for laboratory, practical and seminar sessions, assignments for the SIW / SRM / SDI , educational and practical material for independent work by topics and types of classes (cases, collections of tasks, articles for analysis, etc.), the map of methodological support of the discipline.

Advisor is an instructor, who performs functions of the academic mentor of the student of a particular educational program, and assists in choosing a learning path (making up the individual study plan) and in completing the educational program during the study period.

Elective disciplines are academic disciplines, which are included in the university component and the elective component within the scope of established academic credits, reflecting the individual preparation of a student, taking into account the specifics of socio-economic development and needs of a particular region, as well as traditional scientific schools of a higher educational institution.

Point-rating alphabetic system for assessment of academic achievements is a system for evaluation of the level of academic achievement in points corresponding to the internationally accepted alphabetic system with numerical equivalents, and allowing to rate students.

Examination session is a period of final assessment of the degree of completion of an educational program by students.

Electronic journal of attendance and performance is an online journal in the «Univer» system of KazNU, which is filled out by instructors constantly throughout the academic period.

2. Useful links

<http://www.kaznu.kz/ru> – the official web site of Al-Farabi KazNU

<http://blog.kaznu.kz/> – the Rector's blog

<http://keremet.kaznu.kz/ru/20983/> – blogs of heads of services of the Student Service Centre

<https://univer.kaznu.kz> – portal for students, faculty and staff members

<https://portal.kaznu.kz/default.aspx> – information portal of Al-Farabi KazNU

<http://icd.kaznu.kz/> – website of the Department of International Cooperation

<https://welcome.kaznu.kz/en/> – website for prospective students:

Undergraduate – https://welcome.kaznu.kz/ru/education_programs/bachelor/

Master's – https://welcome.kaznu.kz/ru/education_programs/magistracy

Doctoral – https://welcome.kaznu.kz/ru/education_programs/doctorate/

Information for international students –

<https://welcome.kaznu.kz/en/welcome/foreign>

Corporate mail – <https://post.kaznu.kz/>

Social page on Vkontakte – <http://vk.com/kaznuversity>