



**KAZGUU**  
**UNIVERSITY**

# **Academic Policy**

**2015-2016**

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## CHAPTER 1 GENERAL INFORMATION

This Academic Policy (hereinafter referred to as - Policy) is developed in accordance with the requirements of the regulatory acts of the Ministry of Education and Science of the Republic of Kazakhstan and JSC KAZGUU University (hereinafter referred to as the University)<sup>1</sup>. The provisions of this Policy are subject to revision if changes are introduced to the regulatory acts defining educational activities of the Republic of Kazakhstan, the strategy and Charter of the University, or requirements to the educational programmes. This policy is designed for the students, faculty, department heads of the University managing educational processes, and other interested parties.

The university provides to all students equal opportunities for receiving high-quality education. Discrimination for age, color, disability, ethnicity, gender identity, marital status, national origin, race, religion is forbidden at KAZGUU University. The Academic year consists of the academic terms, the examination periods, internships and about 7 week long winter and summer breaks. There are three Academic terms in the University: Fall, Spring and Summer semesters<sup>2</sup>. The academic year includes an exit examination at the graduation level.

The dates for conducting classes and internships during the academic year (including dates for holidays and vacations) are introduced in the Academic Calendar. The academic term consists of 15 weeks. Each academic term has at least one week long examination period. The summer semester lasts 6 weeks and gives students several opportunities for retaking failed courses and earning needed credits required to transfer to another institution, also acquire extra academic courses, or to improve the GPA score if it is below average (except in the year of graduation).

### 1.1 ATTENDANCE POLICY

1. Not attending more than 30% of classes serves as a basis for withdrawal from the course without allowance to the final exam. Absence from class is registered in the log and in the electronic journal AIS "Platonus" by the letter "n." Missing the course assignments submission deadline without a strong medical/personal reasons is not allowed and leads to an F grade for the assignment.

All F grade cases are treated equally and the students must retake the course.

Medical certificates must be verified by the Office of Legal Support. In case of absence during the midterms for a reason, the student is obligated to provide SSC of KAZGUU / Institute of postgraduate training and international co-operation (hereinafter - Institute) the original documents confirming the absence in class for a valid reason. Upon the medical certification verification the Head of the Higher School/ Institute makes a decision for allowing a make-up class on the basis of the student's application and original supporting documents.

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<sup>1</sup>KAZGUU University <http://kazguu.kz/ru/>

<sup>2</sup> Academic Calendar <http://89.218.94.142:9898/>

2. In case of receiving an F for the course a tuition fee payment may not be returned.

## **1.2. STUDENTS' STATUS**

Academic class size and groups depend on a number of students registered for a class. Academic class sizes and groups' quantity are defined independently by the university. Full-time students' status is offered to undergraduate, graduate and PhD students at KAZGUU University.

## **1.3 DISCIPLINE CODES**

In accordance with the State Compulsory Standards of Higher and Postgraduate Education of the Ministry of Education and Science the unified system of coding is used. It consists of four figures. The first figure of the code indicates the year of study, the second shows the course level (General Education/Business Core/Major).

- For example, the code GED1108 History of Kazakhstan:
- GED code means that this course from the General Education;
- the figure "1" – course is taught at the first year studying;
- the figure "1" – the block of a general education cycle;
- the last two figures "08" - serial number of the course in the curriculum.

## **1.4 ACADEMIC INTEGRITY POLICY**

KAZGUU University requires that all students, faculty and staff shall maintain the Policy on Academic Integrity as one of the Honesty provisions. Academic integrity is a core aspect of the intellectual life for KAZGUU professors, faculty and students. In addition, it is a guiding principle for taking exams, making oral presentations and writing term papers. It requires that you are familiar with information taken from others, and give credits only for ideas and work that are yours. Honesty is a core of any academic work. All students, faculty and staff shall accept and follow the Policy of Academic Integrity. Students violate the principles of academic integrity if they neglect the academic honesty such as, cheating, plagiarism and falsification of academic credential, bribes and threats are also considered breaking the Academic Integrity Policy.

### **Some specific forms of Cheating include:**

- copying an assignment and answers from other students;
- giving or receiving materials throughout the exam classroom setting;
- assisting other students during examinations;
- attempting to use the unauthorized materials and falsifying data and results;
- asking another student to do the work for you;
- using electronic or other devices during exams;
- submitting the academic paper in collaboration with another student without the instructor's approval
- submitting the same paper or different version of the same paper in the attempts to pass a course;

- misrepresenting or fabricating any written paper, sources or research results;
- lying to protect other students who have committed an act of academic dishonesty.

Plagiarism is presenting ideas, data and figures by not giving the credit to the authentic author in the academic paper.

Plagiarism occurs when the student:

- paraphrases ideas, sentences and paragraphs directly;
- substitutes the words with same meaning;
- submits his/her own earlier presented or graded papers without instructor's permission;
- presents projects or written paper that has been produced by another student;
- submits the same paper for more than two different courses without the professors' the permission;
- accepts someone's help on an independent take-home work;
- "collaborates" with other students and then submits the same paper under their individual names;
- gives permission to another student to use your work for a class.

The relationship between students and faculty is the underpinning of the educational experience in KAZGUU. This relationship takes a respect code for granted. Mutual responsibility, respect, and trust are initial requirements. KAZGUU education endeavors not only to build high quality scholars but also to cultivate honorable citizens. All paper works are checked by the software called "Antiplagiat.ru"<sup>3</sup>

All academic dishonesty that appears during the Academic year are performed and conferred at Academic Committees of Higher Schools.

The instructor or research supervisor shall check the submitted assignments for uniqueness by using the Antiplagiat software. If the Antiplagiat software is not available, the written papers are checked for plagiarism on the Internet by means of the other softwares which are available online such as <http://advego.ru/plagiatus>, <http://www.etxt.ru/antiplagiat> and <http://plagiarisma.ru>.

The evaluation results of a final paper are taken into consideration before grading the paper. If the final paper is plagiarized, it results in failure and cannot be graded.

If the faculty or a student reveals the act of academic dishonesty, he/she shall write a report to the Higher School Academic Quality Committee or a dean. The following report shall be sent to the HSE/HSL AQC. If the HSE/HSL AQC decides that the claim does not contain sufficient evidence of dishonesty, then no further action is needed.

However, if the information stated in the claim is accurate, then the student will be invited to the HSE/HSL AQC meeting to explain the act of academic dishonesty. Then, the AQC informs the dean that the student is subject to disciplinary action. The decision of the HSE/HSL AQC is registered in the meeting minutes.

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<sup>3</sup> <http://kazguu.antiplagiat.ru/>

## 1.5 ONLINE RESOURCE

All faculty and students of the University are provided with a virtual office in the AIS "Platonus» system<sup>4</sup> (this web platform is always available to the users).

All relevant documents regulating the university life, all important information for students, faculty and staff about studies and academic progress (the academic calendar, individual study plans, the electronic journal for academic progress and attendance, transcripts), syllabus and course materials, tuition fees, schedules, and announcements are available in the AIS "Platonus" system.

The AIS "Platonus" email system is the means for official communications with the students at the university. The students are expected to check their personal account in the AIS "Platonus" system at least once a day. The information and messages posted by the administration on the AIS "Platonus" system or by the faculty are regarded as received and read by the students. The users of the AIS "Platonus" system must keep its confidentiality and not share their login name and password with others.

Login name and password are issued originally for:

- newly employed faculty by the management of the registrar's office;
- newly enrolled students made by the registrar.

In the event that members of the faculty or students forget their username or password they need to inform:

- the registrar's office manager (for faculty members);
- the consultant of KAZGUU University (for students).

Through the AIS "Platonus" system faculty members should perform the following activities:

- verify the actual number of students registered for the courses;
- get a list of students registered for the courses;
- publish the syllabus, teaching materials (including audio, video, presentations, etc.) and other necessary information for the students;
- look through the academic calendar the schedule of classes;
- provide consulting services, send and receive emails to/from the students;
- give assignments to students and receive back assignments completed by the students;
- input the current and final grades, and register absences of students to classes (e-journal);
- look through announcements and information for the faculty;
- Conduct questionnaires to students, etc .

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<sup>4</sup> <http://89.218.94.142:9898/>

The Office Registrar must:

- compile and keep up to date student records (information about the students, their previous level of education, contacts, etc.);
- create and view orders on the composition of the students;
- look through individual study plan;
- review and provide students with transcripts and Grade Point Average (GPA);
- view a list of previous and current courses;
- review class schedules;
- review and examine the electronic grade book for the courses;
- check students' debts;
- create the grade report sheet;
- complete orders for scholarships;
- make reports on students' progress;
- provide consulting services, send and receive emails from the students.

Students can use the following services:

- Register for the courses;
- View and review the schedule for the classes;
- Communicate with academic advisors;
- Choice of courses with their descriptions and prerequisites;
- Look through individual study plans;
- Receive the syllabus, teaching materials and other tasks from the faculty, and send their completed assignments;
- Check the current and final assessments in the electronic journal, and their transcript;
- Check their GPA;
- Review their financial debts to the university;
- Control individual academic debts;
- Order information sheet/ statements;
- Look through announcements and information for the students;
- Get counseling services from the faculty and staff;
- Participate in questionnaires for the students.

The Parents of the students have an opportunity to receive the information that is available to them. The «Guide for Parents», which provides information about the study system in the university and provides them also with instructions on how to use a personal account in the AIS "Platonus" system is detailed for the parents.

The members of the administration can receive online all information in the system required for making decisions, for planning and forecasting (the number of registered students by faculty, academic programme, courses and study periods, plus information on the progress of the students and their attendance, statistical data on the students (setting some parameters), review the syllabus and study materials published for students, conduct surveys for students, etc.).



### **SSC of the KAZGUU University**

Students must submit all official appeals (including complaints) in written form to the SSC of KAZGUU University<sup>5</sup>.

All students are expected to follow The Grievance Handling Policy.

Students can direct their requests to confirm their official status, their official transcript, and their applications or questions to the corporate address of the JSC KAZGUU University at tson@kazguu.kz. Regulations for services and sample documents are available on the University website at KAZGUU University<sup>6</sup>.

### **Electronic document flow «Documentolog»**

To ensure the efficiency for the consideration of appeals and the transparency of document transmission, a system for electronic document flow «Documentolog» is being operated at the university. Request for the status of the applications and appeals are directed to the AIS "Platonus" system (for university students) or by e-mail (for other nationals).

### **Other communication means**

The University also developed a corporate e-mail system, through which faculty and administrative staff may effectively interact

The administration of High Schools can review the revenues from educational activities of their academic programmes in the 1C Accounting system.

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<sup>5</sup> <http://kazguu.kz/ru/universitet/podrazdeleniya/upravlenie-podderzhki-i-obsluzhivaniya-obuchayushchikhsya-tson>

<sup>6</sup> <http://kazguu.kz/ru/universitet/podrazdeleniya/upravlenie-podderzhki-i-obsluzhivaniya-obuchayushchikhsya-tson>

## **CHAPTER 2 ECTS**

### **2.1 ECTS AND STUDY LOAD**

ECTS is the full time student's workload which consists of 60 ECTS credits that are equivalent to 1500-1800 hours per year (1 ECTS credit is equivalent to 25-30 contact hours). This is a regular study load; the actual time for achieving learning outcomes may vary for certain students or types of assignment.

During the summer session, a student can take no more than 10 ECTS credits. Note: Upon approval by the Academic Committee/the Higher School Council, it may be allowed for students to take a larger number of ECTSs. The ECTS credits are awarded if the student successfully completed his/her academic programme as well as obtaining excellent grades.

The study load requires a student to complete all learning activities planned such as attending lectures, seminars, internship, attending workshops, preparing research projects, taking exams, and others. ECTS credits are assigned for each type of learning activity that is evaluated (such as modules, courses, internship, writing of qualification work, etc.) They reflect the volume of work required to fully achieve planned learning outcomes regarding the total volume of work needed for successful completion of an academic year.

### **2.2 ECTS RECOGNITION**

Transfer of credits earned at another university and in another programme of KAZGUU University are done in accordance with the ECTS User's Guide.

The credits transfer is mostly based on the learning outcomes achieved rather than being quantitatively approached.

Students who seek for a transfer (both external and internal) have to see an advisor of the higher school where they want to be transferred. In preparation for this meeting, the student has to:

- study the academic programmes of the higher school and consider possible majors;
- study the requirements for changing the education major.

Before completing the application the student must present to the advisor a transcript, and submit an application for defining the academic difference in the courses according to curricula.

For accepting the early studies courses and ECTS credits: a student shall write a request form to the Dean of the Higher School and attach the necessary documents. If necessary, a student may be requested to present a syllabus of the previously studied courses as the transfer decisions are based on the learning outcomes achievement evidence. The decision for recognition of ECTS taken by a student elsewhere is made by the higher school Academic Quality Committee. The decision of the committee or council is published in the minutes. In certain cases the committee or council may recommend retaking the course, studying another elective course, or passing a major examination.

After defining the academic difference and a course (at transfer), the student passes entrance examinations on the basic and/or profile courses which lists is approved by the order of the Dean of the Higher school on the basis of the decision of the relevant committee.

In cases when a positive mark is obtained on the entrance examinations (50% and more), and permission from the Dean of the Higher School, the student submits to Students Service Center (SSC) of KAZGUU an application addressed to the Rector of the University for transfer.

Advisor fills the University recognized registration form, and within three working days gives a registration form to office registrar. After paying the tuition, a student shall register in (for the current academic period) AIS "Platonus".

“According to the Recommendations concerning criteria and procedures of the assessment of foreign qualifications accepted by the Lisbon Convention on recognition of qualifications, it means that the quantity of credits received in one educational institution will replace the quantity of credits, which are given for the same results of study in the other educational institution that assigns credits. For example, 4 ECTS credits for one element in one educational institution can replace 5 ECTS credits for one element in the other educational institution if results of study are equivalent. In this case, a student will be awarded 5 ECTS credits.” ECTS User’s Guide.

The decision to recognize and transfer credits is made by the Committee on Academic Quality based on reliable information about achieved results of study, and about ways of their estimation and check.

Methods and assessment criteria for the educational component must be relevant and coherent with the learning outcomes expected; and learning activities that took place should be described by the lecturer in the course syllabus.

Assessment criteria are the description of what the student should be able to do and the level to demonstrate the achievement of learning outcomes.

Assessment methods are a full range of written, oral and practice tests / exams, projects, performances, presentations and portfolios that are used to evaluate student progress and achievement of learning outcomes as confirmed by the educational component (unit / module).

ECTS are awarded when a proper assessment shows that certain learning outcomes have been achieved at the relevant level. If a student has not reached the learning outcomes, ECTS are not awarded. The number of ECTSs awarded to students who demonstrate achievement of learning outcomes is the same as the number of ECTSs assigned to the component.

The ECTS recognition and awarding the grades for academic mobility students happen in accordance with the Standard on Academic Mobility.<sup>7</sup>

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<sup>7</sup> Standard on Academic Mobility

## 2.3 GRADES

Learning outcomes for all types of academic assignments and tasks are graded by the score-rating alphabetic system of knowledge assessment, and converted to the traditional scale of assessments in accordance with Table #1.

Table #1. Score-rating alphabetic system of evaluation of students' educational achievements converted to a traditional rating scale

Grade Points	Undergraduate	Masters	Doctoral	The percentage	Points
A	Excellent	Excellent	Excellent	95-100	4.00
A-	Very good	Very good	Good	90-94	3.67
B+	Good	Good	Good	85-89	3.33
B	Good	Good	Good	80-84	3.00
B-	Good	Good	Good	75-79	2.67
C+	Satisfactory	Satisfactory	Satisfactory	70-74	2.33
C	Satisfactory	Satisfactory	Satisfactory	65-69	2.00
C-	Satisfactory	Satisfactory	Satisfactory	60-64	1.67
D+	Satisfactory	Satisfactory	Satisfactory	55-59	1.33
D	Satisfactory	Satisfactory	Satisfactory	50-54	1.00
F	Failing	Failing	Failing	0-49	0.00

The structure of the Table 1 is based on the Grading Scale recommended by the MES.

The following shall be considered as a general guide to assessing the results of the academic programmes and the examinations. As the university is gradually and incrementally introduces the ECTS Grading system the guide below shall be followed.

Table #2. Score-rating alphabetic system of evaluation of students' educational achievements converted to a traditional rating scale

Letter Grade	Grade Points	Percentage Grade	Grade	General Qualitative Description of the Evaluation Criteria
A	4,0	95-100	Excellent	A student demonstrates an excellent and a mastery content at the highest level of the academic programme. This grade clearly shows an outstanding performance in critical and independent thinking, analysis, and synthesis.
A-	3,67	90-94		
B+	3,33	85-89	Good	A candidate shows a very good level of academic performance. These grades indicate a good academic programme, a good performance in critical thinking, analysis, and synthesis.
B	3,0	80-84		
B-	2,67	75-79		
C+	2,33	70-74	Satisfactory	A candidate demonstrates a poor level of the academic programme. These grades indicate a partial or some level of performance in authenticity, partial performance in critical thinking, analysis, and synthesis. .
C	2,0	65-69		
C-	1,67	60-64		
D+	1,33	55-59		
D-	1,0	50-54		
F	0	0-49	Unsatisfactory	A student poorly demonstrates a very low level of the academic programme. This grade signifies a seriously deficient performance in authenticity, pdeficient performance in critical thinking, analysis, and synthesis. .

The University uses the online system of conducting the current and final grades of the AIS "Platonus". Grades are supposed to be posted to the system by the instructor. The instructors publish current assessment and final exam results in the AIS "Platonus".

The instructor bears responsibility for the accuracy of grade posting in AIS "Platonus", by filling-in the examination sheet. If the instructor posted the wrong grade, he/she can change it by providing appropriate reasons for the change, and attaching all the supporting documents, if necessary. The professor, Head of Department / Dean of the High School must sign the application for the assessment change.

### 2.3.1 GPA

GPA is the average score of all grades, measured according to the number of ECTS received for each course for which the grade was obtained.

In order to calculate the average GPA, the grade is multiplied by the number of ECTS assigned to the course. The results of all courses are summarized. To determine the cumulative GPA, the amount of ECTS hours is divided by the total number of ECTSs obtained by the student.

The transcript shows the student's GPA for the academic period, academic year and the entire period of study. Some courses are not included in the list of academic courses, and the number of ECTSs received for them will not be counted in the transfer of the student from course to course. However, their study is mandatory, as they belong to the category of preparatory courses. These classes include physical education.

### 2.3.2 THE STATE SCHOLARSHIP, GRANTS AND DISCOUNTS

In order to promote and encourage students for their great and excellent progress in study, tuition grants and discounts are awarded to them. (see. University agreement about providing grants and discounts.) (See Table 4) A scholarship from the state is awarded to the students who gained and achieved "good" and "excellent" grades by the end of the academic term. The KAZGUU University awards the students who demonstrate superior results at the end of the academic year. Such award consists of grants and discounts to pay tuition fees (See Table #3)

Table #3. Grants and Discounts at KAZGUU University

No	Type	Grant/discount amount	Requirements for grant or discount award
1	Golden Grant of KAZGUU «Altyn Belgi»	100%	- provided to the holders of "Altyn Belgi"; - extension: completion of each academic period with an "excellent" and "good" GPA - GPA not less than 3.33.
2	Discount «KAZGUU Pride»	50% - I place; 30% - II place; 15% - III place	-provided to the winners of international Olympiads and competitions for scientific projects (research competitions), subject to compliance with their chosen specialty (without extension for the next academic year).
3	Grant "Excellent Student"	20%	-provided to the holders of the document on education with honors (certificates, diplomas); - extension: the completion of each academic period with an "excellent" and "good" GPA - GPA not less than 3.33.
5	Grant "My study – my award"	20%	– provided to the 2,3,4 courses full-time students, and Master students of scientific - teaching profile;

			- extension: the completion of each academic period with a rating of "excellent", GPA - GPA not less than 3.33.
9	Discount "Our Students "	20%	- provided to the university graduates entering the university master's degree; - persons who will be given a discount, the University will not allocate funds for the scientific internship abroad; - extension is timely payment of the tuition fees

In terms of providing grants and discounts see the following link “The terms of providing grants and discounts at KAZGUU University”.

*\*All these grants and discounts are awarded in any circumstances by assessing an academic performance based on the score on a competitive basis. The information provided above can be prolonged to satisfy the eligibility criteria by Quality Assurance Committee (QAC).*

### **2.3.3 TRANSCRIPT**

The ECTS credits are shown in the student's transcript in the AIS "Platonus" after completion by the teacher of the pertinent forms and delivering all necessary documentation to the office of the registrar.

The student can see the results updated up to the current day.

The transcript contains the following elements:

- the name of the university and contacts,
- the name of the higher school (faculty),
- data of the student ( surname, name, middle name, individual code (ID)),
- name of the specialty,
- educational components for the corresponding period of study with an indication of the credits and estimates obtained by ECTS, a GPA of progress (GPA) for the academic period as well as for the entire period of studying,
- information on the system of estimates accepted at the university.

The official transcript signed and certified by the rector of the university is provided to the students by the registrar's office. The informal transcript (not certified nor signed by the rector) is available to the students in the registrar's office and in the AIS "Platonus". An official transcript is provided to students that have been expelled.

### **2.3.4 DIPLOMA SUPPLEMENT**

After graduating from the KAZGUU University, a student receives a diploma of the State Standard, as well as a Diploma Supplement (State standard) in Kazakh, Russian and English languages as stipulated the Order 125, Law on Education, RK

A Diploma Supplement (European) is a document which is published according to the standards approved by the European Commission, the Council of Europe and UNESCO. So far KAZGUU issues the Diploma Supplement (European) to the students in accordance with their personal request. The purpose of the supplement is to provide sufficient independent data to improve the international 'transparency' and academic and professional recognition of qualifications (diplomas, degrees, certificates etc.). It is designed to provide a description of the nature, level, context, content and status of the studies that were pursued and successfully completed by the individual named on the original qualification to which this supplement is appended. ([http://www.enic-naric.net/fileusers/THE\\_DIPLOMA\\_SUPPLEMENT.pdf](http://www.enic-naric.net/fileusers/THE_DIPLOMA_SUPPLEMENT.pdf))



## **CHAPTER 3 GENERAL ADMISSION RULES & PROCEDURES**

### **3.1 TRANSPARENCY AND DOCUMENTATION OF ADMISSION PROCEDURE**

The admission procedure is based on the principles of an open and transparent system. The University is committed to ensuring that all applicants seeking admission will be treated fairly and equitably. It has open, fair and transparent admission procedures that are based on clearly defined entry criteria used for making decisions about the selection of students. Students are selected on merit, based on the published criteria, and on an individual case by case basis. Throughout the process of selection and admission, all applicants are treated courteously and expeditiously.

Admission rules and examination procedures are published and described on the University website<sup>8</sup>. The admission requirements are implemented in accordance with the normative and legislative document “The Standard Rules of Admission to Educational Institutions” adopted by the decree of the government of the Republic of Kazakhstan on January 19, 2012 under No. 109, as well as on the educational guidance for higher institutions published on official legislative websites.

Requirements are contained in the brochures, leaflets, posters which are available to the public and other stakeholders, as well as are distributed during the recruitment campaigns run by the Admissions Office from April to June. The results of the entry examinations of applicants have been awarded a grant and also the detailed information in Admission Committee Board.

### **3.2 KAZGUU UNIVERSITY ADMISSION RULES & PROCEDURES**

KAZGUU University seeks to enroll academically qualified high school students with outstanding academic records, who are able to achieve high results in a professional field. The following Admission Policy and Requirements for applicants are based on the Standard of the Ministry of Education and Science (MES) of the Republic of Kazakhstan and Higher Schools. The University value and welcome students, who would enjoy examining key issues through a global perspective, contribute to diverse and vibrant campus life as well as perform leadership skills across extracurricular activities and community service. The changes and amendments are approved by the level of the University Committee Board

The University admits students of any race, color, national or ethnic origin, sex, age, disability, religion, sexual orientation, and gender identity to all the rights, privileges, programmes, and activities generally accorded or made available to students at the University.

The Admission Committee employs a holistic admission process in which every single application is given a thorough review. The members of Admission Committee are typically assigned by the Rector of the University.

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<sup>8</sup> <http://kazguu.kz/en/admission/admission-committee>

KAZGUU Bachelor degree programme follows all the rules and requirements related to MES. Higher School of Economics (HSE) stated more rigorous admission criteria<sup>9</sup>. In addition, Higher School of Law (HSL) applied to the thorough requirements of admitting the applicants to the KAZGUU University.

### **3.3 APPLICANTS' RESPONSIBILITY**

KAZGUU applicants must assume full responsibility for rules and regulations of the school and programme requirements for the chosen degree programme. An applicant should submit all necessary paper documents to KAZGUU Admission Office.

### **3.4. ACCESS TO INFORMATION AND ADVICE FOR PROSPECTIVE STUDENTS**

The University offers Student Service Center which provides counselling on all academic issues related to the study process. The applicants can make an appointment for one-on-one service or make inquiries about the admission procedures through Call-centre<sup>10</sup> operated at the University and introduced on its websites. Applicants have the opportunity to receive advice by calling the call-center by phone 8-(7172)-70-30-30 or through an online consultant on the website<sup>11</sup>.

All information about rules and procedures are posted on the University's website<sup>12</sup> and is also available in the University's booklets and pamphlets which are distributed during the open days. Information about the open days is posted on the University's website.

An applicant can receive more online detailed information about educational programmes of the Higher Schools' websites.

The applicants have the opportunity to pre-register and submit an online application for admission<sup>13</sup>. The original documents should be submitted through August 22<sup>nd</sup>.

### **3.5 ADMISSION RULES FOR BACHELOR PROGRAM**

The University offers all three levels of the academic programmes: Bachelor, Master and PhD. The Higher School of Law offers the following undergraduate degrees

- 5B030100 - Law
- 5B030200 - International Law
- 5B030300 - Law Enforcement Activity

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<sup>9</sup> HSE Admission Policy and Requirements

<sup>10</sup> <http://kazguu.kz/en/>

<sup>11</sup> <http://kazguu.kz/ru/abiturientam/>

<sup>12</sup> <http://kazguu.kz/ru/abiturientam>

<sup>13</sup> <http://89.218.94.142:9898/registration.html>

Undergraduate degrees offered by the Higher School of Economics:

- 5B020700 - Translation Studies
- 5B050300 - Psychological studies
- 5B050600 - Economics
- 5B050700 - Management
- 5B050800 - Accounting and Audit
- 5B050900 - Finance
- 5B090200 - Tourism

### **3.5.1 ENTRY REQUIREMENTS**

The vocational education (primary and secondary vocational, post-secondary), high education are accepted on the bachelor programmes of the University.

Foreigners who are permanently residing in the Republic of Kazakhstan and persons of Kazakh nationality who are not citizens of the Republic of Kazakhstan shall be entitled to receive a free high education on a competitive basis in accordance with the state educational order, if they're obtaining education at this level for the first time.

The right of foreigners to receive free high education on a competitive basis according to state educational order is determined by international treaties of the Republic of Kazakhstan.

The graduates of general secondary education organizations of a current year, participants of the UNT, participants of complex testing, with at least 50 points scores (in the following subjects: State or Russian languages (training language), History of Kazakhstan, Mathematics and elective subject, including at least 7 UNT points in profession-oriented subject and other subjects – no less than 4 UNT points) can enter the University on paid basis. However, some undergraduate degree programmes state additional more rigorous admission requirements.

**No admission is granted to the applicants demonstrating lower than the stated above UNT scores.**

### **3.5.2 THE REQUIRED DOCUMENTS**

The applicants attach the following documents to the Application for admission which is presented to the Admission Committee of the JSC "KAGUU University":

- the certificates for secondary general education (general secondary), initial professional education (technical and professional), secondary vocational education (post-secondary) or higher education (original);
- six photos size 3x4;
- a medical certificate, form 086, and a copy of the vaccination card;
- the certificate of UNT (or integrated testing);
- the certificate of educational grant award (if any);

- a copy of the identification card (you must carry the original document);
- a copy of the military registration certificate or military ID (for boys);
- the certificate of employment (for working students, matriculating extramural).

An applicant is obligated to sign with the University an Agreement for paid fee-based educational services (for training on a paid basis). If an applicant has not reached 18 years old at the moment of signing of the Agreement on paid fee-based educational services, the presence of his(her) representative (acting as representative and guarantor) is required. The applicant's representative should provide original and copy of identification card.

The student who receives an educational certificate grant, applies for admission in the University indicated in the certificate and enrolls by the rector of KAZGUU University.

In the case of educational loans issued by regulated banks, an enrolled applicant shall provide the relevant certificate from the Bank. He is also allowed to defer payment of the amount established in the Agreement and is entitled to pay before enrollment of the applicant for the period of registration of the educational loan, but no more than four weeks after receiving the Bank statement.

Documents submitted in a foreign language must have a notarized translation to Kazakh or Russian language.

Academic documents issued by foreign educational organizations undergo the notification procedures prescribed by legislation, after enrollment of applicants during the first semester.

The members of the Admissions Committee conduct an interview on foreigners accepted for the fee training. During the interview the following criteria is taken into account: a clear motivation from the applicants for training on the selected programme, a built logic of thinking and openness to new knowledge, the willingness of the applicant to overcome academic difficulties. During the interview a Protocol of the interview (see Appendix) is worked out. The results of the interview shall be communicated to the applicant immediately after the interview. Enrollment of the students is conducted by the Admissions Committee of the University.

If the applicant does not bring a full package of the admission papers, he or she gets rejected and the admission and acceptance to the university is cancelled. The period for submission of documents is from June 20 to August 24.

Enrollment to the University is conducted by the Admission Committee on August 25 upon the rector's decision. It also gets approved by the Board of the University. All admitted students receive an official letter from the university.

### **3.6 HSE ADMISSION POLICY AND REQUIREMENTS**

Higher School of Economics (HSE) seeks to enroll academically qualified high school students with outstanding academic records, who are able to achieve high results in a professional field. The following Admission Policy and Requirements for applicants are based on the HSE Academic Policy and the Standard of the Ministry of Education and Science (MES) of the Republic of Kazakhstan.

## Applicants' Responsibility

HSE applicant must assume full responsibility for rules and regulations of the school and programme requirements for the chosen degree programme.

\*Applicants who do not meet this deadline may not enroll until official documents are received. It is recommended that all applicants take the HSE Admission Tests (see. Table 4).

In pursuit of the High Academic Quality Standards and in addition to the Ministry of Education and Science (MES) admission requirements HSE states the following for Undergraduate English Language Knowledge Requirements:

Table #4 Dates for the HSE Admission Tests

June 20 – July 09, 2016 —	Submitting Applications for Entrance Exam
July 11 – July 16, 2016 —	Entry Exam ( English Placement Test for All HSE Majors & Interview and Essay for Translation Studies Major)
July 18 – August 27, 2016 —	Intensive Classes
August 29, 2016	Enrollment

### **English Proficiency for Admission undergraduate requirements for 5B050600 Economics, 5B050900 Finance, 5B050800 Accounting & Audit, 5B050700 Management, 5B090200 Tourism Majors**

HSE defines additional selection criteria in “Mathematics” for enrolling in 5B050600 Economics, 5B050900 Finance, 5B050800 Accounting & Audit, 5B050700 Management, 5B090200 Tourism

- the applicants may enroll in classes of 5B050600 Economics, 5B050900 Finance, 5B050800 Accounting & Audit by gaining from 12 UNT points (Unified National Test) and above;
- the applicants can be enrolled in 5B050700 Management, 5B090200 Tourism by getting from 7 till 12 UNT points;

Note: the applicants can be enrolled in 5B020700 Translation Studies & 5B050300 Psychology by obtaining from 4 to 7 UNT points, only if they have positive results in their UNT core courses;

If the applicant gains from 7 to 12 UNT points in “Mathematics” and has a great desire to study 5B050600 Economics, 5B050900 Finance & 5B050800 Accounting & Audit, it is required: to take 6 weeks (60 hours) preparation summer course in Mathematics to obtain the required level of knowledge at the HSE Preparatory Courses or to take 6 weeks (60 hours) preparation course in Mathematics for additional payment during Fall Semester at the HSE Preparatory Courses to obtain the required level of knowledge .

**English Proficiency Requirements for 5B050600 Economics, 5B050900 Finance, 5B050800 Accounting & Audit, 5B050700 Management, 5B090200 Tourism & 5B050300 Psychology Majors**

The applicants who enroll in 5B050600-Economics, 5B050900 - Finance and 5B050800 - Accounting & Audit, 5B050700 - Management, 5B090200 - Tourism and 5B050300 - Psychology must pass English Proficiency Test (EPT) (see Table 5) at KAZGUU University or provide an IELTS certificate equal to 3.0.

The applicants have to take an EPT on August 25<sup>th</sup>, 2016.

The students will be grouped according to their EPT results. (see Table #5)

- Monolingual group (Russian / Kazakh) – all classes are taught in only one language (Russian/ Kazakh);
- Multilingual group – the classes are conducted in Kazakh, Russian and English languages depending on the specific course;
- English-speaking group – all classes are conducted in English.

Table #5. Group Classification according to the English Exam results

No	Group	English exam results	English level	IELTS
1	Monolingual	11-20	Elementary	3,0
2	Multilingual	21-39	Pre-Intermediate	4,0
3	English-speaking	40-59	Intermediate	4,5

**HSE UNDERGRADUATE LANGUAGE REQUIREMENTS FOR 5B020700 TRANSLATION STUDIES**

- overall the UNT score must be at least 50;
- the UNT score in Russian and Kazakh must be at least 17 out of 25;
- the UNT score in English must be at least 17 out of 25;
- the applicants must have an Intermediate level (B1) to be enrolled in the 5B020700 Translation studies at HSE;
- if the applicant doesn't gain the required score or doesn't have an Intermediate level B1 after entry exam, he/she must take multi-level English courses at HSE during the first-year (see below. HSE Preparatory English Courses);
- all applicants who are planning to enroll in Translation Studies (see Table #1a) must pass an interview on August 22<sup>nd</sup>-24<sup>th</sup>, 2016 and a written exam on August 25<sup>th</sup>, 2016 to testify the level of English and identify the perspective groups;
- if the applicant provides IELTS 5.0 certificate, he/she can be admitted to the "Translation studies" without entry exam;

\*If the UNT/CT score in English is from 7 to 12 points and desires to apply to 5B020700 "Translation studies", he/she must take multi-level English courses at HSE during the first-year (see below. HSE Preparatory English Courses).

### 3.7 ADMISSION REQUIREMENTS OF HSL

Undergraduate Requirements for 5B050100 Law, 5B050200 International law, 5B050300 Law enforcement activity

- grade of the UNT certificate should not be lower than 50;
- applicants to the specialties 5B030100 Law, 5B030300 Law Enforcement activity must at the UNT (testing) choose the elective subject "The world history" and get a grade not less than 7 points; applicants to the specialty 5B030200 International law at the UNT (testing) must choose the elective subject "Foreign language" and get a grade not less than 7 points.

### 3.8 ADMISSION REQUIREMENTS FOR MASTER AND PHD PROGRAMMES

The admission procedure is regulated according to the “The Standard Rules of Admission to Educational Institutions”, which was adopted by the decree of the government of the Republic of Kazakhstan dated on January 19<sup>th</sup>, 2012, No. 109.<sup>14</sup>

Admission rules for domestic students: to apply for the Master and PhD programmes, candidates must submit to the Admission Committee the following documents:

- 1) confirmation of completion a corresponding Bachelor degree programme with no less than 240 ECTS for Masters and Master degree with no less than 60 ECTS for PhD degree;
- 2) application addressed to the Rector of the university;
- 3) an individual study plan to be discussed and signed by national or international research advisor;
- 4) a copy of an identity card;
- 5) a copy of an education certificate;
- 6) a copy of an international language certificate (if acquired);
- 7) a list of scientific papers and instructional researches (if applicable).
- 8) six photos of 3x4 cm;
- 9) a medical certificate of special 086-Y type;
- 10) a record book of employment (for those who have work experience);

The original documents should be submitted along with their copies for verification procedure. After the verification procedure original documents are returned to the candidates. The applications documents are accepted beginning from 10<sup>th</sup> to 30<sup>th</sup> of July each year.

Admission rules for transfer students: students from other universities must provide the Admission Committee with all the required documents identical with domestic students.

Admission rules for international students: nostrification procedure is obligatory for the documents submission: all copies of the documents should be officially notarized and translated into one of the following languages: Kazakh, Russian, or English.<sup>15</sup>

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<sup>14</sup> <http://www.edu.gov.kz>

The admission is also based on the entry examinations results. Typically the entry examinations for the Republic of Kazakhstan include a foreign language examination and subject examination. For international applicants the entry examinations include Kazakh or Russian language examination and subject examination.

The Ministry of Education and Science of the Republic of Kazakhstan provides a financial aid by allocating state educational grants for candidates who met all the required criteria and demonstrated high academic performance. For international applicants scholarships are granted based on international agreements of the Republic of Kazakhstan with countries.

### **3.8.1 SELECTION PROCEDURE**

Selection procedure besides interview consists of two step examination procedure. In the period from 10 to 15 August candidates have to pass Foreign Language Examination organized by MES either to present language certificate.

The fact that one of the entry examinations is a foreign language examination held by the Ministry of Education and Science of the Republic of Kazakhstan ensures that candidates will be able to successfully complete the courses taught in foreign language. The certificate with the result of examination of 50 points corresponds to the Pre-intermediate language level.

The candidate is exempt from entry language examination if he already has international language certificate on such as:

English language: Test of English as a Foreign Language Institutional Testing Programm (TOEFL ITP – no less than 460 points), Test of English as a Foreign Language Internet-based Test (TOEFL IBT - no less than 87), Test of English as a Foreign Language Paper-based Test (TOEFL - no less than 560), International English Language Tests System (IELTS - no less than 6.0);

German language: Deutsche Sprachprüfung für den Hochschulzugang (DSH, Niveau C1/ level C1), TestDaF-Prüfung (Niveau C1/level C1);

French language: Test de Français International™ (TFI – not lower than B1 in the listening and reading sections), Diplôme d'Études en Langue française (DELF, level B2), Diplôme Approfondi de Langue française (DALF, level C1), Test de connaissance du français (TCF - no less than 400 points).

These certificates prove that applicants have sufficient language command to complete the academic courses of the programme.

If candidate passed examination and got no less than 50 points, he/ she can proceed to the second examination on major. Being a member of the Admission Office the Director of the programme makes an interview with applicants on 30<sup>th</sup> of July. During the interview the Director of the programme finds out about such aspects as professional goals, motivation, critical thinking and level of readiness for academic challenges. The Director of the programme evaluates how justified is the choice of the future direction of study made by an applicant and

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<sup>15</sup> <http://naric-kazakhstan.kz/en/>



tells about the main constituents of the programme and what goals and objectives are set for students.

In case, an applicant hesitates about his or her choice of the programme, he/she is advised to change for a different one. In order to do this they will have one more interview with the Director of the programme he/she would like to switch to. In case, an applicant is not confident about his or her abilities to successfully complete the chosen programme, he or she may withdraw the documents without any penalties.

To have any work experience on the chosen specialty is not an obligatory admission requirement. However, during the application process candidates are encouraged to submit records of work experience in the relevant study area to meet the programme's objective as they can benefit in mastering professional skills and building self-confidence. Work experience is one of the key factors considered that the choice of the programme made by an applicant is motivated and justified. Work experience is taken into account in case if two candidates are awarded a grant with having equal results on both examinations. In this situation the candidate who has professional experience will be given a credit.

Entry examinations for Master and PhD programmes are scheduled from 10th to 20th of August. The examination commissions are formed for the period of entry examinations. The examination commission consists of the Director, typically it is from 3 to 9 members of the commission and a secretary. All the members of the commission are permanent workers of the University, independent experts and specialists from other Universities which make the whole examination procedure more transparent and objective. Foreign language entry examinations (Russian/Kazakh for international students) are held according to the technology and methodology developed by The National Testing Centre of the Ministry of Education and Science of the Republic of Kazakhstan. Examination takes 180 minutes and is represented in the form of test. The whole test consists of three modules: listening, writing and reading. The results are then processed by means of the special scanning machine.

The Ministry of Education and Science issues certificates with received grades based on results of foreign language examination. To be admitted to the second entry subject examination, an applicant should have received state certificate issued by the Ministry of Education and Science with the results of not less than 50 points.

The citizens of the Republic of Kazakhstan, who have international language certificates with the results of 100 points according to 100-point-grading scale, are exempted from passing the foreign language examination provided by the Ministry of Education and Science of the Republic of Kazakhstan.

The subject examination is set in the written form. The examination paper consists of 2 questions: the first one covers theoretical issues and the second one is oriented on a case-problem solution. The subject examination takes 120 minutes. To make the examination process more objective the format of examination paper is the same for all applicants who have chosen one and the same specialty. The entry re-examination is not acceptable.

To make the evaluation procedure more objective and fair, all the applicants' works are coded by the Institution staff since it is considered as criminal breach of trust. Only the members of the examination commission are given answer codes for exam papers. It provides the selection

procedure with unbiased and objective evaluation. After evaluation all the examination papers are decoded.

The overall result of selection procedure is based on two entry examinations that are foreign language examination and subject examination. If there is a controversial issue to be resolved the special Board of Review is created. The members of the board of review consider the issues of those who disagree with the results of the examinations. In this case an applicant's paper goes through thorough review. Only the Board of Review is responsible to make a decision to add points to the applicant's exam paper if the reasons for that are confirmed. The members of the Board of Review come to their decisions by the majority of votes. If the amount of votes is equal the vote of the Director is considered as a final. The decisions made by the Board of Review are in the form of a record signed by the Director and all the members.

Candidates are admitted to the Master's and PhD programmes only if they get 50 points in each examination. Candidates, who get the highest points in the sum of two entry examinations of not less than 150 points, are awarded a state grant. In case the applicants have equal examination results, the one who got the highest points on the subject examination takes advantage.

Besides the results of examinations Admission Committee also takes into account student academic achievements including publications of scientific articles, certificates on scientific innovations, scientific scholarships, grants, certificates of achievements, certificates of participation in the scientific conferences and competitions and work experience on the specialty.

## CHAPTER 4. ADMISSION RULES FOR TRANSFER STATUS

To transfer students from one course to another is completed by the final results of Fall, Spring and Summer sessions according to the requirements of the Higher Schools and a particular academic programme.

### 4.1. HSE TRANSFER POLICY AND RULES

Students who transfer to the second year must:

- pass EPT and Logical Reasoning Test on April 30<sup>th</sup>, 2016 to determine the level of English of critical thinking skills necessary for further successful studying in academic programmes at HSE ;
- gain at least 2.0 GPA
- complete 60 ECTS;

Note: if the first-year student gains 50 ECTS, he/she could have a conditional offer upon the decision on academic council to complete 10 ECTS during summer session.

Further requirements to the following HSE majors 5B050600 Economics, 5B050900 Finance and 5B050800 Accounting & Audit, 5B050700 Management, 5B090200 Tourism and 5B050300 Psychology are given in the Table #6-8.

Table #6 Transfer Requirements to the second year of HSE to 5B050600 Economics, 5B050900 Finance and 5B050800 Accounting & Audit, 5B050700 Management, 5B090200 Tourism and 5B050300 Psychology for monolingual groups.

№ п/п	Major	Min. ECTS	Min. Level GPA	English Exam Results	Level of English
1.	5B050600 Economics	50	2.0	21-39	Pre-Intermediate I
2.	5B050900 Finance	50	2.0	21-39	Pre-Intermediate I
3.	5B050800 Accounting & Audit	50	2.0	21-39	Pre-Intermediate I
4.	5B050700 Management	50	2.0	21-39	Pre-Intermediate I
5.	5B090200 Tourism	50	2.0	21-39	Pre-Intermediate I
6.	5B050300 Psychology	50	2.0	21-39	Pre-Intermediate I

Table #7 Transfer Requirements to the second year of HSE to 5B050600 Economics, 5B050900 Finance and 5B050800 Accounting & Audit, 5B050700 Management, 5B090200 Tourism and 5B050300 Psychology for multilingual groups.

№ п/п	Major	Min. ECTS	Min. Level GPA	English Exam Results	Level of English
1.	5B050600 Economics	50	2.0	40-59	Pre-Intermediate II
2.	5B050900 Finance	50	2.0	40-59	Pre-Intermediate II
3.	5B050800 Accounting & Audit	50	2.0	40-59	Pre-Intermediate II
4.	5B050700 Management	50	2.0	40-59	Pre-Intermediate II
5.	5B090200 Tourism	50	2.0	40-59	Pre-Intermediate II
6.	5B050300 Psychology	50	2.0	40-59	Pre-Intermediate II

Table #8 Transfer Requirements to the second year of HSE to 5B050600 Economics, 5B050900 Finance and 5B050800 Accounting & Audit, 5B050700 Management, 5B090200 Tourism and 5B050300 Psychology for English-Speaking groups.

№ п/п	Major	Min. ECTS	Min. Level GPA	English Exam Results	Level of English
1.	5B050600 Economics	50	2.0	60-75	Intermediate I
2.	5B050900 Finance	50	2.0	60-75	Intermediate I
3.	5B050800 Accounting & Audit	50	2.0	60-75	Intermediate I
4.	5B050700 Management	50	2.0	60-75	Intermediate I
5.	5B090200 Tourism	50	2.0	60-75	Intermediate I
6.	5B050300 Psychology	50	2.0	60-75	Intermediate I

### 5B020700 «Translation Studies»

Requirements for the transfer of students of the Higher School of Economics to the second year on 5B020700 «Translation Studies» (see Table #9)

Table# 9. Transfer Requirements to the second year of HSE on 5B020700 «Translation Studies»

№	Major	Min ECTS	Min GPA	Interview Results	Results of English	Level of English
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					B1	
1.	5B020700 Translation studies	50	2.0	50	75	Intermediate II

The students can be transferred to the second year if he/she meets all the requirements.

Only if the student has low academic performance, the student is able to:

- retake the classes to improve his/her GPA score during summer session or next academic year;
- to improve level of English, students should take English classes at HSE Preparatory courses;
- transfer to another major at KAZGUU University or to another Institution.

Transfer Requirements to the third year of HSE to 5B050600 Economics, 5B050900 Finance and 5B050800 Accounting & Audit, 5B050700 Management, 5B090200 Tourism and 5B050300 Psychology and 5B020700 «Translation studies».

**Transfer to the third year the students must:**

- pass EPT on April 30<sup>th</sup>, 2016 to determine the level of English at HSE preparatory courses;
- gain 121 ECTS by the end of the second year for the following majors 5B050700 Management and 5B020700 Translation Studies, 5B090200 Tourism, 5B050800 Accounting & Audit;
- gain 124 ECTS by the end of the second year 5B050600 Economics, 5B050900 Finance and 5B050300 Psychology;
- complete supervised internship;
- complete Physical Training class;
- gain 2.0 GPA;

Note: if the second-year student doesn't gain the required ECTS, he/she could have a conditional offer upon the decision on academic council to complete 10 ECTS during summer session.

Further Requirements to HSE to 5B050600 Economics, 5B050900 Finance and 5B050800 Accounting & Audit, 5B050700 Management, 5B090200 Tourism and 5B050300 Psychology are given in the Table #10-14.

Table #10 Transfer Requirements to the third year of HSE to 5B050600 Economics, 5B050900 Finance and 5B050800 Accounting & Audit, 5B050700 Management, 5B090200 Tourism and 5B050300 Psychology for monolingual groups.

No	Major	Min ECTS	Min GPA	English Exam Results	Level of English
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1	5B050600 Economics	114	2.0	40-59	Intermediate I
2	5B050900 Finance	114	2.0	40-59	Intermediate I
3	5B050800 Accounting and Audit	114	2.0	40-59	Intermediate I
4	5B050700 Management	111	2.0	40-59	Intermediate I
5	5B090200 Tourism	111	2.0	40-59	Intermediate I
6	5B050300 Psychology	114	2.0	40-59	Intermediate I

Table #11 Transfer Requirements to the third year of HSE to 5B050600 Economics, 5B050900 Finance and 5B050800 Accounting & Audit, 5B050700 Management, 5B090200 Tourism and 5B050300 Psychology for multilingual groups.

No	Major	Min ECTS	Min GPA	English Exam Results	Level of English
1	5B050600 Economics	114	2.0	60-75	Intermediate II
2	5B050900 Finance	114	2.0	60-75	Intermediate II
3	5B050800 Accounting and Audit	114	2.0	60-75	Intermediate II
4	5B050700 Management	111	2.0	60-75	Intermediate II
5	5B090200 Tourism	111	2.0	60-75	Intermediate II
6	5B050300 Psychology	114	2.0	60-75	Intermediate II

Table #12 Transfer Requirements to the third year of HSE to 5B050600 Economics, 5B050900 Finance and 5B050800 Accounting & Audit, 5B050700 Management, 5B090200 Tourism and 5B050300 Psychology for English-speaking groups.

Transfer Requirements of HSE to the third year to 5B020700 Translation Studies. see Table #13.

No	Major	Min ECTS	Min GPA	English Exam Results	Level of English
	5B050600 Economics	114	2.0	76-85	Upper-Intermediate I
	5B050900 Finance	114	2.0	76-85	Upper-Intermediate I
	5B050800 Accounting and Audit	114	2.0	76-85	Upper-Intermediate I
	5B050700 Management	111	2.0	76-85	Upper-Intermediate I
	5B090200 Tourism	111	2.0	76-85	Upper-Intermediate I
	5B050300 Psychology	114	2.0	76-85	Upper-Intermediate I

Table #13 Transfer Requirements to the third year of HSE to 5B020700 «Translation Studies»

No	Major	Min ECTS	Min GPA	English Exam Results B2	Level of English
1	5B020700 Translation Studies	111	2.0	75	Upper-Intermediate

Only if the students don't meet the requirements of the academic year, he/she can:

- retake the classes to improve his/her GPA score during summer session or next academic year;
- to improve level of English, students should take English classes at HSE Preparatory courses.

**Transfer Requirements to the fourth year of HSE to 5B050600 Economics, 5B050900 Finance and 5B050800 Accounting & Audit, 5B050700 Management, 5B090200 Tourism and 5B050300 Psychology and 5B020700 «Translation studies».**

Transfer to the fourth year the students must:

- pass EPT on April 30<sup>th</sup>, 2016 to determine the level of English at HSE preparatory courses;
- gain 181 ECTS by the end of the second year for the following majors and, 5B090200 Tourism and 5B050800 Accounting & Audit;
- gain 184 ECTS by the end of the second year 5B050600 Economics, 5B050900 Finance, 5B050300 Psychology and 5B050700 Management and 5B020700 Translation Studies;
- complete the following subjects: “Organizational Behavior”, “Business Communication” and “Business Ethics”;
- gain 2.0 GPA

Further Requirements to HSE to 5B050600 Economics, 5B050900 Finance and 5B050800 Accounting & Audit, 5B050700 Management, 5B090200 Tourism and 5B050300 Psychology are given in the Table #14-16.

Table #14 Transfer Requirements to the fourth year of HSE to 5B050600 Economics, 5B050900 Finance and 5B050800 Accounting & Audit, 5B050700 Management, 5B090200 Tourism and 5B050300 Psychology for monolingual groups.

No	Major	Min ECTS	Min GPA	English Exam Results	Level of English
1	5B050600 Economics	174	2.0	60-75	Upper-Intermediate I
2	5B050900 Finance	174	2.0	60-75	Upper-Intermediate I
3	5B050800 Accounting and Audit	174	2.0	60-75	Upper-Intermediate I
4	5B050700 Management	174	2.0	60-75	Upper-Intermediate I
5	5B090200 Tourism	171	2.0	60-75	Upper-Intermediate I
6	5B050300 Psychology	174	2.0	60-75	Upper-Intermediate I

Table #15 Transfer Requirements to the fourth year of HSE to 5B050600 Economics, 5B050900 Finance and 5B050800 Accounting & Audit, 5B050700 Management, 5B090200 Tourism and 5B050300 Psychology for multilingual groups.



No	Major	Min ECTS	Min GPA	English Exam Results	Level of English
1	5B050600 Economics	174	2.0	76-85	Upper-Intermediate II
2	5B050900 Finance	174	2.0	76-85	Upper-Intermediate II
3	5B050800 Accounting and Audit	174	2.0	76-85	Upper-Intermediate II
4	5B050700 Management	174	2.0	76-85	Upper-Intermediate II
5	5B090200 Tourism	171	2.0	76-85	Upper-Intermediate II
6	5B050300 Psychology	174	2.0	76-85	Upper-Intermediate II

Table #16 Transfer Requirements to the fourth year of HSE to 5B050600 Economics, 5B050900 Finance and 5B050800 Accounting & Audit, 5B050700 Management, 5B090200 Tourism and 5B050300 Psychology for English-speaking groups.

No	Major	Min ECTS	Min GPA	English Exam Results	Level of English
1	5B050600 Economics	174	2.0	86-100	Advanced
2	5B050900 Finance	174	2.0	86-100	Advanced
3	5B050800 Accounting and Audit	174	2.0	86-100	Advanced
4	5B050700 Management	174	2.0	86-100	Advanced

5	5B090200 Tourism	171	2.0	86-100	Advanced
6	5B050300 Psychology	174	2.0	86-100	Advanced

The students of 5B050300 «Psychology» are required to be certified in the training course at least 32 hours.

Transfer Requirements of HSE to the fourth year to 5B020700 Translation Studies .see Table #17.

Table #17 Transfer Requirements of HSE to the fourth year to 5B020700 Translation Studies

No	Major	Min ECTS	Min GPA	Interview Results	Level of English
1.	5B020700 Translation Studies	174	2.0	75	Low Proficient

The students can be transferred to the fourth year if he/she meets all the requirements.

If the student has a bad academic history, the student is able to:

- retake the classes to improve his/her GPA score during summer session or next academic year;
- take English classes at HSE courses.

To gain the “Bachelor Degree” from HSE students of all majors must:

- gain 240 ECTS (including);
- complete the Internship;
- complete the State Exam;
- defend thesis/project;
- gain at least 2.0 GPA.

Requirements to complete the HSE to 5B050600 Economics, 5B050900 Finance and 5B050800 Accounting & Audit, 5B050700 Management, 5B090200 Tourism and 5B050300 Psychology are given in the Table #18-20.

Table #18 Requirements on completion the HSE to 5B050600 Economics, 5B050900 Finance and 5B050800 Accounting & Audit, 5B050700 Management, 5B090200 Tourism and 5B050300 Psychology to monolingual groups.

No	Major	ECTS	Min GPA	English Exam Results	Level of English
1.	5B050600 Economics	240	2.0	60-75	Upper-Intermediate II
2.	5B050900 Finance	240	2.0	60-75	Upper-Intermediate II
3.	5B050800 Accounting & Audit	240	2.0	60-75	Upper-Intermediate II
4.	5B050700 Management	240	2.0	60-75	Upper-Intermediate II
5.	5B090200 Tourism	240	2.0	60-75	Upper-Intermediate II
6.	5B050300 Psychology	240	2.0	60-75	Upper-Intermediate II

Table #19 Requirements on completion the HSE to 5B050600 Economics, 5B050900 Finance and 5B050800 Accounting & Audit, 5B050700 Management, 5B090200 Tourism and 5B050300 Psychology to multilingual groups.

No	Major	Min ECTS	Min GPA	English Exam Results	Level of English
1.	5B050600 Economics	240	2.0	76-85	Upper-Intermediate II
2.	5B050900 Finance	240	2.0	76-85	Upper-Intermediate II
3.	5B050800 Accounting & Audit	240	2.0	76-85	Upper-Intermediate II
4.	5B050700 Management	240	2.0	76-85	Upper-Intermediate II
5.	5B090200 Tourism	240	2.0	76-85	Upper-Intermediate II
6.	5B050300 Psychology	240	2.0	76-85	Upper-Intermediate II

Table #20 Requirements on completion the HSE to 5B050600 Economics, 5B050900 Finance and 5B050800 Accounting & Audit, 5B050700 Management, 5B090200 Tourism and 5B050300 Psychology to English-speaking groups.

No	Major	Min ECTS	Min GPA	Interview Results	Level of English
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1.	5B050600 Economics	240	2.0	86-100	Advanced
2.	5B050900 Finance	240	2.0	86-100	Advanced
3.	5B050800 Accounting & Audit	240	2.0	86-100	Advanced
4.	5B050700 Management	240	2.0	86-100	Advanced
5.	5B090200 Tourism	240	2.0	86-100	Advanced
6.	5B050300 Psychology	240	2.0	86-100	Advanced

Requirements on completion and gaining Bachelor Degree of HSE to 5B020700 Translation Studies (see Table 21)

Table #21. Requirements on completion of HSE and gaining Bachelor Degree to 5B020700 Translation Studies

No	Major	Min ECTS	Min GPA	English Exam Results	Level of English
1.	5B020700 Translation Studies	240	2.0	90-100	Proficient

The students gain Bachelor degree if he/she meets all the requirements of HSE.

### Change of Grades

If the instructor has already submitted a grade, the changes can be made only with approval of the Dean of HSE. The instructors are in charge of submitting the individual in charge of the undergraduate programme and must be submitted to Platonus.

## 4.2. HSL TRANSFER POLICY AND RULES

### Transfer Requirements to the Second Year of HSL

Transferring students from course to course performed at the end of the academic year based on the results of the summer semester in accordance with the requirements of higher education and specific educational programmes.

For admission to the programme of HSL applicants must undergo state and university selection procedure. Particularity of university selection is the entrance examination after the 1st year. This is due to the fact that all the students at first are being enrolled to the school of General Education named as «Foundation», where they get compulsory general education. At the end of the «Foundation» programme, students choose a university programme.

Students who transfer to the second year must:

- gain at least 1.6 GPA

- complete 60 ECTS;

Note: if the first-year student gains 50 ECTS, he/she could have a conditional offer upon the decision on academic council to complete 10 ECTS during summer session.

Further requirements to the following HSL specialties as 5B050100 Law, 5B050200 International law, 5B050300 Law enforcement activity are given in the Table #22.

Table #22 Transfer Requirements to the second year of HSL specialties as 5B050100 Law, 5B050200 International law, 5B050300 Law enforcement activity.

№ п/п	Major	ECTS	Min. Level GPA
1.	5B050100 Law	60	1.6
2.	5B050200 International law	60	1.6
3.	5B050300 Law enforcement activity	60	1.6

In 2016, in order to transfer to the second year and fourth year, students are required to perform HSL requirements for Bachelor programs.

**Transfer Requirements to the second year of HSL – 5B050100 Law**

As a result of studying the course "Theory of State and Law", the student must receive the rating not lower than 2.33 (70%).

Note: If a student has a rating lower than 2.33 points, he must re-learn the course "Theory of State and Law" in the additional period (summer) term.

**Transfer Requirements to the second year of HSL - 5B050200 International law:**

The student must pass the English exam equal to IELTS 4.0 or take assessment to provide IELTS certificate equal to 4.0;

Write an essay on the theme "Why am I choosing the programme "International law"?".

Students who received the required number of points equal to IELTS 4.0, are not allowed to write essays. At the end of essay writing, Dean of High School of Law gives recommendations for each student.

**Transfer Requirements to the second year of HSL - 5B050300 Law enforcement activity:**

As a result of studying the course "Theory of State and Law," the student must receive the rating not lower than 2.33 (70%). The final exam for the course "Theory of State and Law" in addition to written work (essay) includes testing basic knowledge of anti-corruption legislation. The final grade for the course "Theory of State and Law" consists of the following points - 60% (current performance), 20% (essay), 20% (test).

Note: If a student has a rating lower than 2.33 points, he must re-learn the course "Theory of State and Law" in the additional period (summer) term.

**Transfer Requirements to the third year of HSL to 5B050100 Law, 5B050200 International law, 5B050300 Law enforcement activity.**

To transfer to the third year the students must:

- gain 119 ECTS by the end of the second year for the following specialties 5B050100 Law, 5B050200 International law, 5B050300 Law enforcement activity;
- complete supervised internship;
- complete Physical Training class;
- gain 1.8 GPA.

Note: if the second-year student doesn't gain the required ECTS, he/she could have a conditional offer upon the decision on academic council to complete 10 ECTS during summer session.

Further Requirements to HSL specialties as 5B050100 Law, 5B050200 International law, 5B050300 Law enforcement activity are given in the Table #23.

Table #23 Transfer Requirements to the third year of HSL specialties as 5B050100 Law, 5B050200 International law, 5B050300 Law enforcement activity

№ п/п	Major	Min. ECTS	Min. Level GPA
1	5B050100 Law	119	1.8
2	5B050200 International law	119	1.8
3	5B050300 Law enforcement activity	119	1.8

**To transfer to the fourth year the students must:**

- gain 179 ECTS by the end of the third year 5B050100 Law, 5B050200 International law, 5B050300 Law enforcement activity;
- gain 2.0 GPA

Further Requirements to HSL to 5B050100 Law, 5B050200 International law, 5B050300 Law enforcement activity are given in the Table #24.

Table #24 Transfer Requirements to the fourth year of HSL to 5B050100 Law, 5B050200 International law, 5B050300 Law enforcement activity.

№ п/п	Major	Min. ECTS	Min. Level GPA
1	5B050100 Law	179	2.0
2	5B050200 International law	179	2.0
3	5B050300 Law enforcement activity	179	2.0

Further Requirements to HSL specialties as 5B050100 Law, 5B050200 International law, 5B050300 Law enforcement activity.

In 2016, in order to transfer to the second year and fourth year students are required to perform HSL requirements for Bachelor programmes.

### **Transfer Requirements to the fourth year of HSL - 5B050100 Law:**

Students must have grade at least 2.33 points (70%) for solving interdisciplinary cases, they solve them within 13 and 7 weeks of 3 years of studying "Civil Law" and "Civil Procedural Law" courses.

Note: students with indicator for foregoing criteria below 2.33 points (70%) cannot be accepted for the 4th year of the programme without additional study these items in the summer.

### **Transfer Requirements to the fourth year of HSL to 5B050300 Law enforcement activity:**

Students must have mark at least 2.33 points (70%) for solving interdisciplinary cases, they solve them within 13 and 7 weeks of 3 years of studying «Cases on crime qualification» and «Cases on Criminal Procedure Law».

Note: students with indicator for foregoing criteria below 2.33 points (70%) cannot be accepted for the 4th year of the programme without additional study these items in the summer.

The week of case studies is measures of control in the specific courses addressing the special interdisciplinary cases of high complexity on subjects determined by the Council of the High School of law as a priority in their professional field and in the exemption of students from the classroom for other subjects where interdisciplinary (serial) cases are not compiled. The grade for case study week is included in the final assessment of the subject as a grade for student's independent work (SIW) and is given to the Platonus electronic programme that is accessible to all students. In addition, in the 6th semester (3rd year of study) this assessment is taken into account as a criterion for the opportunity to continue study on the programme and transfer to the 4th year of study. Students, who have grade less than 70 points according to assessment criteria, cannot be accepted for the 4th year of study without having additional preparation course.

### **The requirements of educational programmes for transferring HSL students to other specialties, or to other high schools in the third year:**

In the case of transferring students from other specialties of the 3 course of HSL in addition to the requirements of the Ministry of Education and Science, the University set additional criteria.

Requirements for students studying in other fields or in other high schools for the training programme of undergraduate specialty "Law" and "Law enforcement":

The student must pass an exam in written form on courses: The Theory of state and law, Criminal law, Criminal procedural law, Civil law and Civil procedure law.

For students from other specialties or from other universities requirements to studying in the HSL at bachelor programme in "International Law":

- The student must pass the English exam equal to IELTS 4.0 or take an assessment to provide IELTS certificate equal to 4.0;
- Write an essay on the theme "Why I choose the programme "International law?";
- The student must pass an exam in written form on the subject "International Public Law".

### 4.3 MASTER AND PHD TRANSFER RULES AND REQUIREMENTS

Master students can transfer from another HEI from the same major or to transfer from one year programme (60 ECTS) into two year programme (120 ECTS) after successfully completing one semester with no less than 30 ECTS. Programme Director together with the Department of Postgraduate Programme calculates differences in programmes and defines extra courses of prerequisites which student has to take additionally.

For all PhD and Master level state scholarship recipients the transfer from one to another HEI must be approved under special approval from MES.

## CHAPTER 5 COURSE REGISTRATION

The students are registered online. Registration periods for each semester (including summer sessions) are indicated in the academic calendar<sup>16</sup>.

Prior to the registration, professors or teachers of the different departments of the University conduct presentations of the courses. Then, the student jointly with his/her adviser chooses the courses that he/she plans to study in the upcoming semester. After counseling, the student receives access to the online system for course registration.

The classes and schedule for the courses are set based on student's registration. A student must register for a certain number of ECTSs required by the curriculum of his/her major.

The basis for giving access for registration are:

- Completion of all prerequisites required for a particular course;
- Absence of tuition debts.

Registration for the summer semester should be done within the time specified in the academic calendar.

Registration to retake a course is done within the terms of the general registration, but requires an advance payment for the course.

Newly admitted students to the University are acquainted with the University system of education and its registration process for courses during the orientation period, the terms of which are specified in the academic calendar. During orientation they meet with the administration representatives, Deans of Higher schools, Heads of Departments, Director of the Department of Postgraduate Programmes and advisors. Registration for classes will take place after the orientation period.

Academic groups are organized if sufficient number of students were enrolled for a class.

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<sup>16</sup> <http://89.218.94.142:9898/>



The minimum number required to register for a Bachelor degree class is 30/50 people. Exceptions are made for classes requiring division into sub-groups (12-15 students). For Master students minimum number required to register is 10 people, for PhD 1 student.

The number of students allowed for specialized electives and courses offered to retakers may be 11. The curriculum for academic groups enrolled in elective courses from majors with small number of students.

In case the number of students is less than the minimum required for a class, the class will not run and the students will be required to register for another course within three days.

In case the number of registered students exceeds the maximum allowed, a new group will be created for that course.

### **5.1 SUSPENSION OF CLASSES**

Classes may be suspended for many reasons, during inclement weather, classes may be suspended upon the schools discretion and consultation with the approval of the Management Board. The University may only cancel or suspend classes in case where urgent action is needed.

Cancellation of classes is possible in following cases:

- Lessons canceled due to official holidays;
- The instructor cancels the lesson, for objective reasons (sickness, travel to conferences, etc.);
- Lessons are cancelled due to unforeseen reasons.

Missed classes are appointed with the approval of the department head in agreement with the scheduling service unit of the University.

### **5.2 COURSE RETAKE**

Student can retake a course in case if he/she:

- fails the course;
- desires to improve GPA.

The last grade obtained for the course, is introduced into transcript and used in the calculation of GPA.

To retake a course student should register and include the course into his/her individual study plan. During an extra semester student is obliged to attend all classes and pass all examinations of the course.

A student studying on the state scholarship retakes courses on a fee basis.

A student, having received a final failing grade on elective subject has the right to retake the same course or replace it with another elective course, according to established order. Replacement of the course must be agreed with the adviser of the department and the office registrar.

## CHAPTER 6. ACADEMIC CONSULTATION

Academic consultation for the undergraduate level students is provided by the Higher Schools advisers and by Programme Directors for the graduate level programmes' students.

The adviser has:

- to guide students on the academic requirements of the educational programmes, policies and procedures of the university and a higher school;
- to create the conditions for maximizing individual orientation of student's toward studying and completing the requirements of the academic programme;
- to help students in planning their educational trajectory on each semester of the academic year, and in making decision at their choices of the courses;
- to help the students in planning their school hours;
- to help in orientation and adaptation to the educational process;
- to provide academic guidance along the career development;
- to represent the academic interests of students before the administration of the university;
- to be available to students;
- to be attentive to the individual needs of certain students;
- to trace the progress of the students assigned to him/her.
- to monitor the accuracy of the posted information in the system for each student.

Guide students according to the behavioral and social rules and regulations of the university.

Provide the necessary service during the period of examinations, in order to help students relieve their stress and provide guidance to them.

The activity of advisor is coordinated with the management of the Higher School.

The administration controls administrative offices quickly and reacts to inquiries of the advisers, providing them with the necessary actual information.

Student's duties:

- nobility to the requirements of the university, the higher school and programme, policies, procedures;
- to plan the programme of study and perform in his/her best effort for receiving the degree of bachelor;
- to know the academic performance records, and other important documents of the university concerning his/her studies at the university;
- to know the location of the office of the adviser, surname, name and contacts, time for enrollment of students;
- to show a personal initiative and actively participate in consultation and planning of the process of studying through consultations with the adviser;

- to trace and in due time receive the actual information concerning the process of studying at the university which was placed in official sources of the university (the university website, AIS "Platonus", etc.)
- to understand own responsibilities for making decisions concerning the future career plans and corresponding academic preparation goals achievement.
- attentively read and understand the contents of the catalog of the university (policy and the related procedures of the university, etc.).

## **CHAPTER 7. CONDITIONS FOR STUDENTS WITH DISABILITIES AND SPECIAL NEEDS**

KAZGUU provides an educational opportunity to students with disabilities.

Students and visitors with disabilities can use outdoor ramps equipped with handrails and non-slip cover. Besides, taxi for disabled people is available and people with private vehicles can use the elevator located in the garage.

The size of hallways, corridors, doorways classrooms and bathrooms for the well chaired people comply with the requirements. Bathrooms located on the ground floor are equipped with handrails and hooks for crutches.

In order to move between floors, people with disabilities can use three passenger elevators.

Full time students get 50%-100% discounts if they lost their parents during the academic process at KAZGUU University, students who have the I & II group of disability.

### **7.1 EQUALITY OF OPPORTUNITY**

The KAZGUU University provides equal opportunities to all students and its community.

With the aim to assist all students and especially the students with special needs the University provides online education and arranges the academic process from home serving as a mean of communication among students and instructor.

Administration collects the necessary data and each case is considered on an individual basis.

The categories of decisions are taken by the Academic Committee on the inquiries from students with special needs:

- on inquires related to study – usually, it is recommended to follow an individual study plan which is developed by the adviser
- on inquires related to examination—an individual exam schedule could be proposed by the adviser and designed by the Registrar.

## **CHAPTER 8. RULES AND PROCEDURES OF RETURNING AND TAKING THE ACADEMIC LEAVE**

Graduate students may apply for an Academic Leave due to illness or injury, to provide care for family, to meet military service obligations, or for other personal reasons.

### **8.1 REGISTRATION OF ACADEMIC LEAVE**

Student needs to apply to the SSCor to address the rector of the University to take an Academic Leave. To apply for Academic Leave students must present the following documents:

- ID card;
- Advice from 6 to 12 months. of the medical advisory committee (hereinafter - MAC) from outpatient organizations lasting for a period of 6 to 12 months in case of illness;
- Or decision of the Central medical advisory committee (hereinafter CMAC) from the antituberculosis organizations in the case of tuberculosis disease with duration of less than 36 months;
- Calling up papers
- Birth certificate, and documents of child adoption for up to the age of three.

The Order of Academic Leave of absence application will be issued 3 days after providing the documents mentioned above.

### **8.2 RETURNING FROM ACADEMIC LEAVE**

Students on Leave are required to provide the statement to the SSC KazGUU addressed to the Rector and the following documents:

- ID card;
- If the student is on leave due to illness – the MAC report on his/her state of health from the healthcare organization and their recommendation for continuing education on the specialty.

Requests for Returning from the Leave must be approved in three days.

Students returning from Academic Leave will continue their studies with the same curriculum and year of study, that had been assigned before their Leave.

Students are required to submit a transcript to the adviser and to apply for a determination of the academic course differences. Academic course differences are based on comparing studied courses covered and the courses left to graduate with corresponding ECTS.

In case of differences of Academic Leave and Returning from Academic Leave dates, the student is required to meet all educational tasks and earn required rating points in accordance with the individual curriculum or she/he needs to register for the summer semester courses. Students will study academic course differences along with current courses.

## **CHAPTER 9. GENERAL TERMS OF TRANSFER AND RESTORATION**

The state educational grant will be given to students under paid form of education in the event there are vacancies. Student's application for transfer goes to the corresponding higher schools academic quality committee/council then upon the committee's recommendation approved by the Rector of the University in five days during summer and winter breaks before academic term.

If students fully complete first academic period according to the individual curriculum, they may be transferred or be restored after being expelled. Students have a right to transfer to any form of education, to any specialty and to any university.

Transfer of students from one specialty to another, from one form of education to another is possible only for students on fee basis. Transfer or restoration is determined by GPA, prerequisites.

A transfer of ECTS is made based on the ECTS Recognition On transferring and restoring academic courses, differences of educational plans of previous academic periods will be determined. To eliminate academic differences students need to register on appropriate courses and pass all exams.

Students apply for summer sessions in case of academic differences not included in the education curriculum. If the student does not study academic differences, differences will be counted as academic debt.

### **9.1 TRANSFER TO ANOTHER UNIVERSITY**

Transfer to another university is done during the holidays. Students may transfer only in the event of fully completing the first academic period according to the individual curriculum.

Acceptance of applications for transfer ends within five working days before the start of the next academic period.

Students who wish to transfer need to apply to SSC KAZGUU and addressed it to the rector of the University. Students must have a transcript and a copy of their ID card. The application will be considered within three days. After consideration, students will get the following documents from SSC KAZGUU:

- Application with rector's visa and seal of the university;
- Copy of university license;
- Copy of UNT/CT certificate;
- Copy of certificate/diploma.

The head of the university transferring to sends a written request of the student personal file three days after acceptance of order. The request also includes copy of the student's enrollment. After receiving the request the rector of the University issues an order of expulsion with the words "expelled in connection with the transfer to the (name of institution)" and within three days from the date of issuance of the order of expulsion sends the personal file of the student to the host university.

Transfer of students is possible only for students under a fee basis. Students must have UNT or CT certificate with more than 60 points and with a GPA higher than the transfer point.

## **9.2 TRANSFER FROM ANOTHER UNIVERSITY**

Transfer from another university is done during the holidays. Students may transfer only in the event of fully completing the first academic period according to the individual curriculum. Acceptance of applications for transfer ends within five working days before the start of the next academic period.

Students studying in foreign organizations, must provide a document of the studied educational programmes (academic enquiry, transcript), along with the completion of the previous level of education. Documents must follow the procedure of recognition of education (nostrification) in the Republic of Kazakhstan in accordance with the Rules of recognition of educational documents. Individuals who have received a general secondary and technical and vocational education in the Republic of Kazakhstan, for a transfer from a foreign university or restoration are also certified unified national testing (hereinafter - UNT) or complex testing (further - CT) with a score of not less than the set threshold points.

Students are required to submit a transcript to the adviser and to apply for a determination of the academic differences of courses.

A transfer of credits of ECTS is made based on the ECTS Recognition.

After determining the academic differences and the intended course of study, the student must pass the entrance exam in basic and / or core subjects, the list of which is approved by the Dean of the Higher School based on a decision of the Committee or the Board.

In case of positive assessment of the entrance examinations (50% and more) and with the permission of the Dean of the Higher School for transfer, the student is to apply to KAZGUU SSC and addressed it to the rector of the university and present the following documents:

- Application for the transfer addressed to the head of the university where he studied before and with a student visa of consent of the head with the seal of the university;
- ID card;
- Transcript;
- Copy of UNT/CT certificate;
- Copy of the award of educational grant (for students studying with educational grants);
- Copy of certificate or diploma with application;
- Copy of university license.

The Adviser along with the student formalizes the registration form and transfers the form to the registration office within three working days. After payment (for the current academic period), a registrar allows the registration in the AIS "Platonus".

The head of the office Registrar issues an order to offset the previously studied courses and credits based on the submitted documents within five working days.

The Enrollment order of the student transfer is issued within five working days. The student signs a contract on paid provision of educational services. After the issuance of the order a written request for the student's personal file is sent to the university where the student studied before.

After receiving the request the rector of the University issues an order of expulsion with the words "expelled in connection with the transfer to the (name of institution)" and within three days from the date of issuance of the order of expulsion sends the personal file of the student to the host university.

### **9.3 TRANSFER FROM ONE TO ANOTHER EDUCATIONAL PROGRAMME**

Transfer from one to another educational programme is done during the holidays. Students may transfer only in the event of fully completing first academic period according to the individual curriculum.

Acceptance of applications for transfer ends within five working days before the start of the next academic period.

Before applying for transfer, the student reviews academic differences with the adviser and defines the individual study plan.

A transfer of the credits of ECTS is made based on the ECTS Recognition

After determining the academic differences and the intended course of study and getting the approval of the Dean of the Higher School for the transfer, the student is to apply to KAZGUU SSC and address it to the corresponding committee/ rector of the university for the transfer and presents the following documents:

- ID card;
- Transcript;
- Copy of UNT/CT certificate;
- Copy of certificate or diploma with application;

The Adviser along with the student formalizes the registration form and transfers the form to the registration office within three working days. After payment (for the current academic period), the registrar allows the registration in the AIS "Platonus".

The head of the Registrar issues an order to offset the previously studied courses and credits based on the submitted documents within five working days.

The order for the student's transfer from one programme (specialization) to another is issued within five working days.

The student must sign an amendment to the learning agreement.

Students who are the state scholarship recipients lose the grant for changing the programme and may continue their studies on a fee basis.



#### **9.4 TRANSFER FROM ONE LANGUAGE TO ANOTHER LANGUAGE OF INSTRUCTION**

Transfer from one language to another language of instruction is done during the holidays. Students submit their application to the SSC KAZGUU, and addressed it to the corresponding committee with a copy to the Rector of the University. Student must have transcript and copy of ID card.

The Order for the student transfer from one to another language is issued within five working days. The student must sign an amendment to the learning agreement.

Students who are the state scholarship recipients lose the grant for changing the specialty and may continue their studies on a fee basis.

#### **9.5 THE PROCEDURE FOR AWARDING GRANTS IN HIGHER EDUCATION**

Transferring from a full-fee paying education to receiving government contribution to the cost of the education is allowed for students with high academic performance, and in accordance with regulations of the Ministry of Education and Science of the Republic of Kazakhstan.

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

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

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

- 1) Students, studying on a fee basis, apply to the Rector of the University for further studies under an educational grant. Their application will be considered at a meeting of the Academic Council of the University;
- 2) The Dean of the Higher School, based on a decision by the Academic Council, from August 5<sup>th</sup> to January 15<sup>th</sup> of this year, submits an application to the authorized body in the education field to make a decision. The application of the student with the decision of the Academic Council applies: a transcript, a copy of ID card, and an original certificate of an educational grant expulse from the University;
- 3) The authorized body in the field of education considers the submitted documents in the context of specialties, forms and periods of study, taking into account revenues, and upon approval issues an order for awarding educational grants;
- 4) A certificate of educational grants is issued based on the order of the authorized body
- 5) The rector of the university issues an order for further studies with one educational grant based on the issued certificates.

## 9.6 RETURNING TO THE UNIVERSITY

A student who returns to the University after a voluntary withdrawal must first obtain the approval of the Committee of the Academic Quality Schools for restoration to the University and follow the procedure of admission to the University on a general basis. Returning students is issued according to the order of the rector during the holidays regardless of the timing of payments.

Returning students is performed at the appropriate rate, and only on a fee basis. Students studying under a fee basis who were expelled for a semester due to financial debts have a right to be reenrolled in four weeks from the date of expulsion. Enrollment is done during the holidays. Students may transfer only if fully completing the first academic period according to the individual curriculum. Acceptance of applications for restoration ends within five working days before the start of the next academic period.

Students studying in foreign educational organizations, must provide a document of the studied educational programme (academic enquiry, a transcript), along with the completion of the previous level of education. Documents must undergo the procedure of nostrification in the Republic of Kazakhstan in accordance with the Rules of recognition and nostrification of education documents. Individuals who have received a general secondary and technical and vocational education in the Republic of Kazakhstan, for a transfer from a foreign university or restoration are also certified unified national testing (hereinafter - UNT) or complex testing (further - CT) with a score of not less than the set threshold points.

Before filing the application, the student submits to an adviser the copy of the academic reference (the reference issued to the citizens who did not finish education) and submits the application for determination of the academic course differences on curriculum.

A transfer of the credits of ECTS is made based on the ECTS Recognition.

After determining the academic differences and the intended course of study, the student must pass the entrance exam in basic and / or core subjects, the list of which is approved by the order of the Dean of the Higher School based on the decision of the Committee or the Board.

In the event of a positive assessment of the entrance examinations (50% and more) and with the permission of the Dean of the Higher School for transfer, the student is to apply to KAZGUU SSC and addressed it to the rector of the university and present the following documents:

- The application for restoration addressed to the rector of university;
- Student's ID card;
- The academic reference (the reference issued to the citizens who did not finish education);
- Copy of UNT/CT certificate;
- Copy of the award of educational grant (for students studying with educational grants);
- Copy of certificate or diploma with application;
- Copy of university license.

The Adviser along with the student formalizes the registration form and transfers the form to the registration office within three working days. After payment, (for the current academic period), the registrar allows the registration in the AIS "Platonus".

The head of the office Registrar issues an order to offset the previously studied courses and credits based on the submitted documents within five working days.

## **9.7 WIITHDRAWAL FROM THE UNIVERSITY**

A student can be withdrawn from University:

- Voluntarily;
- Transferring to another university;
- for commission of a minor offense, systematic and flagrant violation of a subject matter (severe absentees, attempt and/or illegal access to information systems of the university, providing fraudulent documents, including health certificates);
- for violation of standards of the legislation of the Republic of Kazakhstan, the Charter of the university, the terms of the contract for paying for education, violation, internal regulations of the university, for financial debt for nonpayment of education;
- at the expiration of the period set for the completion of the study.

The students, owners of educational grants withdrawn from University lose their educational grant.

In case of refusal to continue his/her education at the university (no registration for courses during a semester), the student is obligated to notify within three days the university (the application is submitted to KAZGUU SSC), the contractual relations with it proceed, and payment for providing educational services is charged about day of the making of the relevant order of the rector on assignment it from KAZGUU university.

## **9.8 VOLUNTARY WITHDRWAWAL**

The student must apply to the KAZGUU SSC and address it to the corresponding committee with a copy to the rector for a voluntary withdrawal. The Student must have a copy of his/her ID.

The time for completion of the enquiry is five working days (two working days – for consideration of the application, three working days – for issuing the order).

The student is given the following documents: the original of the certificate with the application, an extract from the order on expulsion, the reference issued to the citizens who did not finish education, and a copy of the certificate of UNT (CT).

The student, before obtaining the documents for expulsion, is obligated to hand over the proximity-card, student and reader cards, to pay off the debts with the university (pay for education, library, the student hostel, etc).

If the expelled student has any debt (for education, library, etc.) specified in an electronic roundabout list , the university reserves the right not to give him/her the originals of the documents until repayment of debt.

## CHAPTER 10. GRADUATION REQUIREMENTS

### 10.1. GENERAL REQUIREMENTS FOR GRADUATION

A student shall earn an undergraduate degree if he/she has completed all the courses assigned by the academic programme. A student can be qualified for an undergraduate degree if he/she completes 240 ECTS and meets the average graduation GPA requirement.

### 10.2 HSE REQUIREMENTS FOR GRADUATION

To gain the “Bachelor Degree” from HSE students of all majors must:

- gain 240 ECTS (including)
- complete the Internship
- complete the State Exam
- thesis/project
- gain at least 2.0 GPA.

Requirements to complete the HSE to 5B050600 Economics, 5B050900 Finance and 5B050800 Accounting & Audit, 5B050700 Management, 5B090200 Tourism and 5B050300 Psychology are given in the Table #25-27.

Table #25 Requirements on completion the HSE to 5B050600 Economics, 5B050900 Finance and 5B050800 Accounting & Audit, 5B050700 Management, 5B090200 Tourism and 5B050300 Psychology to monolingual groups.

No	Major	ECTS	Min GPA	English Exam Results	Level of English
1.	5B050600 Economics	240	2.0	60-75	Upper-Intermediate II
2.	5B050900 Finance	240	2.0	60-75	Upper-Intermediate II
3.	5B050800 Accounting & Audit	240	2.0	60-75	Upper-Intermediate II
4.	5B050700 Management	240	2.0	60-75	Upper-Intermediate II
5.	5B090200 Tourism	240	2.0	60-75	Upper-Intermediate II
6.	5B050300 Psychology	240	2.0	60-75	Upper-Intermediate II

Table #26 Requirements on completion the HSE to 5B050600 Economics, 5B050900 Finance and 5B050800 Accounting & Audit, 5B050700 Management, 5B090200 Tourism and 5B050300 Psychology to multilingual groups.

No	Major	Min ECTS	Min GPA	English Exam Results	Level of English
1.	5B050600 Economics	240	2.0	76-85	Upper- Intermediate II
2.	5B050900 Finance	240	2.0	76-85	Upper- Intermediate II
3.	5B050800 Accounting & Audit	240	2.0	76-85	Upper- Intermediate II
4.	5B050700 Management	240	2.0	76-85	Upper- Intermediate II
5.	5B090200 Tourism	240	2.0	76-85	Upper- Intermediate II
6.	5B050300 Psychology	240	2.0	76-85	Upper- Intermediate II

Table #27 Requirements on completion the HSE to 5B050600 Economics, 5B050900 Finance and 5B050800 Accounting & Audit, 5B050700 Management, 5B090200 Tourism and 5B050300 Psychology to English-speaking groups.

No	Major	Min ECTS	Min GPA	Interview Results	Level of English
1.	5B050600 Economics	240	2.0	86-100	Advanced
2.	5B050900 Finance	240	2.0	86-100	Advanced
3.	5B050800 Accounting & Audit	240	2.0	86-100	Advanced
4.	5B050700 Management	240	2.0	86-100	Advanced
5.	5B090200 Tourism	240	2.0	86-100	Advanced
6.	5B050300 Psychology	240	2.0	86-100	Advanced

Requirements on completion and gaining Bachelor Degree of HSE to 5B020700 Translation Studies (see Table #28)

Table #28 Requirements on completion of HSE and gaining Bachelor Degree to 5B020700 Translation Studies

No	Major	Min ECTS	Min GPA	English Exam Results	Level of English
1	5B020700 Translation Studies	240	2.0	90-100	Proficient

The students gain Bachelor degree if he/she meets all the requirements of HSE.

### 10.3 HSL REQUIREMENTS FOR GRADUATION

To gain the "Bachelor of Law" HSL students of all specialties must:

- gain 240 ECTS (including)
- complete the Internship
- complete the State Exam
- thesis/project
- gain at least 2.0 GPA.

Requirements to complete the HSL specialties as 5B050100 Law, 5B050200 International law, 5B050300 Law enforcement activity are given in the Table #29.

Table #29 Requirements on completion the HSL specialties as 5B050100 Law, 5B050200 International law, 5B050300 Law enforcement activity.

No	Specialties	ECTS	Min GPA
1.	5B050100 Law	240	2.0
2.	5B050200 International law	240	2.0
3.	5B050300 Law enforcement activity	240	2.0

### 10.4 THE MASTER DEGREE REQUIREMENTS FOR GRADUATION

- gain 60 or 120 ECTS
- complete the Internship
- complete the State Exam
- thesis/project
- gain at least 2.0 GPA.

### 10.5 THE PHD DEGREE REQUIREMENTS FOR GRADUATION

- gain 180 ECTS
- complete the Internship
- complete the State Exam
- Thesis
- gain at least 2.0 GPA.

Due to the State Doctorate Standard PhD degree is awarded by MES after approval of Committee of Science.