



**MINISTRY OF EDUCATION AND SCIENCE OF THE REPUBLIC OF  
KAZAKHSTAN**

**KAZAKH NATIONAL RESEARCH TECHNICAL UNIVERSITY  
AFTER K.I. SATPAYEV**

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**RULES OF  
CREDIT EDUCATION  
in K.I. Satpayev KazNRTU (bachelor degree)  
Ord. 029-03.22-01.1.10.01-2016**

Almaty 2016

**Preface**

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**NORMATIVE REFERENCES**

Table 1 - List of regulations and other documents linking to the normative documents.

№	Document	Storage
1	The Law of "On Education" of the Republic of Kazakhstan.	The Department of Academic Affairs
2	Rules of the organization of educational process on credit technology, approved by order №152 of the Acting Minister of Education and Science of the Republic of Kazakhstan dated April 20, 2011.	The Department of Academic Affairs
3	Standard Regulations of monitoring of midterm, end-of-term assessments and final progress of students, approved by order № 125 of the Minister of Education and Science of the Republic of Kazakhstan dated March 18, 2008.	Office Registrar Service The Department of Academic Affairs
4	Standard Regulations of the organization activities of higher and postgraduate education, approved by Resolution №499 of the Government of the Republic of Kazakhstan dated May 17, 2013.	The Department of Academic Affairs
6	Rules of Transfer, Reinstatement of students according to the type of educational organizations, approved by Order №506 of MES from December 04, 2014.	Office Registrar Service The Department of Academic Affairs
7	Rules of Submitting of academic vacations and Academic breaks for the students learning in educational institutions, approved by order №506 of MES from April 12, 2014.	Office Registrar Service The Department of Academic Affairs
8	Rules of appointment, payment and the rate of state stipend to students learning in educational institutions, approved by Resolution № 116 of the Government of the Republic of Kazakhstan dated February 7, 2008.	Office Registrar Service The Department of Academic Affairs
9	Rules of awarding educational grants to pay for higher education, approved by Resolution № 58 of the Government of the Republic of Kazakhstan dated January 23, 2008.	Office Registrar Service The Department of Academic Affairs
10	State obligatory standard of higher education, approved by the Resolution №1080 of Kazakhstan Government dated August 23, 2012.	Office Registrar Service The Department of Academic Affairs

No	Document	Storage
11	The normative documents of KazNRTU	Internal Audit Department

## 1 Abbreviations, Terms and Definitions

Table 2 – Abbreviations

Abbreviation	Full title
GPA	Grade Point Average
IC	Individual curriculum
KazNRTU, University	NJSC "Kazakh National Research Technical University after K.I. Satpayev "
MES RK	The Ministry of Education and Science of the Republic of Kazakhstan
SIS	Student Independent Study
TSIS	Teacher Supervised Independent Study
DAA	Department of Academic Affairs
RO	Office Registrar Service
CS	Curriculum of the specialty

Table 3 - The terms and definitions were used in the document

Term	Definition
Academic Degree	Degree awarded to graduates of the university as a result of the acquiring of appropriate studying programs and final state certification
Academic Calendar	Calendar of studies and control activities, internship during the academic year, including days of rest (vacation and holidays)
Academic Term	This is theoretical training period. Semester lasts for 15 weeks
Academic Transcript	The standard-size document containing the list of subjects passed in the corresponding period of study including the number of credits, and the average score ratings
Academic hour	Time, when the teacher works directly with the student on schedule in all kinds of learning sessions (classroom work) or special approved schedule. Academic hour is equal to 1 contact hour (50 minutes) of lectures, practical (seminar) classes or 2 contact hours (100 minutes) labs and physical education classes
Add/Drop period	Period, when the student can alter the discipline and / or sign up at will for a new discipline.
Appeal	The procedure carried out to identify and eliminate the factors contributing to a biased assessment of student's knowledge
Baccalaureate	The level of higher professional education with awarding the academic degree "Bachelor"

Term	Definition
Bachelor	The academic degree awarded to individuals who have mastered the educational program of Bachelor
Graduate Department	The department carrying out training and graduating specialists on their profile
Elective Courses	Elective academic disciplines studied by students of their choice in any academic period
Descriptors	Description of the level of knowledge, skills and competencies acquired by students / cadets upon completion of the educational program at each level of higher and postgraduate education. Descriptors are based on learning outcomes, formed competences, as well as the total amount of credits (ECTS).
European Credit Transfer System (ECTS)	Credit Transfer System is the method of assignment the components of the educational programs (disciplines, courses, modules) of credits. Using this method of the comparison and transfer of academic studied (with credits and assessments) is carried out when a student changes the educational trajectory, institution and country of study
Enrollment / Registration	The online procedure of pre-registration on academic subjects by students
Individual curriculum	The document that reflects the educational trajectory of a determined student. It is made by the students for the academic period and is based on the curriculum containing a list of subjects and the number of credits or academic hours
Qualification Examination	The procedure is carried out to determine the degree of assimilation of learning programs by the students which corresponding to the educational level. As a result of Qualification Examination the students earn a diploma (state standard document of education)
Final Examination	Checking student academic achievements, performed in the form of exam after the completion of the discipline during the Midterm
Competences	The ability of students to use the acquired knowledge and skills in the learning process in professional activities
Credit Hour	The unified unit of measurement of amount of academic work done by the student / teacher. One credit is equal to 1 academic hour per week of classroom work with student during the academic period. Each classroom hour followed by 2 hours (100 minutes) of SIS

Term	Definition
Credit Education	Education is based on the choice and self-planning learning as well as the sequence of study subjects using credit as a unified unit of measurement of amount of academic work done by student and teacher.
Module	Organically linked volume of disciplines allowing students to receive a complete education stage in the framework of the program
Students	Individuals enrolled in the undergraduate program
Core Subjects	Subjects studied by all students in compulsory
Office Registrar Service	Service deals with the registration of students on the teaching disciplines and enrolls all their academic achievements during the learning period. Office Registrar Service provides the organization of midterm, final control of knowledge and calculation of the academic rating
Retake	Taking the discipline for the second time in the case of the final grade " fail" («F»)
Prerequisites / Post requisites	Core Subjects are required to study before the discipline / Core Subjects are required to develop after the discipline
Proctor	The observer of the process of the exam
Syllabus	The Syllabus includes the description of the studied discipline, the aim and objectives of discipline, short content of course, the list of knowledge and skills obtained by the student, topics and duration of each session, the task of SIS, office-hours, the requirements of the teacher, the criteria for assessment of knowledge, the deadline for delivery of works and list of literature
Curriculum	This document contains a complete list of academic disciplines of Core Subjects and the Elective Courses with indication the number of credits, the sequence of study subjects, the types of classes and forms of control
Midterm	Midterm is the testing of students educational achievements at the end of section (module) discipline. It is performed by teacher of the discipline. Number of midterm assessment is determined by the teacher.



Term	Definition
GPA (Grade Point Average)	The Grade Point Average is the educational achievements of students on the program selected for the academic period. This is a ratio of the sum of products of credit hours on the digital equivalent of points of the final assessment on discipline to the total amount of credits in the current period of study
Course	The complex of requirements and standards established by these Rules and other internal documents of the University, in respect of the educational process
Advisor	Teacher acting as a consultant for Academic Affairs. He assists to students enrolled in the relevant specialty. He helps in choosing an educational trajectory and mastering of an educational program during the entire learning

## 2 General provisions

3.1 The University provides study of specialists in higher education programs (bachelor) on credit education. The main objective of credit education is to develop the students' ability to self-organization and self-education on the basis of electing educational trajectory within the framework of the regulation of the learning process and taking into account the amount of knowledge in the form of credits.

3.2 These rules determine the order of student learning at the University on the Credit Education. Rules regulate the procedure of student registration on academic subjects, of the current, intermediate and final exam, as well as organizing the internship, transfer, reinstatement, dismissal, submitting of the state stipend, and assessment of students' knowledge, etc.

3.3 Rules are developed in accordance with the regulations specified in Section 1 of this Regulation.

3.4 Volume of an academic load of students is measured in credits and mastered during the school year for each discipline.

3.5 The number of academic disciplines is indicated in the curriculum of specialties. The amount of academic activities of students in each discipline is, as a rule, 3 credits (at least 1 - 2 credits). Each discipline is usually studied for one semester.

3.6 The Academic year consists of periods (semester), of the final exams, the final certification (for the final year), internship and holidays.

Academic period in KazNRTU consists of one semester 15 weeks and no less than 2 weeks of examination session.

3.7 Summer semester takes place in two modules; the duration of each is 6 weeks: 5 weeks of theoretical learning and 1 week - examinations.

A student may enroll for the maximum number of 8 credits in one module, if there is no overlap in the schedule.

The minimum number of students required for the opening of discipline in the summer semester is 8 people.

Summer semester is organized only on a fee basis for the following groups of students:

1) for those wishing to study the disciplines with a leading invited scientists and professors, including the experts from foreign countries, representatives of national and international companies, etc.;

- 2) for students with unsatisfactory marks ( «F»);
- 3) for the repetition of disciplines who wish to improve their GPA;
- 4) for transferred, reinstated, returned from academic leave students and having the difference in the curriculum.

3.8 Year (course) of learning is determined by the number of credits accumulated theoretical and practical learning in accordance to the curriculum of the specialty.

The minimum period of study at the University for undergraduate programs is 4 years (3 years - on reduced educational programs - on the basis of college).

3.9 Holidays are available to students after each academic period. The duration of the total of vacation time in the academic year must be at least 7 weeks. If a student is enrolled in the summer semester, the duration of vacation time is correspondingly reduced.

3.10 The main criterion of completion of the educational process is the mastering by the students the number of subjects and the corresponding number of credits required by the curriculum of the specialty

3.11 The student is obliged to observe the academic rules, attend lectures and all kinds of studies. In the case of absenteeism immediately inform of the reasons absence the Directorate of the Institute, Adviser any means (phone, fax, letter, email, etc.), and submit official supporting documents (certificates, documents of authorities etc.) As soon as possible, but no later than 3 working days from the day of entering the study

3.11.1 The reasonable excuses of absence are:

- Absence due to serious illness (requiring hospital treatment lasting more than 2 weeks);

- In connection with the birth of a child;

- In connection with the death of close relatives;

- By reason of the business trip or training mission.

All of these reasons must be confirmed by supporting documents.

Medical certificates must be issued by the student health center, and certified by the chief physician of the medical Service center KazNRTU.

If a student is absent for a long time due to the serious illness of more than 4 weeks, the student must put in a certificate of the medical-advisory committee (MAC).

3.11.2 If a student has missed more than 20% of learning sessions on the subject (with supporting documents), then he will get the following assessments on the discipline:

1) «I » subject to the availability of 30 or more points for two midterms;

2) «F» if a student has less of 30 points for two midterms.

3.11.3 To prevent academic failure (including the purpose to preserve the state education grant), students, upon the occurrence of the cases referred to in paragraph 3.11.1 (a serious illness, childbirth, etc.) that could lead to a long absence learning sessions (more than 20%), recommended to take academic leave in the manner prescribed by the legislation of Kazakhstan and is listed in section 13 of this Regulation.

3.12 Students fulfilled the requirements of the curriculum of the year (course) learning and having the set level of the passing score, will be transferred to the next year (course) by the Rector's order.

3.13 Student transferred to the following year (course) but having the academic debt (debts) must retake the relevant disciplines in the next academic year, or in the summer semester on a paid basis.

3.14 Credits scored by student studying in foreign universities on the basis of international student exchange programs or educational partner programs of KazNRTU on disciplines corresponding to the curriculum of specialty, are counted in the prescribed manner.

### 3 THE EDUCATIONAL TRAJECTORY OF STUDENTS

4.1 The student builds its own program in the form of an individual curriculum (IC), drawn up in the framework of the curriculum and a specialty catalog of elective courses (CED). To master the appropriate level of education the student is obliged to fulfill their individual curriculum he has to gain the required number of credits according to the curriculum.

The student is responsible for the preparation of IC and the completeness of the course in accordance with the requirements of the curriculum of specialty.

4.2 IC is formed for each academic period with the help of advisor or head of Department. The main task of advisor is to provide student support in choosing the way of learning. Head of the graduating department advises students on the formation of their individual curriculum. List of advisors is approved by the order of the director of the institute.

4.3 In drawing up its IC student has to:

- Read the rules of the organization of educational process on credit technology;
- Respect the deadlines set of registration of the academic disciplines

4.4 The maximum number of credits included in the IC of student must match the number of credits established by the curriculum of specialty for the relevant semester.

4.5 The choice of elective courses and core subjects should be based on the vocational guidance of student and at its free choice; IC of a student may include disciplines of the core subjects for other specialties.

4.6 Student signs the prepared IC by the electronic signature in the portal of the university and gives it for the adviser's approval.

Adviser, in the absence of comments, signs IC by the electronic signature too, and then he coordinates it with the Office Registrar Service employees (RO) in charge of the relevant institution, and submits for approval to the Director of the Institute. Then Director of the institute signs by electronic signature student IC. Term of signature of IC is no later than the second week of the semester.

The Office Registrar Service is monitoring the timeliness of the process of signing the IC.

4.7 The student has the right to vary the disciplines content of IC within the framework of the curriculum of specialty for elective courses (Elective) in the Add / Drop period. Elective courses catalog for each bloc of the curriculum is formed by departments; it is discussed at the Council of the Faculty and is approved by the Educational Methodical Council of the University.

4.8 Departments are required to provide advance students with complete information about the number of disciplines and a brief description of elective courses through advisors (leaders) before the start of the registration period.

4.9 Departments are required to place the description of the disciplines in the portal before the start of the registration period and place full of Educational methodical complex of disciplines since the first days of studies in each academic period (EMCD).

4.10 Credit technology gives much importance to Student Independent Study (SIS) and Teacher Supervised Independent Study (TSIS). A student must have skills of independent performance of individual assignments, course work and other research projects, case studies, etc. All kinds of independent work are described in the syllabus with specific tasks and assessment criteria. All types of learning activities are described in the guidelines with teacher requirements to implement them and assessment criteria.

Performed learning tasks by students should be in written form on paper and / or electronic format if other form is not provided by Syllabus.

4.11 TSIS are held within the office hours. The schedule of office hours is compiled by the Department on the basis of data provided by the teachers, and timetable of students, by agreement with students and Sector of timetable RO (for the determination / allocation of classrooms), approved by the Director of the Institute, than shall be posted on the bulletin boards of departments and indicated in the syllabus of teachers.

Number of office-hours: 4 contact hours per week for each full-time teacher (SIS and TSIS).

## 5 ACADEMIC COURSE REGISTRATION

5.1 Registration of students for the disciplines of the semester (Enrollment) is organized by OR with methodical and consultative assistance of advisors, departments and institutions. Dates of Enrollment are specified in the academic calendar.

5.2 Students are required an online enroll on the discipline in the terms established in the Academic calendar on portal of KazNRTU. Registration takes place on the principle of "all or nothing", i.e. Student must choose the total number of credits offered by the curriculum of specialty. Partial registration is not possible. Before registering on-line at KazNRTU portal, students need to read the instructions posted on KazNRTU portal.

5.3 Before the enrollment the student must refer to the advisors to draw up their individual curriculum. Adviser recommends and gives explanations to students on selected disciplines within the curriculum and elective courses catalog.

5.4 First year Students get acquainted with Credit Technology during orientation week, the timing of which is specified in the Academic calendar. At this stage, take place a meeting with directors of institutes, heads of departments, advisors and representatives of the administration. Each student of KazNRTU is assigned identification number, using which he can enter into the internal network of the portal.

5.5 Enrollment carried out in two stages:

- Stage 1 is formation an individual curriculum of student.

Enrollment for the disciplines where the student will have the choice of discipline, language of teaching and he will see anticipated teacher in the disciplines description;

- Stage 2 consists of formation of students' timetable.

Students will make their schedule and they will have a possibility to choose a teacher, time and flow.

Reason for access to the internal network for newly admitted students in KazNRTU is:

- Order of admission in the number of students of KazNRTU;
- Payment for the semester (if the learning is carried out on a fee base).

Students of the 1 year get ready timetable of the first semester in the intranet portal of university. Registration for the discipline on the second and following semesters is made in the prescribed manner.

5.6 The rest of the students are registered for the next semester and retake at the end of each semester during the registration period, which is specified in the Academic calendar.

The reason for access to registration is the completion of all prerequisites required for the study one or another discipline.

By the beginning of the next semester a student forms his timetable of classes based on the registered subjects on the university portal.

5.7 Students are required to create the final version of the schedule during «Add / Drop» period (the first week of the semester). The students are strictly obliged to attend classes during the «Add / Drop» period.

In the first week of semester ADD / Drop, the student can change the discipline of elective courses, timetable and teacher. Student can make changes in timetable only through the Office Registrar Service. The student has to complete an application for a change of discipline or time of classes and handed over to the Office Registrar Service (application form is in the Intranet). The application will be reviewed and appropriate changes will be made in the student's timetable.

Applications will be considered only in the period of «Add / Drop».

5.8 Late registration period is one week after the end of the period «Add / Drop». The Head of Department and the student's adviser are responsible for timely registration. Late registration is allowed only to those students who have not enrolled in the deadlines set by the Academic calendar.

5.9 The student has to register for the number of credits provided by the curriculum of specialty.

The average number of credits that a student can take in the fall and spring semesters, must match the number of credits provided by the curriculum of specialty, and is usually 18 credits per semester (including retake).

Students transferred from other universities to KazNRTU, reinstated, returned from academic breaks have the right to register for the maximum number of 21 credits (+3 credits) per semester in order to eliminate differences in the curriculum, in coordination with the adviser, the Head of Department and the Director of the Institute.

5.10 Retake exists for students having academic debts and it is carried out only on a fee basis for all specialties and forms of tuition (state educational grant, KazNRTU grant, companies grant and various organizations, tuition). Registration for retake is carried out within the period of re «Add / Drop» according to the academic calendar.

5.11 Academic student flows are formed on the principle of a sufficient number of students who signed up for this discipline. The minimum required number of registrants for the core subjects are as follows: for the 1st year of study – 12, for elective courses the minimum are 10 students.

5.12 The correction of timetable of classes is permitted within 2 weeks since the beginning of the Academic period.

Before deadline the timetable of teacher can be changed.

Director of the appropriate institution gives permission to make changes in the teacher's timetable. It is necessary to coordinate those changes with the Head of the department, the head of the Office Registrar Service and students registered to this discipline.

## **6 TRACKING STUDENT ACHIEVEMENT**

6.1 Tracking Student Achievement is carried out in the form of verification of students' knowledge on the basis of various types of control assignments. It is divided into the current ((formative assessment), mid-term and final exam (summative assessment))

6.2 The current control (formative assessment) – systematic assessment of students knowledge which is performed by the instructor (teacher) during current classes in accordance with Syllabus

6.3 midterm examination – assessment, exercised during a given period of the semester. Midterm control is compulsory. The number of midterm examination is determined by the syllabus of discipline.

6.4 Final exam (summative assessment) – control of academic achievements of students carried out after completion of the discipline during the examination (intermediate examination)

6.5 Teacher carries out all types of monitoring and evaluation of the relevant knowledge in accordance with the academic calendar and syllabus.

The final grade of discipline includes the assessment of current progress, mid-term and final exam. Attendance of student is mandatory. Teacher monitors the student's attendance

Not later than 7 days after the lesson the teacher is obliged to fill in an electronic attendance journal in the University (web site) portal with current assessment of the current control and attendance information.

Electronic journal - an official document showing the attendance of student activities and progress. (grades)

Monitoring the timely complete (fill) of electronic journal by teacher provides the Head of Department, Office of the Registrar ( Registrar's office) conducting appropriate monitoring.

6.6 Midterm Examination is compulsory, it is carried out during the semester according to the disciplines syllabus. The form, content and number of intermediate (Midterm) examinations determines by the Teacher.

6.7 There are two assessments of students: the first assessment - on the 8th week of the semester, the second assessment - on the 15th week of the semester according to the academic calendar. Results of the 1st assessment (number of points scored by students on the assessment) are entered into an electronic attestation record after the assessment week no later than the ninth week of the semester. Results of the 2nd assessment are entered into an electronic attestation record after the assessment week no later than the 16-th week of the semester 2 days prior to the exam on the subject.

6.8 The period of the students final exam (summative assessment) referred to as examination session. The University determine a winter and summer exam session. It is given no more than 3 weeks for each session.

Frequency (not more than one exam in 2 days) and duration of the examinations are determined in accordance with the working curriculum specialty (Current curriculum) and academic calendar approved by the Academic Council of the University.

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signature

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signature

Approved by: Board of Directors  
Order № \_\_\_\_\_, 2016

In Summer semester exams are held at the end of each module.

6.9 The organization of examinations carried out under the guidance of the Registrar's Office. Schedule Sector is making up examinations schedule, which is approved by the supervising Vice-Rector no later than 2 weeks before the exam session.

6.10 The Registrar's Office appoints proctors without the consent of Institute Directors. In this case the exam proctors on a particular discipline can only be teachers of those departments, which are not held classes on the subject submitted to the exam, and representatives of management staff and teaching units of the University.

6.11 Exams are held in the following forms: written, oral, test or complex form. All four forms of the final exam are conducted only during the session without breaking at different stages in different period of time. The types of tasks may consist of "right / wrong" questions, multiple choice, problem solving, project implementation, essay writing, etc. The total time of exam's (test, written and oral part of the exam) defines by the examiner. Exam duration must not exceed three (3) hours.

Mixed grading systems the form of verification laboratory and computational-graphic works, course projects (works), successfully by students perform as well as passing a professional practice in accordance with the approved program.

State exam on the subject "The modern history of Kazakhstan" held in accordance with the Regulations on the organization and carrying out of state examination on the subject "The modern history of Kazakhstan" at the NSC nonstock corp " K. I. Satpayev KazNRTU".

KazNRTU normative documents can be also established a special procedure for the organization and carrying out other state examinations.

6.12 Test on discipline «Physical Education» passed during school hours in the last week of the semester. The minimum score for passing test is 50 points. Letter equivalents of assessment: «P» (Pass) - «passed» and «NP» (No Pass) - «not passed". Grades of tests is not counted in the GPA, but the passing in this discipline is required for graduation.

6.13 The final control on practice) is carried out (taking into account comments from the head of the practice of the company / organization, the head of the practice of KazNRTU) by the Department's Commission, which is giving defense by practice reports.

Date of reports completion and grading the final assessment in an electronic records on the Intranet on educational or curricular practical training and work experience internship - within 1 month from the beginning of the next semester.

6.14 Organization and holding mid-term assessment of students rests with the Office of the Registrar ( Registrar's office. According to the results of mid-term assessment Registrar's Office of Academic develop, ] students rating.

Examination records keep at the ( Registrar's office.

6.15 The admission of students for the exam on discipline is carried out immediately:

- On the basis of an assessment of admission ranking determined by the results of current and mid-term examination of progress (the total number of points required semester not less than 30 points);

- Is not arrears on study payment;
- 20% without skipping of studies on the subject;
- Not in academic leave or long-term treatment.

6.16 Student must arrive without delay, for the examination on time indicated in the examination schedule; for identity cards must show student ID. The student is obliged to strictly observe the rules of behavior in the exam set by the University.

During the Examination, the students may use syllabuses, reference books and other sources, as determined by the teacher and listed in the Course syllabus.

## 7 ASSESSMENT OF STUDENT LEARNING. GPA CALCULATION METHODS

7.1 Assessing student is carried out in accordance with a grade-rating letter system with an appropriate transfer to the traditional system of evaluation according to the scale below the students knowledge assessment, adopted in KazNRTU.

Teacher assess the exam's results in the examination sheet and put into "Registrar Office" portal database. Teacher Signed an examination sheet (paper) to provide it to the Registrar's office and later grades can not be changed. By taking into account the academic performance of students shall be based on the examination sheet of paper.

**Students, are strictly prohibited unauthorized access to the teacher's computer, an electronic database of the University and other documents (magazines, statements, etc.) in order to increase grades (points), getting the correct test answers, and other unseemly and / or contradictory objectives of the established order. In the case of a disciplinary offense of such a student will be expelled from the University.**

7.2 The final grade of discipline includes the assessment of current progress and final exam. Assessment of current performance (admission ranking) is 60% of the final assessment of knowledge discipline, and an estimation of the exam is 40% of the final assessment of knowledge discipline. Thus, the final score for each discipline is defined as the sum of the points scored by a student as a result of current and midterm control (admission rating maximum - 60 points) and exam (final control maximum - 40 points), and total - maximum 100 points.

Teacher are distributed points on various types of tasks. Each type of tasks should be assessed according to elaborated and presented in the syllabus assessment criteria clearly.

7.3 The positive final assessment is the basis for supplementing disbursed credit set number of credits on the appropriate discipline and recorded in a transcript of the student.

The final mark on discipline is not counted if student receives "unsatisfactory" assessments on the final exam.

### 7.4 Grade scale of student's knowledge in KazNRTU

Evaluation on letter system	Numeric equivalent of points	Percentage	Evaluation on traditional system
A	4,0	95-100	Excellent
A-	3,67	90-94	
B+	3,33	85-89	Good
B	3,0	80-84	
B-	2,67	75-79	
C+	2,33	70-74	Satisfactory
C	2,0	65-69	
C-	1,67	60-64	
D+	1,33	55-59	
D	1,0	50-54	



F	0	0-49	Unsatisfactory
P (Pass )	-	50-100	«Pass» (Not taken into account in calculating GPA)
NP (No Pass)	-	0-49	«No Pass» "Fail" (not taken into account in calculating GPA)
W (Withdrawal)	-	-	« Withdrawal » (Not taken into account in calculating GPA)
AW (Academic Withdrawal)	0	0	«Academic Withdrawal Administrative withdrawal from the discipline on Academic indicators» (taken into account in calculating GPA)
AU (Audit)	-	-	«Complete a course» (Not taken into account in calculating GPA)
P (Pass )	-	50-100	«Pass» (Not taken into account in calculating GPA)
NP (No Pass)	-	0-49	«No Pass» (Not taken into account in calculating GPA)

7.5 Students Attendance for the exam is strictly required. If student who has completed a discipline's program in full, late or did not come (attend) on the exam, in exam's sheet in front of his name is noted "did not attend." With good reason, by the order of Institute Director can be set an individual schedule of the exam to the student

The examination record sheet will be submitted to the Registrar's Office

Absence without valid excuse/ late to the exam is equivalent to the "unsatisfactory" assessment

7.6 A student, who disagrees with the result of the final exam, appeals no later than the next day with the appearance of exam results at University portal.

7.7 For the examination session period (mid-term exam) the appeal commission is created among teachers which qualification corresponds to an appeal disciplines' profile by orders of Rector.

7.8 Appeal results records in the minutes and based on the decision of the appeal commission is made the individual examination sheet to the student, which is attached to the main examination list.

7.9 Results of the exam/tests are transfer to the portal by teacher within 3 days after the end of the test / exam; In the case of high flows of Students' (in excess of 55 students) - 1 week. Examination records in paper shall give to the Registrar's Office, after issuing results standings / exam.

7.10 Retaking the exam without the retake discipline is not allowed.

Students who, has take assessment «F» (unsatisfactory) on discipline, are required to register and re-tstudy for this discipline for a fee in the next academic term.

In the same way the student can retake the separate disciplines in order to improve his good mark and overall GPA.

At the same time the first marks are recorded in the transcript along with a chaned assessment, GPA is calculated according to the latest estimate.

7.11 «F» (Fail) Mark - Unsatisfactory

7.11.1 Sstudent takes «F» :

- In the case of missing valid reason for more than 20% of the total number of classroom hour on the discipline;

- If the student during the semester scored less than 50% of the total number of points required semester (less than 30 points);

- When using cheat sheets at mid-term assessment and / or an examination and other violate a regulation in exam by student; (solecize)

- If the score on the final control (exam) is less than 50% of the maximum possible (less than 20 points).

7.11.2 If student missing more than 20% of classroom hour for valid reason, student on the order of Institute Director, is not permitted to the exam and gets «F» discipline evaluation.

7.11.3 This provision (to grade «F» while passing over 20% of lessons) does not apply to students of 4th year (years) with the GPA of at least 3.0, have a employment contracts with companies / organizations and working on a specialty of study.

At the same time the students should be carried out in time all the provisions of syllabus for each subject (all kinds of knowledge control, the implementation of the ISW, and others.) And assessment for the whole period of study (from 1 year of study) must be not lower than "B".

Student, who meets the above requirements, submits an application to the Institute Director with an employment contract copy, transcript copy and the conclusion unit dealing with employment KazNRTU graduates.

The conclusion has to be done on the basis of inspection of the working student place and job responsibilities for compliance with their specialty of study, training opportunities and professional growth of the student.

Resolution of the Institute Director is only valid for the current semester. In case the student's academic achievement for the semester results below established criteria, authorization is canceled.

Permission of the Institute Director is only valid for the current semester. In case the student's academic achievement for the semester results below established criteria, authorization is canceled.

7.11.4 If student uses cheat sheets, as well as other cases of violation of the student Code of Conduct on the exam (cheating, using electronic means of communication, etc.), the student is removed from the exam. The student's discipline on the final exam assess as «F», regardless of the number of points scored by them during the semester

If the student during one examination session uses cribs at the second time and cheating on an exam, it will be disciplinary action up to expulsion from the University.

7.11.5 In the case of taking «F» on the discipline compulsory component, the student must retake the discipline (retake) for a fee.

Retake the exam from an "unsatisfactory" to satisfactory, the student in the next academic term, or in the Summer semester re-visiting all classes provided by the discipline working curriculum, were granted access and deliver total exam.

The student who has got an unsatisfactory mark for elective discipline, has the right to repeat it or replace it with another elective courses. Replacement of discipline must be consistent with the adviser

Repeated passage of the discipline carried out for an additional payment for the paid department students and from the state educational grant or the University Grant students

7.11.6 Registration for re-passing discipline (re-take) is conducted in general order by the Registrar Office.

7.12 «I» (Incomplete) Mark – Discipline is incompleted

7.12.1 Teacher can grade «I» to the Students, having more than 20% of passes on classroom hours discipline and / or reported late / not appearing before the exam / test for valid reasons (serious illness, injury, surgery with a stay in hospital, etc.) the confirmed document, provided that the student during the semester scored no less than 50% of the total number of required points (30 points).

If student did not get a specified number of points, he must undergo the discipline again for a fee.

Student no later than 3 working days from the exam missing date (when skipping classes - not later than 2 business days from the exit to class date) must submit an application to the Institute Director, which indicating the reasons for absences / examination and application of original supporting documents. If the student is not able to personally submit an application, the application on his behalf can write and submit the student's parents or close relatives, followed by the provision of supporting documents. Supporting documents in case of illness is a medical certificate from the student health center, certified in KazNRTU medical center.

The application is considered and approved by the teacher of discipline, and Institute Director. If the cause of classes absences / exam will be recognized as valid, the teacher is grades «I»

7.12.2 If the student fulfill of all syllabus requirements, assessment of students retake «I» and amendments to the standard evaluation of a teacher ( «A», «B», «C», «D», «F») on the subject:

- autumn semester is carried out within 2 weeks from the beginning of the spring semester;

- The spring semester is carried out within 2 weeks after the summer exam session.

7.12.3 Correct the «I» assessment to the standard assessment, the student is required to meet with the teacher and determine the amount and type of task required to do. Registrar's Office provides admission to the exam.

7.12.4 If the student has not fulfilled all the requirements for a set period of time, mark «I» translates into «F», ie "Unsatisfactory".

7.12.5 If the instructor is absent at the University, who graded before student with «I» point, head of the department recommended another teacher to the commission.

7.12.6 If the student, for whatever reasons, will be send down from the University before the deadline, the assessment «I» unchanged in the transcript.

7.12.7 Evaluation of "I" is not credited and is not included in the calculation of GPA.

7.13 «AU» (Audit) mark - Complete a course

7.13.1 Assessment of «AU» grade to the student who wants to listen to discipline without going through established forms of knowledge assessment (current, mid-term, final) and getting the final grade. Passage of such courses are covered by established in KazNRTU costs.

7.13.2 Student, who registred to the discipline as a listener must report it to the Registrar's Office. The examination record of the student will automatically be marked «AU».

7.13.3 Assessment of «AU» is not credited and is not included in the calculation of GPA.

7.13.4 The audience disciplines can be taken at the University by students and persons who are not enrolled.

7.13.5 Students from other universities may take some discipline at the University to give a final exam on the subject, if the agreement between University and the appropriate education organization is concluded

7.14 «W» grade (Withdrawal) - withdrawal from the discipline

7.14.1 Student during the first four (4) weeks from the beginning of study (in the Summer semester - during the first 4 days from the start of the course) can apply for the name of the Institute Director with the justification of reasons for its decision to abandon the discipline. The Student 's Application mus be signed by the Adviser and Institute

Director, in case of positive decision, transmitted to the Registrar's Office and then to the Department of Finance and Accounting at the University.

In the case of a positive decision, on discipline funds, less the cost of services for the period from the beginning of the semester prior to the date of the application for refusal of discipline, credited in the account of the future student's study periods (including the summer semester).

The examination record of student on discipline will be graded assessment "W". This assessment can be changed only by teacher if the student registry and passing again discipline.

7.14.2 At the end of the above terms the student is not entitled refuse to discipline; otherwise student graded on discipline «F» and fee will not be returned.

7.14.3 Assessment of «W» is not taken into account when calculating the GPA

7.14.4 Studying on the state educational grant is not recommended refuse to perform discipline; in case of refusal the passage of the discipline with putting assessment «W», such students must re-register for the discipline and pass it for a fee

7.15 «AW» (Academic Withdrawal) mark – Administrative withdrawal from the discipline on Academic indicators

7.15.1 «AW» - student's assessment, withdrawal from the discipline by the teacher or administration.

«AW» is the digital equivalent of 0 points and taken into account when calculating the GPA.

The reasons for administrative withdrawal from the discipline may be:-

- Systematic violation of the etiquette in the classroom;
- Non-fulfillment of individual tasks, the ISW, the regular failure of schedule Completion, any other violation of the study rules in KazNRTU

7.15.2 Administrative withdrawal from discipline is made by the Institute Director on the proposal of the teacher.

7.15.3 If the student gets «AW», by the teacher's decision he is not allowed to further passage and give an exam of the relevant discipline.

Disciplines' tuition fee, will not be refunded to the student

7.15.4 If student receive evaluation «AW» for the discipline is included in the list of compulsory subjects, the student must re-register for the discipline and pass it on a paid basis in the next academic term, or in the summer semester. If a student receives an assessment «AW» for the second one and the same discipline, it is automatically affixed assessment «F».

If the students gets «AW» in several disciplines, the student applies the disciplinary action.

7.15.5 Teachers can specify additional terms about «AW» grade in syllabus.

7.16 The methodology of grade point average calculation (GPA).

Average point (GPA - Grade Point Average) - average grade of student's academic achievements

Average (GPA) is calculated on the basis of a credit hours system. The final value is the quotient of the products sum of digital assessment equivalent to the number of credits assigned to the discipline, divided by the total number of credits for which the student has registered

*Example of the GPA calculation:*

Discipline	credit hours	letter grade	numeric equivalent
math	3	A	4.00
computer science	2	B	3.00

physics	3	F	0
Math	4.00 x 3 = 12.00		
computer science	3.00 x 2 = 6.00		
physics	0 x 3 = 0		
The total value is	= 12 + 6 + 0 = 18.00		
Total credits	= 3+2+3 = 8		

$$GPA = \frac{\text{Итоговая величина}}{\text{Общее количество кредитов}} = \frac{18.00}{8} = 2,25$$

7.17 The minimum GPA (GPA) by the end of the school year, required for the transfer to the next year of study at the University: from 1-Course to the 2-Course - 2.0, from 2-course to the 3-Course - 2.2, from 3 –Course to the 4-course and from 4-course yo the 5-course - 2.4.

## **8 MANAGEMENT INTERNSHIP**

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### 8.1 General provision

8.1.1 Professional practice (the practice) of students is an integral part of the educational program of higher education aimed at the formation of practical skills of professional activity of students.

Objectives, volumes and types of practices are defined by the state standards of the Republic of Kazakhstan and discipline working curricula .

8.1.2 In accordance with state standards, working curricula and regulations of the KazNRTU is developed and approved documents regulating the organization and conduct of the students practice , taking into account the specifics of their training: practice program , practice syllabuses, guidelines for practice, etc.

8.1.3. Financial matters and practice costs are governed by the Rules of travel expenses reimbursement and the costs of practical training NAO "KazNRTU" students and is approved by the rector.

### 8.2 Internships

8.2.1 The basic and compulsory types of professional internship of the KazNRTU students divided into educational or education intership (field, geological), work experience

8.2.2 Work experience internship includes education intership and work experience (Introduction to the profession).

Work experience is organized after the end of the study cycle of special disciplines and theoretical study as a whole. Work experience courses are organized at the outlet after the completion of theoretical course.

Pre-diploma practice is designed for the preparation and writing of the student thesis (project). The content of pre-diploma practice is determined by the topic of the graduation project (work). In some specialties undergraduate practice as for goals, objectives, content and time of production can coincide with practice.

The purpose of pedagogical practice - improving the professional skills of the complex process of independent work, the formation of professional competencies and individual style of teaching.

8.2.3 Student's assignment to all kinds of practice is drawn up by the Rector's order, indicating the terms, place and the head of the internship.

The total volume of all types of professional practice is not less than 6 credits.

### 8.3 The program syllabus and practice

8.3.1 Practice program is developed by the department, taking into account the Profile specialt, type of organization, the place of practice and is approved by the Institute Council.

8.3.2 Practice program is a regulatory guidance document, which reflects a reasonable sequence of formation of students' skills in accordance with the future profession. Practice program is developed in accordance with the methodology recommendations for the organization and conduct practices in NSC "KazNRTU".

8.3.3 Syllabus of practice is drawn up by the practice head for the current academic year and is approved by the Institute Director. The syllabus disclosed general questions of organization practices, its specific terms of delivery and reporting, provides guidance on the content, and keeping a dialy forms of work, trainee control, communication between the manager and the intern, the order of preparation and acceptance of the practice report and grading.

#### 8.4 Internship Organization

8.4.1 Internship Organization at all stages should be aimed at ensuring the continuity and to master students skills consistency in accordance with the level of preparation.

8.4.2 Teaching a practice for the students can be carried out at the University's academic departments or enterprises, institutions and organizations, including affiliated institutions. Work experience intership of students, starting from the 2nd course, including undergraduate, is conducted with a rule on enterprises, institutions and organizations, which are the bases of practices.

8.4.3. To organize and conduct the students internship is appointed the head of internship among the professors and experienced teachers who know the specifics of the profession and practice activity by order of the University Rector.

8.4.4 When passing studying practices in the third-party organizations the base of internship is appointed by the head of the practice of the enterprise.

8.4.5 Educational and work experience internship can be carried out as a continuous cycle, and by alternation with the theoretical lessons on the days (weeks), providing connection between theoretical learning and content production practices.

8.4.6 Pedagogical practice is carried out in different types of educational institutions (colleges, high schools and colleges of Almaty city). 1 and 2 course students pass pedagogical practice continuously, during the theoretical course.

8.4.7 Terms of the practice are established by the University in accordance with the discipline curriculum and the Academic calendar, taking into account the University's possibilities work experience base, organizations practice bases and the theoretical level of students.

8.4.8 Discipline curriculum is determined by the number of credits corresponding to each type of practice. Students registered for the relevant type of practice and include it in their individual plan.

8.4.9 The final grade for the practice equates to estimated in accordance with level theoretical training and is taken into account when calculating the overall student's GPA and is transferred to the next year of study.

Defence of practice reports thesis is conducted in accordance with schedules of presentation reports.

Defence of practice reports Introductory internship and field studies, as a rule, is conducted within one week after the end of practice, the final score is entered in the electronic version of a record and delivery to the Register Office within 48 hours after thesis defence

Defence of practice reports on work experience internship is carried out during the first month of the autumn semester, the the final score is entered in the electronic version of a record and delivery to the Register Office till October 1 of the current year.

8.4.10 If the student has experience in work, corresponding to the profile of the practice, or when combining study with work, corresponding to the profile of the specialty, in coordination with the graduating department, experience of such work can be considered for a student as a practice.

8.4.11. If the student doing an internship in enterprises, institutions and organizations, which are the bases of practices, at their own expense or at the expense of funding the inviting party, the student is counted as work experienced

8.4.12 If the student doing an extra internship the Office Registrar may be take into the transcript of the student's extra practice period on the student's record, certified by the Head of Department and Institute Director.

8.5 Responsibilities of the parties, participated in internship organization

8.5.1 University:

- ensure the student's internship at the University academic departments or external organizations;
- Contracts with enterprises, institutions and organizations on the subject of fixing them as a base of internship and before the start of the academic year according to the internships database programs and schedule;
- Provide financial support in the amount of internship and procedure established by these Rules;
- If it is necessary, organize medical examination of students prior to the practice.

8.5.2 KazNRTU Division engaged in the organization of student's internship:

establishes contacts with the companies and organizations, the subject of planned internship on their industrial base, conduct agreements signing with companies-practice databases;

- Together with the heads of internship from the University establishes a relationship with the leaders of the organization and distributing students to places of internship according to practice program provided by the departments;
- Provides issuers the department diaries practices;
- Provides enterprise-practice base practice programs;
- Oversees the organization and conduct of the practice, observance of its timing and content.

8.5.3 Internship Supervisor:

- Before the start of internship organizes the necessary preparation of students, interns, conducts the necessary instructions with them;
- develops the individual tasks theme;
- Consult the students in accordance with the curriculum and the program
- takes part in the distribution of students in jobs or moving them by type of activity
- Provides students with internship diaries and syllabus (practices);
- Oversees the enterprise, institution, organization of normal working and living conditions to students, for conducting them mandatory briefing on labor protection and safety, implementation of trainees work rules;
- Provides technical assistance to students in the performance of individual tasks and gathering materials for the graduation (qualification) project;
- Examines reports of students' internship, giving feedback on their work and give a written report to the head of the department, together with comments and suggestions for improvement of students internship;

- Evaluate the internship results, takes part in the work of the University Commission for receiving and evaluating reports on internship and in the preparation of the scientific conference on the results of internship.

#### 8.5.4 Students:

- Do internship according to the schedule and the distribution represented by the graduating the department;
- internship complete;
- Keep diaries (log) of internship;
- Comply with the labor regulations in the field of internship;
- Study and comply the safety regulations, labor protection and industrial hygiene;
- Provide the practice supervisor from the University, report on practice and work diary, signed by the head of the enterprise;
- Defense of practice report's deadline.

## 9 Final Examination

9.1 FINAL EXAMINATION OF STUDENT - holding with the aim to determine the level of their study and volume of discipline, according to the state educational standard for bachelor's degree.

9.2 The final assessment of student is held in time, according to the Academic schedule and current curriculum of the speciality

9.3. Student in frame of final assessment must pass state exams and complete thesis work /project in accordance with educational working plans and integrated for education plans requirements for diploma projects.

9.4. Students eligible for final assessment, who totally completed the educational process in accordance with requirements of working and individual educational plans, and educational working programs. Students, who did not complete theoretical study in time, in the academic schedule, are not eligible for diploma practice and final assessment.

9.5 Admission to the final assessment of students is made available by the Institute Director, the list of students, no later than in two weeks before the final attestation, and submitted to the State attestation commission.

9.6 For the final evaluation of students is created the State Attestation Commission (SAC) for each specialty, for all forms of education. The formation of the SAC shall be approved by the Rector of KazNRTU, Chairman of the SAC is approved by the authorized body for the calendar year.

9.7 Responsibility for State Attestation Commission (SAC) work schedule rests with the DAA. Schedule of the State Attestation Commission approved by the Rector and shall be committed to the general information, no later than two weeks before the forming of the SAC. The duration of the SAC meetings should not exceed 6 hours per day. At the same time no more than 25 persons can pass the state exam on one day, and the Defense of degree work - no more than 12 persons.

State examination's test form is taken in academic stream or group.

9.8 Before the final state assessment (Defense of the diploma / work), the following documents shall be submitted to the SAC:

1) Office of the Registrar prepared the Academic transcript, which shows students whole assessments in all subjects, information about course projects (works) and internships;

2) Supervisor review on thesis / project, which provides a reasonable conclusion "is allowed to defence" or "not allowed to defence";



3) Review expert relevant practical professional activity, scientific organizations or educational organization, which provides a comprehensive feature to the defense of the thesis / project and a reasoned opinion, specifying the points and evaluation ("excellent", "good", "satisfactory" or "unsatisfactory") and the possibility of awarding the academic Bachelor degree.

The SAC presented, including materials describing the scientific and practical value of the Diploma, informal feedback, written opinions of organizations carrying out practical work on the profile of the thesis (project), certificates or acts implementing the results of scientific research, models, samples of materials, products, minerals collection and etc.

9.9 Check theses (projects) for plagiarism by the relevant issuing department, for compliance with the theme of the degree project work - the director of the institute.

9.10 The student defends a thesis (project) in the presence of the positive reviews of the supervisor and a review specialist, corresponding to the profile of the defended work (project).

If the scientific Supervisor gives a negative opinion "is not allowed to defend," the student does not defend a thesis (project).

The student is allowed to defend the thesis (project) both in positive and negative conclusion of the reviewer.

9.11 Supervisor of the thesis (project) is approved by order of the Rector personal assignment for every student with the topic (name) indication.

Reviewers of theses (projects) are approved by order of the Rector according to the list of Head of Department, indicating the place of employment, position and education (scientists or academic degree in basic education at a higher education diploma).

9.12 Final assessment of students in KazNRTU is carried out in the form of state examinations on specialty and defense of the thesis project.

9.13 The student has the right, with the consent of the Rector KazNRTU, instead of a diploma project (work) to pass two state exams on specialty in the case, if the student:

- 1) is (had been on the long-term treatment in a hospital (over one month);
- 2) has a child under the age of 3 years;
- 3) take care for sick parents;
- 4) is (was) disabled.

In this case the student writes an application to the Rector of KazNRTU and submits the appropriate supporting documents. Other cases of thesis replacement in additional state exams are not allowed.

9.14 State examination on the specialty is taken orally or in written form according to the program, developed by KazNRTU based on curriculum disciplines included in the comprehensive exam.

Program of state examination on specialty is approved by the decision of Institute Council, on the basis of the submission of the graduating department.

9.15 Defense of the thesis / project is carried out at a public meeting of the SAC.

The duration of the research paper defense should not exceed 30 minutes per student. To defend thesis student makes a report to the State Certification Commission no more than 10 minutes.

The final grade of the thesis / project is put on the scale of knowledge evaluation of students, accepted in KazNRTU (para. 7.4 of the Rules).

9.16 The results are announced on the day of the thesis / project defense, after signing the Minutes of the State Attestation Commission meeting.

A student who does not agree with the results of the final assessment may appeal, no later than the next working day after its implementation.

The appeal commission is created from experienced teachers whose qualifications match the profile of specialty by order of the Rector.

9.17 Repeated delivery of state examination and defense of the thesis / project in order to increase the positive assessment is not allowed.

9.18 Person who passed the final state exam and confirmed the evaluation of KazNRTU educational programs admitted an academic degree "Bachelor" by solution of SAC and within 1 month from the date of degree work (project) defense is given a state diploma with the application and academic transcript, the form of which is approved by the MES of RK .

9.19 The Diploma Transcript is filled based on the certificate of fulfillment of the students individual curriculum, according to the all assessment, provided by State Compulsory Educational Standart (SCES) solution and the working curriculum, delivered the term papers (projects), internships and results of the final assessment.

The Diploma Transcript is written on the last evaluation of each discipline based on the score-rating letter system of knowledge assessment, indicating its volume of credits and academic hours and their equivalents in the ESTC.

If there are multiple test scores on the same subject, each evaluation made separately with the indication of the volume of credits are entered in academic transcript.

9.20. Honors' degree awarded to student who successfully complete the examinations and test with grades A, A- "Excellent", B, B, B + "good" and having a GPA (GPA) for the entire period of study not less than 3.5, and passes all the state examinations and defense of a thesis (project) are rated A, A- "excellent", diploma with honors in the absence of re-examinations during the study period (excluding military training evaluation).

The student, who had the retake or re-exams, does not receive a diploma with honors, despite compliance with the specified criteria.

\* Note: if the student had been rated as «satisfactory" and / or "unsatisfactory" for the current study period at University, Diploma with honors cannot be issued even in the case he had re-passed with assessment "good" or "excellent."

9.21 The student, who got the final state certification with unsatisfactory mark ( «F»), deducted from the KazNRTU by Rector's order with the issuance of academic transcripts and standard form certificates, provided to citizens who have not completed education, with the possibility to pass the final examination on the next academic year again. █

9.22 Papers on health, presented to the State Attestation Commission after receiving an unsatisfactory evaluation, are not considered.

9.23 The student, who did not appear to the final exams for a valid reason, writes an application letter to the chairman's name of Higher Attestation Commission, (a document confirming the good cause) and by permission of the Chairman HAC can pass the exam or defend a thesis / project in another day of the Commission meeting.

9.24 Retake of the state exams and / or re-defense of the thesis, were graded "unsatisfactory" in the period of final exams is not permitted.

9.25 In cases If thesis defense / project acknowledged unsatisfactory, the State Certification Commission determines whether the student to re-submit the same paper protection with completion, determined by the Commission, or may develop a new theme, which is determined by graduating department.

9.26 Re passing final state exam of students is carried out in the next period of the final certification only those forms, which in the previous final state certification received an unsatisfactory rating.

The list of subjects to be discussed at state examinations for person who did not pass these exams is determined by the curriculum at the end of theoretical course.

9.27 A student deducted from the KazNRTU on the results of the final exam for the next academic year, no later than two weeks before the final exam of the next academic year, may submit an application to the Rector for permission to pass again of the final exam, which was taken «F ("unsatisfactory")

9.28 Admission to final exam is re-issued by order of the Rector KAZNRTU.

## 10 Academic transcript

10.1 The Office of the Registrar leads the history of students' academic achievements throughout the study period, which is reflected in the academic transcript, the form of which is set in KazNRTU.

Academic transcript - is a form of document containing a list of subjects passed in the corresponding period of study, showing the scores and the number of credits according to the curriculum.

The transcript indicates the address and contact numbers of KazNRTU, surname, name, identification number of the student, name of faculty, specialization, year of study, passed the discipline with codes and indication of the number of credits and assessments, GPA for each semester and the final GPA, the scale of assessments and the date of extradition.

The student can print online an unofficial transcript from KazNRTU web site (without the signatures of officials).

10.3 The official academic transcript issued by the Office of the Registrar when student request of any period of his study.

The official academic transcript shall be signed by the head of the PR, a member of university administration of the educational process in the relevant academic department, and certified by the seal of the University.

The official transcript issued to student's hands, or sent to the address given in the student's application.

## 11. Transfer, reinstatement, dismissal from KazNRTU. Deprivation of the state educational grants

### 11.1 General provisions

11.1.1 Transfer students carry out from course to course, from one educational organization to another, from one form of study to another, from one language department to another, from one specialty to another, **from a** tuition fee study under the state educational order.

11.1.2 Statements for transfer and restoration of full-time study of students are considered by the University during the summer and winter holidays for five days before the start of the next academic period by the host organization of education.

11.1.3 Students of higher education institutions (hereinafter - the institution) can be transferred or restored after the fail, if they had fully completed the first academic period of the program according to the individual curriculum (volume of at least 15 credits).

The minimum GPA for the entire period should not be less than 3.5 (for students of national universities - 3.0), in transfer and restoration from other universities students of KazNRTU

In this case the student has the right to be transferred or restored to any form of education, to any profession and in any university regardless of the timing of payments in the restoration.

11.1.4 The student of KazNRTU submit a document from a foreign educational organizations about the mustered educational programs (academic certificate, transcript) in transfer or restoring, as well as the completion of the previous level of

education, which must pass the nostrification procedure in the Republic of Kazakhstan in accordance with the Rules of recognition and nostrification of education documents.

The student has the right to restore, regardless of the statute of limitation of fail, under the conditions r.11.1.3.

The University counts fully, the amount of credits disbursed to students before the fail.

11.1.5 Persons who received general secondary (secondary general) or technical and vocational education in the Republic of Kazakhstan in transfer or restore to KazNRTU from a foreign university are also provide with the certificate of Unified national testing (hereinafter - UNT) or complex testing (further - CT) with score not lower than the threshold score - 60.

Students not participating or not the threshold scored points on the UNT and CT, pass the CT before issuing the order.

11.1.6 To eliminate the differences into the subjects are allowed to register additionally, in each semester on educational discipline cycle.

11.1.7 The student can restore any specialty, taking into account the difference of curriculum subjects.

11.1.8 Restoration is carry out only on a tuition fees department.

11.1.9 Questions about restoration of students, will be discussed at the meeting of the Disciplinary Committee who fail from KazNRTU for a disciplinary violations.

11.1.10 Transfer of student is carry out only for study on a basis tuition fees from one specialty to another, from one form of education to another

11.1.11 In transfer and restoration of students is determined by the difference in academic disciplines working curricula, which have studied during the previous academic periods by them.

Year (course) study is determine meaning studied subjects, prerequisites. Retake of mustered credits is provide according to educational trajectory, necessary for mustered of appropriate educational programs.

Transfer and restoration provide on the same course (year of study), if the difference in the curriculum is not more than five disciplines

11.1.12 Students, called for military service in the Armed Forces of the Republic of Kazakhstan in the period of study are restored to the appropriate course.

At the same time, Director of the Institute defines the list of prerequisites required for delivery in the current academic year.

11.1.13 Retake mustered credits is based on the comparison of educational programs, the content of the list of the mastered disciplines, their volumes, acquired knowledge, skills and competencies, as well as result of study.

11.1.14 During the retake mustered credits in various academic disciplines difference is not accept in the form of final control.

11.1.15 Test equate to alphabetic system evaluation of educational achievements of students corresponding to the digital equivalent of a four point system ranging from the minimum D (1,0; 50-54%) to a maximum of A (4.0; 95-100%), according to the Rules of organization educational process on credit technology.

11.1.16 If the student is transfer or restore to KazNRTU from another university (except KBTU and NU), the number of credits that will be recruited during their study in kazNTU for a diploma must be at least 50% (at least 40% for KBTU and Nazarbayev University) of the total number of credits that the student must master to obtain the appropriate level of education.

11.1.17 The student at the expense of the legal entity (Customer training) is required in advance, before to filing a corresponding application to the University, to notify the Customer of its intention to transfer to another university, to another specialty, study by

the state educational grant, grant and get KazNRTU Customer's written consent to such a transfer. Responsibility for the timely notification to the customer on transfer a student will be dismissal.

11.1.18 Students who study in an educational grant can be transferred keeping his an educational grant to another university.

### **11.2 Transfer of students from one year (course) of study to another**

11.2.1 Transfer of students from one year to another is performed on the basis of the academic year (interim certification) taking into account of the summer semester and dialed GPA (GPA).

11.2.2 Prerequisite transfer of students from one year to another is to achieve their GPA (GPA) of not less than specified in KazNRTU transferable points: 1 Course 2 Course - 2.0, with the 2-rate 3-course - 2,2, 3-course for the 4-course and 4-course 5-course - 2.4.

Students on a tuition fee basis and holders of state educational grants, scored a transfer point and transfer next year (course) study , in the presence of academic debts must be paid on the basis of re-examine the relevant discipline and pass on them examination.

11.2.3 The student is not scored at the end of the study year, the results of the summer semester of the transfer point, remains to re-study.

### **11.3 Process of student's restoration to KazNRTU:**

The student who wants to transfer to KazNRTU, write application to any form of transfer to the name of the head of the university with the visa of director;

A statement for restoration included academic certificate to the name head of university, signed by the leadership of the university, and sealed, copy of the certificate of UNT or CT with a score is not less than - 60;

Director of the Institute determines (in collaboration with the head of the issuing of the Department on the basis of the documents submitted) differences in the curriculum submitted documents, in accordance with the mustered of prerequisites set course, holds retake mustered credits in accordance with the educational program and approves the individual curriculum of the student by agreement with the Office of the Registrar;

Director of the Institute in consultation with the Office of the Registrar prepare a transfer of training credits (F KazNRTU 707-04), which specifies credit transfer previously studied subjects with study credits for amounts of score-rating letter system of educational achievements assessment of students, the course, the cumulative GPA , academic difference;

In accordance with visas Director of the Institute, the Registrar's Office, a division head in charge of academic matters, Vice-Rector for Academic Affairs, University leader issues an order for the restoration of the student;

The student enrolled in the educational grant transfer from one specialty to another existing vacant seat on the educational order which has following the results of the medical advisory committee on the prohibition of instruction in this specialty as a result of disease acquired in the study period.

If the student has not previously studied in kazNTU, the management of the university within three working days from the date of issues of the order sends a written request to the university where the student studied before, the forwarding of his personal affairs. To request accompanied by a copy of the order on enrollment student's transfer.

11.4 The transfer procedure of kazNTU student to another university or in kazNTU from another university in the following order:

The student who wants to transfer to another university, applies to any form of transfer to the name of the head of the university, where he taught, and, having received a

written consent to transfer and stamp refers and should write application to the name head of institution which interest in;

The application for transfer to the head of the host institution shall be attached a copy of the transcript, signed by the Vice-Rector for Academic Affairs and the Office of the Registrar, and sealed, the certificate holder of the educational grant (if trained on state grant) a declaration addressed to the head of university, where he studied (with signature and seal);

Director of the Institute (in collaboration with the head of the issuing of the Department on the basis of the documents submitted) on the basis of the submitted documents determines the difference subjects in the curriculum and in accordance with the development of prerequisites set course, holds credit transfer mastered credit in accordance with the educational program and approves the individual curriculum of the student by agreement with the office of the registrar;

Director of the Institute an agreement by the office of the Registrar set a transfer of study credits (F kazniti 707-04), which specifies retake previously studied subjects with study credits for amounts of score-rating letter system of academic achievements assessment of students, the course, the cumulative GPA, academic difference;

in accordance with the visa of the Institute Director, Office registrar, head of division in charge of academic matters, Vice-Rector, Head of university issues an order to transfer the student;

The head of the university in which transfer the student, within three working days from the date of publication of the order send a written request to the university where the student studied before, the forwarding of his personal affairs. To request accompanied by a copy of the order on enrollment student's transfer.

At the same time in university, where he studied the student remain a copy of the transcript, Grade book, student card and an inventory sent documents.

#### **11.5 Transfer process of student within the university.**

The student applies for a transfer to the name of the head of university. The application shall be accompanied by copies of the record-book and transcript, student assessment, certified by the Director of the Institute;

Director of the Institute in coordination with the Office of the Registrar set the transfer of educational credits, which specifies credit transfer previously studied disciplines with study credits for amounts of score-rating letter system of academic achievements assessment of students, the course, the cumulative GPA, academic difference;

In accordance with the visa of the Institute Director, Office of the Registrar, Vice-Rector for Academic Affairs of the University of the Head shall issue an order to transfer student from one form of study to another, from one specialty to another;

Director of the accepting institute, together with the head of the department on the basis of the relevant documents submitted by collation statements determines the difference subjects in the curriculum and in accordance with the development of disciplines set a year of study, and approve individual curriculum the student in agreement with the Office of the Registrar;

If the student on transfer from one specialty to another assessment is «F» on disciplines that are not included in the curricula of the specialty in which he transfers, the student is no need to re-pass these disciplines;

In the formation of individual learning plan of student, primarily includes the discipline of academic differences, which are prerequisites of subsequent courses, which are supplemented by other subjects in the amount is not more than 18-21 credits in an academic period.

Transfer of student from one form of education to another and from one specialty to another, within the university is carried out on a tuition fee.

## 11.6 Expulsion of the state educational grants

11.6.1 A student will lose the state educational grant:

- If he has not received a transfer set points GPA and left for re-study. In this case, the student can continue his education on a tuition fee basis by the previously accepted or newly formed individual curriculum;
- In the case if the student award with the international scholarship of President Kazakhstan "Bolashak" (the student is obliged to immediately notify the director of the institute and a relevant application);
- In other cases established by normative legal acts of the Republic of Kazakhstan and the decisions of the competent authorities.

Students who deprived of state educational grant, give a right learning on a tuition fee.

## 11.7 Fail from KazNRTU.

11.7.1 The student can be expelled from KazNRTU:

- 1) Voluntarily (including in connection with the transfer to another university, for medical reasons, for family reasons, etc.);
- 2) for the systematic and gross violation of discipline, including non-attendance to the study and to sessions without a valid reason for a month or more; violation of the Charter, these Regulations, Internal Regulations, the Code of Ethics of students or other normative documents of the University; violation of the norms of the Republic of Kazakhstan legislation, concluded a contract with the University of conditions for study;
- 3) on other foundation providing by the real Rules, other internal documents of the University and / or the legislation of the Republic of Kazakhstan.

11.7.2 The student who wants to expel from KazNRTU, should write an application addressed to the Rector of KazNRTU a request for dismissal and to submit it to the Directorate of the Institute. Application fee is applied to students immediately after its decision on expulsion of KazNRTU. In the case of late submission of applications for deduction of their own accord when student stop visiting study sessions in KazNRTU, the student may be expelled on the basis of examinations (academic year) for breach of discipline. In this case, the money paid for tuition, non-refundable.

Financial calculation of fees, the state grant and scholarship shall be suspended from the moment the student write an application to the Directorate of the Institute, which is a two-day period must notify the suspension of the accrual of financial Department of Finance and Accounting KazNRTU.

Students at the expense of the legal entity (Customer) must be notified to Customer in advance of his/him intention about expelling from university.

11.7.3 In the case of registration and / or non-attendance student study sessions and failure to provide any documents confirming the good reason of his absence, the Institute Directorate together with the adviser of the student is taking the necessary steps to ascertain the reasons for not recording / non-attendance.

If within 1 month from the date of absenteeism of student, in spite of these measures shall not commence their studies, does not represent any information and documents confirming the reasons for absenteeism, director of the institute submits an idea for the publication of the order of dismissal of the student, and send written notice to the parents and relations of student.

11.7.4 The student who expulsion from the University, issued academic certificate of the required form and an academic transcript.

## 11.8 Transfer for training on state educational grant.

11.8.1 The student on a tuition fee basis has the right to transfer to the vacant position of the educational grant in the relevant specialty on a competitive basis in accordance with legislation.

On the vacant position of the state educational grants can aspire to the students who do not have academic debts.

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

The competition is held by the Commission on the results of the MES examination session, with the issuance of certificates of educational grants.

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

1) The student is a tuition fee provide to the Office of the Registrar following documents:

- A statement addressed to the name of Rector of the transfer of study by the state educational grant;

- Copy of identity card.

2) KazNRTU, having considered the statement on a competitive basis, with the decision of the Academic Council from January 15 to August 5 and directs it to MES for decision.

The learner's application together with the decision of the Academic Council are attached transcript of student, a copy of a document proving his identity, and the testimony of the owner of the educational grant (original), expelled from KazNRTU;

3) MES of RK consider the submitted documents in the context of specialties, forms and periods of study, taking into account, revenues and positive decision publishes an order on awarding educational grants;

4) On the basis of the MES order is issued a certificate of educational grants;

5) On the bases of the issued certificate of educational grants issued an order KazNRTU further study in educational grant.

On the basis of certificates issued by the award of an educational grant KazNRTU publishes an order for the further study in educational grant.

## 12. Academic Study leave

12.1 Academic vacation - a period for which the students are temporarily interrupt their studies for medical reasons and in other exceptional situations.

12.2 The procedure of registration and academic vacation is governed by the Rules academic vacation of student in the educational organization, approved by order of MES of RK from 12.04.2014 year №506.

12.3 In giving academic vacation of students enrolled on the basis of the state educational order, after that the right of further education maintained on the basis of the state educational order, and the financing of its training is interrupted for the period granted academic vacation (with the exception of funding for scholarship costs) and resume after ending.

12.4 In giving academic vacation studying on a tuition fee basis is suspended for a period of sabbatical.

12.5 For registration sabbatical student submits an application addressed to the Rector of KazNRTU and submit the documents confirming the validity of the temporary interruption of study. The student submits an application for the issue of academic vacation in advance, before the start of the examination session.

12.6 Academic vacation for medical reasons provide of student on the basis of:

1) The conclusion survey of the medical-advisory committee (CWC) at the outpatient organizations (Student clinics) - from 6 to 12 months due to illness;

2) The conclusion of the Central medical advisory committee with TB medical organization in the case of tuberculosis disease.



Academic vacation may be granted on the basis of the learner as:

- 1) Agenda of the call to the ranks of the Armed Forces of the Republic of Kazakhstan for the period of military service, cases established by law;
- 2) Give birth, adoption or adoption of the child up to 3 years, cases established by law;

**3) In other cases provided by law.**

12.7 For registration sabbatical of student submits an application to the name of Rector of KazNRTU and is provide a medical document, certified and registered at the medical center of KazNRTU or document on his appeal to the ranks of the Armed Forces of the Republic Kazakhstan.

On the basis of the submitted documents within three working days is published by order of the Rector for academic vacation of student indicating its start and end dates.

12.8 After leaving the sabbatical student submits an application to the name of Rector KazNRTU and submit a certificate of WCC on the health status of the medical organization observe the patient, with the conclusion about the possibility of continuing education in this specialty - in finding academic vacation of student due to illness.

12.10 The Director of the Institute on the basis of the submitted documents determines the difference in subjects working curricula year (course) study and approve individual curriculum of student in agreement with the Office of the Registrar.

A Year study (rate) is determined by taking into account the learning subjects mastered by the same rules as in the case of transfer students or restore.

12.11 On the basis of the submitted documents within three working days the order is published on the output of student academic vacation, indicating the specialty, years of study (course) and groups.

12.12 If the release date of the sabbatical or care in an academic vacation does not coincide with the beginning or the end of the academic period, the student perform with the individual schedule all learning activities and gaining marks, required for admission rating, or recorded to the summer semester in the discipline, which formed the difference.

12.13 The Students returning from sabbatical, to eliminate differences in the disciplines of the curriculum are allowed to register an additional discipline on a paid basis of the curriculum (students at state educational grant and internal educational grant KazNRTU is free).

**12.14 Academic tuition break**

Students studying on a tuition fee, under the circumstances that impede his further study in KazNRTU (poor health, severe family or financial circumstances, etc.), on his application order of the Rector may be granted an academic break in their studies and / or the possibility of re-study. Re-study is carried out on a tuition fee.

The student returning after a break of the academic year, or who took second year (course) study, before starting of the next semester must apply to the Rector's name.

On the basis of the statement it issued the order of the Rector of the student's return from the academic break.

**13 State scholarships**

13.1 The procedure for appointment and payment of state scholarships to students based on state educational grant, the size of the state scholarships and allowances for her determine purpose Regulation, payouts and the size of government scholarships for students in educational institutions, approved by Resolution of the Government of the Republic of Kazakhstan № 116 dated February 7, 2008. further - Rules scholarship payments), and other regulatory legal acts of the Republic of Kazakhstan.

13.2 All students enrolled for the first year (academic year) for study in state educational grant, in the first semester is assigned to the state grant.

13.3 In the following semesters the appointment and payment of state grant is made, if at the end of the examination session (including all forms of knowledge control) the student has only "good" ("B +", "B", "B") and "excellent" ("A", "A") marks.

The visually impaired and people with hearing disabilities, orphans and children left without parental care and under the tutelage (guardianship), studying on the state educational order, the state grant is paid in the absence of academic debts by results of examination session.

13.4 The scholarship is paid monthly from the first day of the month to following the examination session, until the end of the month in which the semester ends. In the appointment of the state grant accounted for only estimates, not GPA student.

13.5 Students are submitted on a government scholarship on the results of summer exam session, the state grant for the period of summer holidays is paid in total for the two months (July and August), as funding.

During the period of professional practice, the summer holidays as well as during the work in the workplace and the posts with payment of wages scholarship is paid in the prescribed manner.

13.6 Learners who have not passed the examinations and / or offset on "Physical education" discipline in time for legitimate reasons, the scholarship shall be appointed in the prescribed manner after the change assessment «I» to a standard assessment.

In this case the student must write the appropriate application for the scholarship to him. Office of the registrar's, on the basis of submitted by the teachers information about the results changes «I» to the standard assessment prepares an order on the appointment of scholarships and submit is signed by an order to the Department of Finance and Accounting KazNTU.

13.7 Students transferred from another educational institution, government scholarship is granted and paid in the prescribed manner after elimination of the difference in the curriculum.

13.8 Students who are on academic vacation on the basis of a medical report, for the period of academic vacation state grant is set at fifty (50) percent (disabled -75) (seventy-five), percent relevant, of the size of the state grant.

13.9 Students for the period of maternity vacation, the state grant is paid in the amounts of established, before leaving maternity vacation, for the duration of the current legislation of the Republic of Kazakhstan.

In presenting the sheet of temporary disability due to pregnancy and childbirth during the academic vacation, a sabbatical is interrupted and is made for maternity vacation.

In the period when the students leave for child care until the age of three years, the state grant is not assigned.

13.10 Students returned from sabbatical, the appointment and payment of state scholarships is carried out in the prescribed manner on the basis of the upcoming (next) exam session and in the absence of differences in the curriculum.

13.11 Students with the results of the examination session only "excellent", are eligible for increased state grant. Allowances are determined by the Rules of the scholarship payment.

13.12 Assignment of scholarships is made by the order of the Rector or the person replacing him on the basis of the memo (view) the registrar's office manager.

13.13 Scholarship payments are made by crediting the amounts of scholarships for the current account, open by the student in bank.

13.14 The payment of the state grant terminates at the end of study year, as well as in other cases stipulated by the legislation of Kazakhstan.

Designed by:  
signature

Agreed by:  
signature

Approved by: Board of Directors  
Order № \_\_\_\_\_, 2016

Termination of payment of the state grant is done by issuing an appropriate order of the Rector.

13.15 The procedure for appointment and payment of other scholarships (scholarships of the President of the Republic of Kazakhstan, the founders of scholarships, and others.) is determined in accordance with the legislation of the Republic of Kazakhstan and internal documents of KazNRTU.

## 14. Tuition

14.1 Tuition at the University shall be determined by the Board of KazNRTU. Each year, the Management Board is defined as the base (generally established) tuition and subsidized tuition for certain categories of students.

The amount tuition is set in the contract for the provision of paid educational services, concluded between the student and KazNRTU before starting study at the University (before the study year). Contract parties may also be a legal person (or an individual entrepreneur), serving students and study the Customer shall pay for his education. Without a contract, tuition and the order for restoration is not allowed Enrolling the student to the lessons.

Exceptions to this rule may be students, with respect in which the received guarantee letters of KazNRTU from organizations - Customers study, confirming the Customer's obligation to pay for the study of students in the current academic year.

14.2 Tuition of KazNRTU student's can be increase or decrease, taking into account the academic performance and other factors (for students at a reduced price).

14.3 Tuition is carry out in the manner and terms established by the concluded contracts for the provision of educational services.

Payment for the summer semester is carried out before the start of registration in the current module of discipline.

14.4 The student may not be allowed to register and or removed from the register in the discipline (regulated by the Office of the Registrar), in the event of non-payment.

The student may not be allowed to use the University's internal resources (library, portal, etc.) in the presence of debt for payment.

14.5 The student is not allowed to take examinations / credit, if he/she has outstanding debt to pay before the start of the current exam session. At the same time for the final exam score is put «F», which is the academic debt and a student entails repeated passage of disciplines (s) for a fee.

14.6 If you have debt to pay for study at the time deduction, graduation of university official transcript, academic reference and other education documents are not issued until full repayment of the debt.

14.7 The given cost includes the cost of the minimum number of credits provided by the working curriculum specialty. The student makes an additional payment in the amount established by internal documents of the University in force at the time of payment, in the case of registration for credits in above of a specified number (including retake, curriculum differences discipline for transforming / reduction students).

14.8 If the student has not been registered without a valid reason to semester of discipline or register on the number of credits below the working curriculum, or have not attended to the lessons on any of the registered subjects, the amount of payment for study, established by the contract can't be changed and paid for under the contract money for unregistered, missing discipline will not be returned.

14.9 If the student has been registered, in the number of credits below the working curriculum for valid reasons (including lack of the required prerequisites, pad the schedule, etc.) during the autumn and spring semester, produced under a contract of annual payment for the deduction of the cost of received credits, It can be credited to the account of the student's tuition in the summer semester.

This provision does not apply to students who study at the expense of the state educational grant, the grant of KazNRTU at a reduced cost who pay the study in the summer semester at credit bases in the amount, established by internal documents KazNRTU at the time of payment.

The money will not be returned to the student and to the payment for the next year study shall not be considered, in case of unpaid the payment under the contract during the current academic year (including summer semester).

Exceptions are appointed for the final year students, in which unpaid part of the payment for the spring semester (for undergraduate credit practices, preparation and defense of the thesis, state exam) It may be accepted in case of, credit transfer the final certification for the next school year.

14.10 The student deprive by right the grant study of KazNRTU with GPA and at the end of the year according to the results pass rate (passing grade) (with the exception of students - orphans and children left without parental care)

14.11 Conditions are deprived of the right to study at a reduced cost shall be established by decision of the Board KazNRTU and the contract concluded with the student.

## **15 Incentives and disciplinary action**

**15.1** For outstanding achievement, active participation in the research work, social life and work of the structural divisions of the University, the the take-up of prizes in different kinds of contests and competitions for the following measures can be used to encourage students:

- Gratitude;
- Awards a diploma / medal "For significant contribution to the development of KazNRTU";
- Awarded on a competitive basis of the title of "Best Student of the Year", "Best Activist of the Year", "Best Student of the Faculty";
- Letter of gratitude to the parents of excellent students from the Rector of the University (at the end of the school year);
- The appointment of scholarships from different companies or scholarships KazNRTU;
- Awarding with the valuable gifts;
- giving a discount.

15.2 The procedure for making a decision on the appointment of the student scholarship and / or grant him the right study at a reduced cost, as well as the criteria by which such decisions are determined by internal documents of the University.

15.3 It can be applied the following disciplinary to the student because of a disciplinary offense: violation of discipline, failure to comply with the requirements of this Regulation, the Internal Regulations, Ethical code of Student's Constitution, other regulations KazNRTU, conditions concluded the study contract and requirements of the legislation of the Republic of Kazakhstan:

- Remark;
- A reprimand;
- serious reprimand;
- fail ( academic disqualification) from the University.

It can also be applied to student accommodation as a disciplinary sanction of eviction from the hostel because of For violation of the established norms (rules):

The disciplinary sanction measure depends on dergee of the committed offense and the previous behavior of the student (the presence of his other penalties for the period of study at the University).

15.4 Disciplinary sanctions are applied immediately after the detection of the offense, but not later than one month from the date of its discovery and no later than six months from the date of commission of the offense. Within a specified time imposing a disciplinary sanction shall be suspended for the absence of the student at the University in connection with temporary disability, business trip, on vacation, the delivery session.

15.5 The order of the Rector of the application to the student disciplinary sanction is issued based on the decision of the Disciplinary Commission, or upon recommendation of the head of the structural University departments, carrying out educational work (Institute Directorate, Department, Office of the Registrar, Department of educational work, etc.), other official persons of KazNRTU.

15.6 Order declare to student on the application of a disciplinary sanction, subject to discipline, by signature, or (if you cannot personally acquaint the student with the order) sent letter with notification or email to the place of residence of student. The Directorate of the Institute shall be registered on the list with the order of reference, in case of failure of the student to confirm his signature introduction to the order.

15.7 The student should be requested an explanation in writing, before the application of disciplinary action. If the student refused giving the explanation, it can't be interference imposition of penalty. In the case of failure to give the explanation, compile the appropriate act.

15.8 The validity of a disciplinary sanction imposed on a student - during the school year in which (before the start of the next school year) has been applied the restoration.

15.9 Applicable incentives and disciplinary measures are recorded in the personal affairs of students; the levels of their use appear in the transcripts of academic learning.

15.10 The University will inform the organization - the customer of student's study about the use of learner incentives / disciplinary action. Relevant information may be reported to the student's parents, placed in a portal, on bulletin boards, etc according to the decision of the University administration.

## 16 Final Statements

16.1 Features of in master's and doctoral study in KazNRTU determined by internal University documents approved in the prescribed manner.

16.2 Issues not regulated by these Rules are governed in accordance with the current legislation of the Republic of Kazakhstan and normative documents of the University.