



M. NARIKBAYEV  
**KAZGUU**  
UNIVERSITY

# **M. NARIKBAYEV KAZGUU UNIVERSITY ACADEMIC POLICY**

**2020**

## Academic Policy of M. Narikbayev KAZGUU University.

The Academic policy of M. Narikbayev KAZGUU University is designed for students, faculty, department heads of the University managing educational processes, and other interested stakeholders.

The Academic policy of M. Narikbayev KAZGUU University was approved by the decision of the Academic and Research Council (minutes No. 10 of August 15, 2019).

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## CHAPTER 1. TERMS AND DEFINITIONS

The following terms and definitions are used in this Academic Policy (hereinafter – the Academic Policy):

1) the student's academic rating (GPA ranking) is a quantitative indicator of the student's mastery of the academic program, disciplines and (or) modules and other types of educational activities, compiled according to the results of midterm assessment;

2) academic freedom – the body of the powers of the stakeholders of the educational process granted to them for independent determination of the content of education in disciplines of the component by choice, additional trainings and the organization of educational activities in order to create conditions for the creative development of students, instructors and the use of innovative technologies and teaching methods;

3) academic period – the period of theoretical training in the credit technology of training, established independently by organization of education in one of three forms: semester, trimester, quarter;

4) academic credit – a unified unit for measuring the volume of scientific and (or) academic work (load) of a student and (or) a instructor;

5) academic calendar – the schedule of events occurring in the academic year, including term times, examination dates, professional practices with days of rest (holidays);

6) academic hour – the contact time of the student with the instructor on a schedule for all types of training sessions; one academic hour equals 50 minutes and is used when planning academic calendar (schedule of events in the academic year), class schedule, when planning and recording training materials, as well as when planning and recording teaching load;

7) academic mobility – refers to students or instructors moving to another institution (inside or outside of the country) to study or conduct research for a certain academic period (semester or academic year) with obligatory transfer of completed study programs, disciplines in the form of academic credits at M. Narikbayev KAZGUU University or to continue studying at another university;

8) handouts – visual illustrative materials distributed in training sessions to motivate the student to creatively master the topic (lecture notes, links, slides, examples, glossary, assignments for independent work)<sup>1</sup>;

9) bachelor's degree – the level of undergraduate education aimed at training with the award of a "Bachelor's" degree in the relevant educational program with the mandatory development of 240 academic credits<sup>2</sup>;

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<sup>1</sup> Rules for the organization of the educational process on credit technology of education, approved by the order of the Minister of Education and Science of the Republic of Kazakhstan dated April 20, 2011 No. 152 //Information and legal system of normative acts of the Republic of Kazakhstan "Adilet". Available at <http://adilet.zan.kz/rus/docs/V1100006976> (Retrieved date 17.10.2019 y.), clause 2.

10) grade-rating letter system for assessing academic achievement – a system for assessing students' academic achievement in points corresponding to the internationally accepted letter system with a numerical equivalent, and allowing to determine the class rank<sup>3</sup>;

11) university component – a list of academic disciplines and the corresponding minimum amounts of academic credits determined by the university independently for mastering the educational program<sup>4</sup>;

12) elective disciplines –academic disciplines that are part of the university component and the component by choice in terms of established academic credits and introduced by organizations of education that reflect the individual preparation of a student, taking into account the specifics of socio-economic development, the needs of a particular region, and established scientific schools<sup>5</sup>;

13) descriptors – a description of the level and amount of knowledge, skills, abilities and competencies acquired by students upon completion of the study program of the corresponding level of higher and postgraduate education, based on learning outcomes, formed competencies and academic credits;

14) diploma project - graduation work, which is the student's empirical research based on a statement of work agreed with a customer and requiring specific (applied) conclusions;

15) Doctor of profile – the degree awarded to persons who have mastered the doctoral program in the relevant field of professional activity and defended a dissertation in the Republic of Kazakhstan or outside its borders, recognized in the manner prescribed by the legislation of the Republic of Kazakhstan;

16) DBA program – a program intended for the training of managerial personnel, senior managers with practical experience, as well as those interested in conducting applied research for the development and development of modern management concepts and models with the award of a doctorate in profile;

17) doctoral student – a person studying in doctoral studies;

18) doctoral studies – postgraduate education, the educational programs of which are aimed at training personnel for scientific, pedagogical and (or) professional activity, with the award of a Doctor of Philosophy (PhD) degree (doctor of profile) with the obligatory development of at least 180 academic credits;

19) doctoral thesis – a doctoral student's scientific work, which is an independent research that develops theoretical concepts, the totality of which can be qualified as a new scientific achievement, or a scientific problem is solved, or scientifically grounded technical, economic or technological solutions are set out,

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<sup>2</sup> The state general educational standard of higher education, approved by the order of the Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018 No. 604 // Information and legal system of regulatory acts of the Republic of Kazakhstan "Adilet" .Available at <http://adilet.zan.kz/rus/docs/V1800017669> (Retrieved date October 17, 2019), clause 2.

<sup>3</sup> Rules for the organization of the educational process on credit technology of education, Op. cit., clause 2.

<sup>4</sup> State Compulsory Standard for Higher Education, Op. cit., paragraph 2.

<sup>5</sup> Rules for the organization of the educational process on credit technology of education, Op. cit., clause 2.

the introduction of which makes a significant contribution to the development of the country's economy<sup>6</sup>;

20) double-degree program– the opportunity to study two academic programs and curricula or in a joint-degree program of partner universities in order to obtain two equivalent diplomas or one main and second additional diploma<sup>7</sup>;

21) Doctor of Philosophy (PhD) - the degree awarded to individuals who have mastered the doctoral program in scientific and pedagogical field and defended a thesis in the Republic of Kazakhstan or abroad, recognized in the manner established by the legislation of the Republic of Kazakhstan;

22) Doctor of Business Administration – degree awarded to individuals who have mastered the DBA program<sup>8</sup>;

23) European system for credit accumulation and transfer (European Credit Transfer System – ECTS) - ECTS is a learner-centred system for credit accumulation and transfer, based on the principle of transparency of the learning, teaching and assessment processes. ECTS express the volume of study based on the determined study results and connected to study load. Study load in ECTS is a real time, required to accomplish all educational activity according to the plan;

24) Executive MBA – an MBA program focused on the training of top managers taking into account the specifics of the target audience<sup>9</sup>;

25) enrollment in an academic discipline – the procedure of registering students for academic disciplines;

26) individual curriculum – a curriculum formed for each academic year by students independently with the help of an advisor based on the catalog of the educational program;

27) end-of-course assessment – a procedure conducted to determine the degree of mastering by students of the academic disciplines and (or) modules and other types of educational activities provided by the educational program in accordance with the state compulsory standard of the appropriate level of education<sup>10</sup>;

28) competencies – the ability to make practical use of the knowledge acquired in the learning process in the professional activity;

29) component by choice - a list of academic disciplines and corresponding minimum amounts of academic credits offered by the university, independently chosen by students in any academic period, taking into account their prerequisites and post requisites;

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<sup>6</sup> State Compulsory Standard of Higher Education, Op. cit., clause 2.

<sup>7</sup> Rules for the organization of the educational process on credit technology of education, Op. cit., clause 2.

<sup>8</sup> State Compulsory Higher Education Standards, Op. cit., clause 2.

<sup>9</sup> State Compulsory Standard for Higher Education, Op. cit., clause 2.

<sup>10</sup> Rules for the organization of the educational process on credit technology of education, Op. cit., clause 2.



Bell Curve – grading approach, in which students study results are graded relative to each other and correspond to the grading scale of normal distribution, determined by the Academic Policy;

31) master's - degree awarded to persons who have mastered the educational programs of the Master's course;

32) master of Business Administration - the degree awarded to persons who have mastered the MBA or EMBA program.

33) undergraduate - a person studying in the master's course;

34) Master Degree - the level of postgraduate education, aimed at training with the award of the degree "Master's" in the relevant educational program with the mandatory development of at least 60-120 academic credits;

35) Master's thesis - the graduate work of a graduate student of a scientific and pedagogical master's course, which is an independent scientific study containing theoretical and/or practical developments of a pressing problem in the field of a chosen educational program, based on modern theoretical, methodological and technological achievements of science and technology;

36) master's project - the graduate work of the master's student of the specialized master's course, which is an independent study containing theoretical and (or) experimental results, allowing to solve the applied problem of the actual problem of the chosen educational program;

37) compulsory component - a list of academic disciplines and the corresponding minimum amounts of academic credits established by State Compulsory Standard of Postgraduate Education (SCSHE) and studied by students in the mandatory Order of the educational program<sup>11</sup>;

38) core curriculum– the educational program determined by the student in order to form key competencies;

39) post requisites – disciplines and (or) modules and other types of academic work, the study of which requires knowledge, skills, competencies acquired at the end of the study of this discipline and (or) modules;

40) prerequisites – disciplines and (or) modules and other types of academic work containing knowledge, abilities, skills and competencies necessary to progress in learning of the studied discipline and (or) modules <sup>12</sup>;

41) MBA program – a program for the training of managerial personnel who have modern knowledge and skills in the field of business, are able to manage processes and human resources, shape the company's strategy, be able to determine strategic and operational tasks and achieve them using scientific tools;

42) working curriculum (hereinafter - WC) - a training document developed by universities independently on the basis of the educational program and individual curricula of students<sup>13</sup>;

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<sup>11</sup> State Compulsory Standard for Higher Education, Op. cit., clause 2.

<sup>12</sup> Rules for the organization of the educational process on credit technology of education, Op. cit., clause 2.



43) independent work of a student (hereinafter – IWS) - work on a specific list of topics reserved for independent study, provided with educational and methodological literature and recommendations; depending on the category of students, it is divided into independent work of a student (hereinafter referred to as IWS), independent work of a graduate student (hereinafter referred to as IWG) and independent work of a doctoral candidate (hereinafter referred to as IWD); the entire volume of IW is confirmed by tasks requiring daily independent work from the student;

44) Blended learning – is a method of study organization for a course, in which a part of the content is delivered asynchrony, and the other part – in traditional form;

Смешанное обучение (Blended learning) - способ организации обучения по дисциплине, при котором часть материала изучается в асинхронном формате, а часть - в традиционном.

45) Grade Point Average (GPA) - the weighted average assessment of the student's academic achievement of the chosen program over a certain period of time (the ratio of the sum of credits to the digital equivalent of the total score for all types of academic work to the total number of credits for these types of work during the training period);

46) transcript – a document containing a list of mastered disciplines and (or) modules for the relevant period of study, indicating credits and grades in alphabetic and numerical terms<sup>14</sup>;

47) standard curriculum (hereinafter - SC) - an educational document of the discipline of a compulsory component of the educational program, which defines the content, volume, recommended literature;

48) adviser - a instructor who performs the functions of an academic mentor of a student in a relevant specialty, assisting in the choice of a learning trajectory (development of an individual curriculum); <sup>15</sup>

## **CHAPTER 2. GENERAL INFORMATION**

This Policy is developed on the basis of the Academic Policy approved by the Academic Council (minutes No. 13 dated June 26, 2015) and in accordance with the requirements of the regulatory acts of the Ministry of Education and Science of the Republic of Kazakhstan and “M.Narikbayev KAZGUU University” Joint-stock company (hereinafter referred to as M. Narikbayev KAZGUU University).

The provisions of this Policy are subject to revision if changes are introduced to the regulatory acts defining educational activities in the Republic of Kazakhstan,

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<sup>13</sup> State Compulsory Standard of Higher Education, Op. cit., clause 2.

<sup>14</sup> Rules for the organization of the educational process on credit technology of education, Op. cit., clause 2.

<sup>15</sup> State Compulsory Standard for Higher Education, Op. cit., clause 2.

the strategy and the Charter of M. Narikbayev KAZGUU University, or requirements to the educational programs.

The Policy is intended for students, faculty, administrative staff, administering the educational process, and other interested stakeholders.

Deans of Higher Schools and heads of other departments of the University shall inform faculty members, students and staff of the provisions of the Academic Policy and other regulations connected to educational process at M. Narikbayev KAZGUU University. M. Narikbayev KAZGUU University requires that all instructors, students and administrative staff shall follow the principles of academic integrity and avoid any actions or attempted actions that could be considered as academic misconduct. Deans of the Higher Schools and all heads of departments of the University shall inform faculty members, students and administrative staff of the Academic integrity principles and warn about the consequences of their violation, which are stated in the Handbook on Ensuring Academic Integrity (<http://tson.kazguu.kz/file/rukovod.pdf>).

M. Narikbayev KAZGUU University guarantees equal opportunities for all students and does not discriminate against students with special needs, on racial, national, ethnic, religious, gender grounds, as well as based on social status, marital status, physical abilities, age or other personal characteristics.

Special conditions for the organization of the learning process and research may be determined for individuals with special educational needs, on the basis of the student's application and in accordance with the decisions of the Academic Quality Committees of the respective higher schools and Inclusive Education Policy of M. Narikbayev KAZGUU University.

The admission procedure is based on the principles of openness and transparency. M. Narikbayev KAZGUU University strives to ensure that all appeals are considered impartially and fairly. The admission procedure is based on clearly defined criteria used to make decisions when selecting students. Rules for admission to study at M. Narikbayev KAZGUU University is governed by the Admissions Policy of M. Narikbayev KAZGUU University (<https://kazguu.kz/ru/abiturientam/>).

## **2.1 ORGANIZATION OF THE EDUCATIONAL PROCESS**

The academic year begins and ends according to the academic calendar, approved by the decision of the Academic and Research Council (Academic Council).

The academic year consists of academic periods (semester – 15 weeks, trimester – 10 weeks, quarter – 7-8 weeks, additional periods: summer and winter schools), periods of mid-term assessment, practice, holidays, exit exam

assessment (final year of study)<sup>16</sup>; Major dates of mid-term and, professional practices and holidays are indicated in the academic calendar.

Summer and winter schools are organized to meet the needs for additional study, eliminate academic failures or the difference in curricula, study disciplines and to recount credits earned by students at other universities at their home university, and increase the average GPA.

Each academic period ends with the examination session for students, the duration of which should be at least 1 week. Holidays are provided to students at least 2 times during the academic year, the total duration of which should be at least 7 weeks, with the exception in the senior year <sup>17</sup>.

The standard term for undergraduate studies is 4 years or 3 years for students who have acquired technical and vocational education. The student studying on a paid basis determines the term of study independently in accordance with the chosen learning path; however, in this case the term of study cannot exceed 10 years without break for the academic leave.

Study for the master's degree at M. Narikbayev KAZGUU University is built on the following principles:

- support of the newest research topics developed together with exclusive partner employers;
- attracting the best lecturers (including practitioners);
- maximum orientation on research topics when planning curricula;
- compliance with the principles of academic integrity;
- the proportional ratio of the classroom and extracurricular load;
- practice-oriented;
- integration of the student's research activity into the learning process;
- support of the creative freedom of the research.

The standard period of study for the master's degree is:

- core direction – 1 year;
- core direction – 1.5 years;
- scientific and pedagogical direction – 2 years<sup>18</sup>.

The graduate master's degree student studying on a paid basis determines the term of study independently in accordance with the chosen learning path; however, in this case the term of study cannot exceed 5 years without break for academic leave.

The standard duration of study for doctor's degree is 3 years

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<sup>16</sup> State Compulsory Standard of Higher Education, Op. cit., clause 27.

<sup>17</sup> Rules of the organization of the educational process on credit technology of education, Op. cit., clause 20.

<sup>18</sup> State Compulsory Standard of Higher Education, Op. cit., clause 7, clause 60.

## **2.2 STATUS OF DEGREE AND NON-DEGREE STUDENTS**

M. Narikbayev KAZGUU University distributes students and non-degree students in the following way:

1) a student – any student who intends to complete educational programs and obtain an academic degree; they are undergraduate and graduate students.

2) an exchange student – any student studying at M. Narikbayev KAZGUU University coming from another institution on academic mobility program.

3) an audit student - any person admitted to take classes but is not graded or given credit for a particular course.

4) a non-degree student – any person who has fulfilled the admission requirements of the higher school and admitted to the educational program.

A person admitted to the program as a non-degree student, must have a certificate of completion of secondary education, a diploma of technical and vocational or higher education, or a valid certificate of delivery of unified national testing (hereinafter – UNT) or complex testing of higher-education applicants (hereinafter – CT).

5) an audit student of the Provisional Program.

## **2.3 ATTENDANCE POLICY**

A student is required to attend all types of classes, which are stated in the discipline syllabus.

An instructor keeps the records of class attendance in the Attendance module of Canvas LMS. The instructor marks the attendance during every week and no later than the end of the week.

In case of missing more than 20% of the total number of classes over the academic period, the discipline is not considered as completed. In this case, current grades in the discipline are canceled upon completion of theoretical study and the student is given an “F” for the course. If the syllabus prescribes the final examination, the student is not allowed to take the final exam.

In exceptional cases (illness (personal or persons under care), death of relative (father, mother, grandmother, grandfather, siblings, a child) or a spouse, a student has the right to apply to Academic Quality Committee to obtain permission to pass missed exam or assignments. In case a student was sent to an educational or scientific event by the University, such permission is provided by the administration of the University or the Higher School on their own initiative.

During the online session in the distance learning format, attendance is taken into account by the instructor based on the video stream broadcast from the account of each student, as well as data (logs) about the actions of the participants of the online session, regardless of a platform and service used (LMS Canvas, ZOOM, etc.) In the absence of constant visual contact with the student using the tools of a platform or service used, the instructor records the absence from the class as absence with no good reason.

In case of technical problems that make it impossible to broadcast the video stream, confirmation of the student's actual attendance in the session is assigned to the instructor (periodic voice poll, content survey to student involvement, etc.).

A student who has received an "F" for missing classes has the right to re-take this discipline in the following or additional academic periods on a paid basis. To do this, the student shall again register for the academic discipline<sup>19</sup>.

During the drop out/drop in period, established by the academic calendar, missed classes are not counted in the Canvas LMS.

## **2.4 INFORMATION SYSTEMS AND MEANS OF COMMUNICATION WITH STUDENTS**

All faculty and students of M. Narikbayev KAZGUU University are provided with a virtual office in the automated information system (AIS) Platonus and in Canvas LMS; the corporate e-mail address is provided as well.

Platonus AIS is a platform through which a student registers for the disciplines, views and reviews the class schedule, looks through individual study plan, checks the transcript, financial obligations to the University, and academic failures. Platonus AIS is also a tool for administering the educational process.

In Canvas LMS:

- the instructor must submit an electronic course (syllabus, including expected learning outcomes, assessment criteria, study materials, weight distribution of grades for completing assignments, etc.), reviews the students' completed assignments and process their written works through plagiarism detection system Turnitin, keeps track of academic performance and attendance, maintains correspondence with students, etc.;

- the student gets access to the syllabus, educational materials, looks through the academic records, calendar and other materials, communicate with the instructor, submits completed work, etc.

Instructors and students of M. Narikbayev KAZGUU University during online session (broadcasting a video stream) in the distance learning or work format, and also during examination with proctoring system are required to keep visual and speech etiquette, in particular: to comply with the requirements for a neat appearance, not to demonstrate open parts of the body, use or show obscene, provocative or violating the norms of the legislation of the Republic of Kazakhstan images, including images on clothes and background, not to invite persons who are not students of this course, not to show pets, not to perform any other actions that may cause a distraction or disruption of the normal course of the lesson or any other academic event. In case of violation of the specified requirements by the student, the instructor or any other person with academic administrative authority must stop or block the student's access to this lesson / event and record the fact as

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<sup>19</sup> Rules of the organization of the educational process on credit technology of education, Op. cit., clause 36.



absence with no good reason. Depending on the nature of violations of these rules, the university administration, instructors and students have the right to apply to the appropriate higher school committee in order to bring the offender to disciplinary action.

Online session classes shall be recorded by means of online conference platform (e.g. Zoom), the session records shall be uploaded in Canvas LMS by embedding the link from the platform or Canvas Studio, or kept on the instructor's local storage (which may be brought by request). When resolving controversial disputes, the absence of records are interpreted in favor of the student.

The corporate mail (Outlook) is an official method of communication at M. Narikbayev KAZGUU University.

Telegram-bot is used as an additional tool for informing and communicating with students.

To ensure the efficiency for the consideration of appeals and the transparency of document workflow, M. Narikbayev KAZGUU University uses electronic document management system.

The guidelines, policies, procedures, academic calendar and other official documents governing the educational processes of M. Narikbayev KAZGUU University, are posted on the website (<http://kazguu.kz>). Students shall check daily incoming mail and messages in information systems. Information and messages posted/sent by the administration or instructors through e-mail, Canvas LMS and (or) M. Narikbayev KAZGUU University app are regarded as received and read by students no longer than 24 hours after posing/sending, with the exception of circumstances that objectively make it impossible to comply with this requirement.

All official applications (including complaints) by students are submitted through M. Narikbayev KAZGUU University mobile app or its web version. The student independently registers, writes and submits applications in the electronic information systems of the University. The procedures for registration and submission of all forms and types of applications in the electronic information systems of the University are treated as written applications.

Students can find the information about the procedure of submitting application on M. Narikbayev KAZGUU University website (<https://tson.kazguu.kz/en/>).

The users of Platonus AIS, Canvas LMS, corporate mail (Outlook) and M. Narikbayev KAZGUU University mobile app are required to maintain confidentiality and take measures to protect personal data, and not share their personal login and password from informational system.

## CHAPTER 3. ECTS

### 3.1 ECTS AND STUDY LOAD

The workload of one Kazakhstani academic credit (30 academic hours) is the equivalent to 1 ECTS.

The standard workload of a full-time student during the academic year is 60 academic credits/ECTS, which, on average, corresponds to 1800 hours per year (30 hours per one academic credit/ECTS credit), for individual students/types of work, the actual time to achieve learning outcomes may vary<sup>20</sup>.

The recommended workload for the undergraduate students is defined in the academic catalogue of the higher school.

The maximum number of credits, on which a student can register by him/herself per semester is 30 academic credits/ECTS; the minimum number of credits per semester is 20 academic credits/ECTS<sup>21</sup>.

A student with the permission of an advisor can take 31-35 academic credits/ECTS, in case they do not have an Academic Probation status.

In exceptional cases, students may be allowed to take more (36 to 40 academic credits) or fewer credits (less than 20 academic credits) upon approval by the Academic Quality Committee of the higher school.

During the summer school, the student can take no more than 20 academic credits/ECTS credits, during the winter school – no more than 10 academic credits/ECTS.

A student with GPA 2.0 or lower by the end of the academic year, obtains “Academic Probation” status, and cannot be transferred to the following course (year of study) and has a probation study period.

A student with Academic probation status may register for:

- No more than 20 academic credits/ECTS per semester if GPA for the whole period of study is from 1.67 to 2.0;
- No more than 15 academic credits/ECTS per semester if GPA for the whole period of study is from 0 to 1.66.

Master’s degree student on Academic probation may register for no more than 20 academic credits/ECTS.

Credits are awarded to students only if they have achieved the defined learning outcomes.

While preparing for their intended career with their major, students can choose one or more minor programs.

Minor program:

- may have following admission requirements: GPA, completed prerequisite courses, etc.;

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<sup>20</sup> Rules for the organization of the educational process on credit technology of education, Op. cit., clause 73.

<sup>21</sup> State Compulsory Standard for Higher Education, Op. cit., Appendix No. 1.



- consists of several disciplines, studied during one or several academic periods;
- may be offered as a separate certification program (for different categories of students);
- disciplines may be studied separately in different academic periods (“credit accumulation system”), but sequentially to obtain a certificate;
- is selected by the student independently from the academic catalogue of the higher school;
- can be studied in the course of the academic program (credits for minor disciplines are included in the 240 academic credits/ECTS of the major program) and/or in addition to the major program.

In the course of the academic program, a student may choose to pursue no more than two minors. If a student wants to master more than two minors, he or she should submit application to the Academic Quality Committee of the Higher School.

The requirements of the minor programs are registered in the academic catalogues of higher schools.

### **3.2 ECTS CREDIT RECOGNITION POLICY**

Credit transfer is the process of having credits awarded in one context (program, institution) recognized in another formal context for the purpose of obtaining a qualification. Credits awarded to students in one program may be transferred from an institution to be accumulated in another program offered by the same or another institution.

The recognition of credits is mostly based on the learning outcomes achieved, that is, what the learner knows and can do, rather than on the formal procedures that led to the completion of the degree<sup>22</sup>.

The recognition of credits means that the quantity of credits received in one educational institution will replace the quantity of credits, which are given for the same results of study in the other educational institution that assigns credits. For example, 4 academic credits/ECTS for one element in one educational institution can replace 5 academic credits/ECTS for one element at M. Narikbayev KAZGUU University, if the learning outcomes are equivalent.

When transferring earned credits in academic disciplines, the difference in the forms of the final assessment is not taken into account. The credit is equivalent to the letter system for assessing student's academic achievements, corresponding to the digital equivalent of a four-point system in the range from the minimum D (1.0; 50-54%) to the maximum A (4.0; 95-100%).

The decision to recognize and transfer credits is made by the Academic Quality Committee of the Higher School based on a comparison of educational

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<sup>22</sup> Rules for the organization of the educational process on credit technology of education, Op. cit., clause 48.

programs, the contents of the list of completed courses, the volume of learning, acquired knowledge, skills, competencies, achieved learning outcomes and assessment results.

The decision of the Academic Quality Committee is published in the minutes. In certain cases, the Committee may recommend retaking the course, studying another elective course, or passing a major examination. The advisor, based on the decision of the Academic Quality Committee, corrects the academic difference in courses according to the curriculum.

By the decision of the Academic Quality Committee, the credits can be transferred and recognized for the following categories of students:

- students from the International Baccalaureate program and Nazarbayev Intellectual Schools;

- students with technical vocational education in related educational programs;

- graduate students who studied the disciplines of the educational program of the master's degree while studying for the bachelor's degree;

- students of the Provisional Program, entering the University, who have taken the courses of the bachelor's program; but not more than 35 academic credits/ECTS;

- non-degree students who have taken the courses of the bachelor's and master's degree programs, when enrolling as bachelor's and master's degree students; the term of stay in the status of "non-degree" is no more than 3 years.

The list of disciplines and requirements for credit transfer are registered in the academic catalogues of higher schools.

### **3.2.1 SPECIAL REQUIREMENTS OF THE HIGHER SCHOOL OF ECONOMICS CREDIT TRANSFER POLICY FOR NON-DEGREE STUDENTS**

- non-degree student can take courses (modules) with no more than 60 academic credits/ECTS per year and no more than 30 academic credits/ECTS per academic period;

- validity period for credit transfer - 2 years;

- non-degree student must gain at least 2.67 GPA, which is set as a criterion for credit transfer.

Non-degree students applied for Master's degree program are not allowed to register for pedagogical internship (for science and pedagogical direction), research practice (for scientific and pedagogical direction), working practice (for core direction), scientific and research work (for scientific and research direction), experimental and research work (for core direction).

Non-degree students who is willing to apply for Master's degree of Higher School of Economics his/her credits from courses (modules) may be transferred to up to 60 academic credits/ECTS by the decision of Academic Quality Committee.

Non-degree students may register for 40 academic credits/ECTS per semester by the decision of Academic Quality Committee of Higher School of Economics.

Courses in the bachelor’s program of the Higher School of Economics will not be included in the calculation of the GPA and the process of internal transfer of credits for non-degree students willing to enter the master’s program. As an exception, the disciplines included in the certification programs such as ACCA, FRM, CIMA, HRCI can be considered for internal credit transfer and GPA calculation.

Transfer of credits of a non-degree student, who is a graduate of another higher educational institution, can only be carried out by the decision of the Academic Quality Committee of the Higher School of Economics.

### 3.3 BELL CURVE

Grading on a curve (Bell Curve) is a method of assigning grades to students based on their relative performance in comparison to classmates' performance. To analyze the quality of teaching and grading, a normal distribution diagram is constructed (see Table 1).

Table 1. Grade distribution for constructing Bell Curve

ECTS score	Grade rating letter system	Percentage of students usually receiving this grade	Comments
A	A, A-	10	Discipline is successfully completed
B	B +, B, B-	25	
C	C+,C, C-	30	
D	D +, D	25	
F	FX F	10	Discipline is not completed

All M. Narikbayev KAZGUU University instructors are obliged to ensure the methodological diversity of assignments and exams that allows differentiated assessment of students taking a course.

When assessing all assignments and exams, instructors adhere to the above ratios, except for small classes (less than 30 students) and courses included in certification programs (ACCA, CFA, FRM, CIMA, HRCI, etc.).

It is obligatory to keep the percentage of “excellent” (A, A-) (10%) grades as stated; as regards to other grades, the permissible deviation from the norm is no more than 5%.

In the event of a deviation from the norm, it is necessary to initiate a personal hearing of the case in order to assess the quality of teaching of particular instructor at the Academic Quality Committee. One of the possible consequences could be non-admission of instructors to teaching at M. Narikbayev KAZGUU University.

If the permissible percentage of “excellent” (A, A-) (10%) grades is exceeded, the Academic Quality Committee may decide to cancel the results of the exam.

The grade distribution in small classes (less than 30 students) is also analyzed for the inadmissibility of abnormal deviations, indicating a negligent, biased or incompetent approach to the assessment.

Signs of negligent, biased or incompetent approach to the assessment are:

- the same grades are prevailing for the majority of students;
- assignments and exams are lacking methodological differentiation by levels of difficulty;
- assignments and exams are designed to check memorization of information rather than its application;
- course content and tasks are primitively designed, which is a deliberate underestimation of the methodological level of complexity;
- any other actions that undermine principles of transparency, objectivity, and fairness in assessing the competencies of students”

## **3.4 GRADING SYSTEM**

### **3.4.1 ASSESSMENT OF STUDENTS’ ACADEMIC ACHIEVEMENTS**

Students’ learning achievements (knowledge, abilities, skills and competencies) are assessed in grades on a 100-point scale, corresponding to the internationally accepted letter system with a numeric equivalent (positive grades, in decreasing order, from "A" to "D", and "unsatisfactory" - “FX”, “F”) and corresponding to the traditional grading system.

Learning achievements of students are assessed using a grade-rating letter system with their transfer to the traditional grading scale as indicated in Table 2.

Table 2. Grade-rating letter system for assessing the students' educational achievements with their transfer to the traditional grading scale<sup>23</sup>

Letter Grade	Numeric equivalent	Grades (%)	Traditional system	General Description of Evaluation Criteria
A	4.0	95-100	Excellent	A candidate shows the mastery of content at the highest level of the academic programme. This grade clearly shows an outstanding performance in critical and independent thinking, analysis, and synthesis.
A-	3.67	90-94		
B+	3.33	85-89	Good	A candidate shows a very good level of academic performance. These grades indicate a good academic programme, a good performance in critical thinking, analysis, and synthesis.
B	3.0	80-84		
B-	2.67	75-79		
C +	2,33	70-74		
C	2.0	65-69	Satisfactory	A candidate demonstrates a poor level of academic achievement. This assessment indicates a partial mastery of critical thinking skills.
C-	1,67	60-64		
D +	1.33	55-59		
D	1,0	50-54		
FX	0.5	25-49	Unsatisfactory	A candidate demonstrates a poor level of the academic programme. These grades indicate a partial or some level of performance in authenticity, partial performance in critical thinking, analysis, and synthesis.
F	0	0-24		A candidate poorly demonstrates a very low level of the academic programme. This grade signifies a seriously deficient performance in authenticity, deficient performance in critical thinking, analysis, and synthesis.

<sup>23</sup> Model rules for the activities of organizations of higher and (or) postgraduate education, approved by order of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018 No. 595 // Information and legal system of regulatory legal acts of the Republic of Kazakhstan "Adilet" Available at <http://adilet.zan.kz/rus/docs/V1800017657> (Retrieved date 10/17/2019), Appendix No. 1.

P	-	-	Pass	Full-time students who are not on an academic probation may, with the permission of the Academic Quality Committee, choose elective discipline with a grade of "P". The maximum number of credits for the entire training period is 10 ECTS . Grades "pass" / "not pass" do not have an expression in points and is not taken into account when calculating the GPA . Credits in the discipline in the case of obtaining a grade of "P" are counted.
PF	-	-	Not pass	Credits in the discipline in the case of obtaining a grade of "PF" are not counted.

Evaluation criteria for the current and final assessment are described in the discipline syllabus.

For "FX" grade ("Unsatisfactory") it is allowed to retake the final exam in accordance with academic calendar of the University without studying the whole program of the discipline no more than one time.

If a student receives an "unsatisfactory" final grade corresponding to "F", the student must re-enroll to the discipline/module, study the entire program, complete all tasks, be admitted to the final exam, and pass the final exam. In this case, the student retakes the course on a paid basis.

To get a credit in "Physical Education" discipline a student shall receive a "pass". However, "pass" and "fail" grades are not taken into account when calculating GPA.

It is obligatory to take "Physical Education" course in the first and second years of study.

All types of professional practices are assessed and assigned credits. Grades for all practices are taken into account when calculating GPA.

A student with the financial debt shall cease to receive academic services without the right to re-submit the work for missed assignments and mid-term assignments, access to information systems, including Canvas LMS, except for the cases of passing professional internship, in which the debt should be paid before the exit exam assessment or the registration for the following academic period.

### **3.4.2 ADMINISTRATIVE GRADES**

Administrative grades can be used both in undergraduate and graduate programs, and are not taken into account when calculating GPA.

1) Grade "Incomplete" ("I") is a temporary grade that can be given by the instructor to the student in agreement with the Academic Quality Committee,



provided that the student scored at least 50 points in the current assessment and attended at least 80% of the classes.

Grade "Incomplete" is not assigned any credits.

"I" grade can be given in the following cases:

- illness (personal or of a child);
- death of close relatives (father, mother, grandmother, grandfather, sibling, child, spouse);
- student's business trip;
- other cases by the decision of the Academic Quality Committee.

Grade "I" should be replaced by a letter grade at the beginning of the next semester, otherwise it will change to "F".

The instructor can change the "I" grade to a letter grade (A, A-B +, B, etc.), with the permission of the Academic Quality Committee, upon completion by bachelor or master student of all the course work in full within the established deadline.

2) "Not Applicable" ("NA") grade - is awarded by the decision of the Academic Quality Committee when transferring the discipline studied at another higher education institution. In this case, the discipline is considered as optional, is assigned credits, and is given "NA" grade in the transcript.

3) "Audit" ("AU") grade – is the grade given by the instructor to degree and non-degree students who have the permission of the Academic Quality Committee to audit the discipline without being assessed (current, mid-term, final) and given final grades, provided that they visit not less than 60% of the classes.

The audited discipline can be regarded as optional for degree students by the decision of the Academic Quality Committee without being assigned credits and given "AU" grade in the transcript.

Audit students can be issued a certificate by the decision of the Academic Quality Committee.

#### **3.4.4 CHANGE OF GRADE**

In case of objective reasons for changing grades, the Dean of the Higher School make a submission to the Academic Quality Committee. Based on the decision of the Committee the access to change the grade is opened.

#### **3.5 GPA**

Grade Point Average (GPA) is the weighted average assessment of the student's academic achievement of the chosen program over a certain period of time (the ratio of the sum of credits to the numerical equivalent of the total score for all types of academic work to the total number of credits for these types of work during the training period)<sup>24</sup>.

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<sup>24</sup> Rules for organizing the educational process on credit technology of education, Op. cit., clause 2.



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

The student's GPA for a certain period of study is determined by the following formula:  $GPA = \frac{Dg1 \times C1 + Dg2 \times C2 + \dots}{C1 + C2 + \dots} = Kt$ ,

Where:

Dg1, Dg2 – final grades in disciplines in numerical equivalent;

C1, C2 - volumes of the studied disciplines in credits;

Kt - the total volume of studied disciplines in credits for the entire period of study.

When calculating the average grade point, the latest grades in the discipline are taken into account.

The student's transcript shows GPA: for the academic period, the academic year and the entire period of study.

Some disciplines are not part of the academic cycle and the number of credits received on them is not taken into account when transferring a student from course to course. The list of additional disciplines is stated in the curriculum.

Graduation students are given the opportunity to increase their GPA by passing an integrative case. The list of disciplines, the structure and content of the case are determined by the decision of the Academic Quality Committee.

The deadlines for students to submit applications, the submission of an integrative case are set in the academic calendar.

The results of the integrative case submission are approved at a meeting of the Academic Quality Committee, the decision is transmitted to the Registrar's Office to make changes to the student transcript.

All activities related to the conduct of the integrative case, including grading, must be completed no later than April 15 of that year.

### **3.6 TRANSCRIPT**

Transcript is a document containing a list of mastered disciplines, and other types of academic work performed over the corresponding period of study, showing credits and grades in alphabetic and numeric equivalent.

The transcript records all the academic disciplines that the student studied, indicating all the grades, including the grades FX and F, equivalent to "unsatisfactory" grade<sup>25</sup>.

The transcript contains the following elements:

- the name of the university and contacts;
- the name of the higher school (faculty);

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<sup>25</sup> Rules for the organization of the educational process on credit technology of education, Op. cit., paragraph 47.

- data of the student (surname, name, middle name, individual code (ID)), name of the specialty;
- educational components for the corresponding period of study with an indication of the credits and grades received;
- Grade Point Average (GPA) for the academic period and the entire period of study .

The official transcript signed by the Provost and certified by the seal of M. Narikbayev KAZGUU University, is issued by the Registrar's Office.

The informal transcript (without Provost's signature and not stamped) is available in the Platonus AIS.

An official transcript is provided to students that have been expelled.

### **3.7 DIPLOMA SUPPLEMENT**

The diploma supplement is an official document that complements the diploma of higher education.

After graduating from M.Narikbayev KAZGUU University, a student receives a diploma of the state standard, as well as a diploma supplement (state standard) in Kazakh, Russian and English languages<sup>26</sup>.

A diploma supplement (European) is a document which is published according to the standards approved by the European Commission, the Council of Europe and UNESCO, and is issued in English language to the students by their personal request<sup>27</sup>.

## **CHAPTER 4. COURSE REGISTRATION**

The students of M. Narikbayev KAZGUU University are registered online through the Platonus AIS.

The registration dates for each semester, summer/winter school are indicated in the academic calendar posted in Platonus AIS and on the website <http://kazguu.kz/> .

Prior to registration, higher schools conduct presentations of disciplines, the terms of which are indicated in the academic calendar. The description of the discipline and the profile of the instructor are posted in the Platonus AIS prior the beginning of the registration.

### **4.1 REGISTRATION OF DEGREE STUDENTS**

Newly enrolled to M. Narikbayev KAZGUU University students, transferred and readmitted students, are acquainted with the University system of education and its registration process for courses during the orientation period, the terms of

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<sup>26</sup> State Compulsory Standard for Higher Education, Op. cit., clause. 37.

<sup>27</sup> State Compulsory Standard for Higher Education, Op. cit., clause. 64

which are specified in the academic calendar. During the orientation they meet with the administration representatives, deans of higher schools, heads of departments, programs, and advisors (managers). Registration for classes takes place after the orientation period.

The student jointly with his/her advisor chooses the courses that he/she plans to study in the upcoming academic period.

Graduate students on an academic probation can register for no more than 20 academic credits/ECTS per semester.

The basis for giving access to registration are:

- Completion of all prerequisites required for a particular course;
- Absence of tuition debts.
- Payment for the number of credits planned to study.

In the event of exceptional situations (loss of breadwinner, death of close relatives, serious illness, etc.), the student has the right to appeal to the Academic Quality Committee of a higher school in order to:

- obtain permission to register for fewer credits than established by this Academic Policy;
- obtain permission not to register for one academic period.

The application is submitted no later than five working days before the start of the academic period.

The student has the right, within two calendar weeks after the start of the academic period, with the permission of the advisor (manager):

- re-register for other disciplines;
- refuse to register for disciplines.

Late online registration or drop out is possible only with the permission of the Academic Quality Committee.

The development of the student's individual schedule is carried out on the basis of registration for the disciplines in Platonus AIS. During the re-registration period, the student is obliged to schedule classes for the academic period and attend classes during this period.

The individual curriculum of the student is approved by the advisor (manager) and the dean (director) of the higher school in the Platonus AIS, within the period indicated in the academic calendar. The individual curriculum of the student is stored in electronic format in the Platonus AIS and is available to the student.

Academic groups are organized if sufficient number of students were enrolled for a class and for a given instructor, and if the group is considered as cost-effective.

The minimum required number of students in the academic group is determined by the Board of M. Narikbayev KAZGUU University.

If the number of students in the academic group is less than the required minimum or greater than the maximum, then the dean (director) of the higher

school during re-registration period shall decide whether to reduce the number of groups or open an additional one.

The final schedule of studies for the academic period is approved by the Provost in the third week from the beginning of the academic period. After the approval of the schedule, all changes are made with the written permission of the Provost.

The University does not inform students personally about financial or academic debt, as well as the need to attend registration session for the next academic period, another term of study, course retake (information about academic performance, financial debt is available on the University's electronic information resources).

## **4.2 REGISTRATION OF NON-DEGREE STUDENTS**

Any person wanting to attend courses at M. Narikbayev KAZGUU University must submit all the required documents and submit an application no later than five working days before the start of the academic period to the Academic Quality Committee of the relevant school in order to obtain permission.

Upon obtaining permission from the Academic Quality Committee, a prospective non-graduate student shall sign an agreement and pay in full for the number of credits planned to study in the academic period. Tuition fee is paid according to the Tuition Fee Register for the current academic year.

Achievement of the learning outcomes is approved at a meeting of the Academic Quality Committee. Still, students are awarded neither an academic degree nor a diploma of higher or postgraduate education.

Non-degree students have the right to register for the number of credits recommended by the Academic Quality Committee.

Non-degree students shall fulfill all the requirements of the disciplines and programs and pass the entrance examinations during current academic year to be admitted in bachelor or master students in accordance with the requirements of the Ministry of Education and Science of the Republic of Kazakhstan.

Admission requirements for non-degree students and students of Provisional Program are regulated by the Admission Policy for students of M. Narikbayev KAZGUU University (<http://kazguu.kz/ru/abiturientam>).

Students who wish to enroll in the discipline without passing the established forms of assessment (current, mid-term, final) and receiving a final grade submit an application to the Academic Quality Committee of the higher school. The application must be accompanied by: a copy of an identity card, a medical certificate 0-86U, and 2 photos of 3x4 format.

### **4.2.1 SPECIAL REQUIREMENTS OF THE HIGHER SCHOOL OF ECONOMICS REGISTRATION POLICIES FOR NON-DEGREE STUDENTS**

A non-degree student can register for courses (modules) with no more than 60 academic credits/ECTS per year and 30 academic credits/ECTS per academic period;

A non-degree student can take courses (modules) of up to 40 ECTS by the decision of Academic Quality Committee:

Non-degree students applied for Master's degree program are not allowed to register for pedagogical internship (for science and pedagogical direction), research practice (for scientific and pedagogical direction), working practice (for core direction), scientific and research work (for scientific and research direction), experimental and research work (for core direction).

### **4.3. CANCELLATION OF CLASSES**

Cancellation of classes is possible in following cases:

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

## **CHAPTER 5. ACADEMIC CONSULTATION**

Academic counseling is an integral part of the learning process. Academic support for students at M. Narikbayev KAZGUU University is provided by the office of advisors, which is created in each higher school.

Each advisor is assigned for a certain number of students. To get advice from an advisor, a student can contact him/her by corporate e-mail or schedule a counseling session on the website (<http://tson.kazguu.kz/ru/moj-edvajzer/>).

Academic counseling is a collaboration between an advisor and a student.

In this collaboration, the advisor should:

- know the academic requirements of the educational programmes, policies and procedures of M. Narikbayev KAZGUU University and a higher school;
- help with professional orientation of a student and professional competencies, discuss the relationship between academic training and life goals of a student, his or her prospective careers;
- provide students with relevant and necessary information about the requirements of M. Narikbayev KAZGUU University, higher schools and programs;
- assist students in planning their educational trajectory on each semester of the academic year, and in making decision at their choices of the courses;
- assist in orientation and adaptation to the educational process;
- assist students in planning their school hours;
- represent the academic interests of students before the administration of M. Narikbayev KAZGUU University;
- trace the progress of the students assigned to him/her;

- be available to students by scheduling sufficient office hours able to meet the needs of students (schedule of counseling sessions with students);

- be attentive to the individual needs of students.

The student should:

- know the policy, catalog and other regulatory documents of M. Narikbayev KAZGUU University, a higher school and programs related to his or her studies;

- plan the program of study and perform in his/her best effort for receiving an academic degree;

- know the academic performance records, awarded credits and grades received;

- monitor and timely receive relevant information regarding his/her studies published on the official sources of M. Narikbayev KAZGUU University (website, Platonus AIS, Canvas LMS, etc.);

- understand personal responsibility for making decisions regarding learning goals and objectives, as well as to meet the requirements necessary to graduate M. Narikbayev KAZGUU University;

- take personal initiative and actively participate in consultations and planning of their own learning process.

## **CHAPTER 6. PRACTICE AND JOB PLACEMENT**

Professional practice shall be a mandatory component of the educational training program.

Types, terms, volume and content of practice is determined by the Academic Policy, educational programs and the Rules of organization of professional practice for educational programs. The description of practices for educational programs is included into the Catalogue of the Higher School.

Plan and rules of organization of professional program is approved by Academic Quality Committee of the Higher School.

Dates of professional practice are indicated in the academic calendar for the current academic year.

The form of the contract for the practice is determined by the educational program.

The results of the professional practice are assessed using a grade-rating letter system.

### **6.1 PROFESSIONAL PRACTICE OF BACHELOR'S PROGRAM**

Professional practice is divided into educational, pedagogical, industrial and pre-diploma practice.

Educational practice is organized for first-year students aiming at acquainting the students with the basis and social significance of the chosen profession, further



consolidation and deepening of theoretical knowledge, developing students' professional skills, and increasing motivation for professional activity.

Pedagogical practice is organized for second, third and fourth year students and is carried out with the aim of developing the practical skills necessary in pedagogical activity.

Industrial practice is organized for second, third and fourth year students aiming at obtaining professional skills in the main educational program, developing independent work skills in the workplace and gaining organizational work experience.

Pre-diploma practice is carried out at the graduation course in order to collect empirical data for the graduation project and to complete specific tasks related to the writing of the graduation project, and is included in the total volume credits allocated to industrial practice.

The content of the pre-diploma practice is determined by the theme of the graduation project. Pre-diploma practice is carried out in the period of industrial practice and is given credits allocated to industrial practice.

The supervision of the pre-diploma practice is usually carried out by the supervisor of the diploma project.

The results of the pre-diploma practice are summed up at the preliminary defense of the graduation project or by the practice supervisor.

Professional practice can be introduced into academic process both independent from the academic period, and within the academic period.

The duration of practice of the bachelor's degree is determined in weeks based on the standard time that student spends at work in a week, which is equal to 30 hours (6 hours a day with a 5-day working week).

The results of professional practice are taken into account when summing up the results of mid-term assessment.

The procedure for selecting and evaluating internship places, developing a methodology and assessing competencies and results of the practice is determined by higher schools.

Organizations shall be defined as bases for professional practice of students, if their statutory activities correspond to the profile of personnel training and the requirements of the educational program, if they have qualified personnel to manage professional practice and the material-technical base.

Students undergo professional practice in the city of Nur-Sultan. The list of practices bases is determined by the corresponding structural units of higher schools (Career Center, Office for Professional Practice, Career and Employment Center, etc.).

It is allowed to have internship outside the city of Nur-Sultan in the following cases:

1. A student entered into an employment contract with an organization, which is a practices base, for the purpose of further employment. Upon completion of



practice, the student is required to provide a copy of the employment contract and the pension fund (ENPF) statement (with student's consent).

2. A student undergoes practice at organizations which are accredited partners of the higher school.

3. In exceptional circumstances, a student has the right to appeal to the Academic Quality Committee to obtain permission to practice outside the city of Nur-Sultan.

A student submits an application and supporting documents for obtaining permission to practice outside the city of Nur-Sultan, usually no later than a month prior the beginning of professional practice.

Full-time distance learners, working in their specialties, can undergo professional practice (academic, pedagogical or industrial) at their workplaces only with the permission of the Academic Quality Committee. At the same time, students doing the graduation project undergo pre-diploma practice. Upon completion of the professional practice, the student appeals to the Academic Quality Committee to award him/her credits for practice.

Full-time distance learners who do not work in their degree fields are required to undergo professional practice at practices bases determined by their higher schools.

Higher schools plan and organize all types of professional practices, conclude agreements with enterprises, institutions and organizations of various forms of ownership for students' practices, and perform other types of work as defined by the Rules for Organization and Conduct of Professional Practice.

The manager/coordinator of the higher school places in Canvas LMS the Rules for Organization and Conduct of Professional Practice, prior the beginning of the professional practice helps the students to prepare for practice, gives consultations in accordance with the practice program, monitors the progress of students, checks the intermediate and final reports uploaded to Canvas LMS, checks them for plagiarism in "Turnitin", conducts correspondence with students, etc.

The student gets access to the posted materials on the practice, submits interim and final reports on the implementation of the practice program in Canvas LMS.

The management of professional practices is carried out by instructors, practitioners, managers/coordinators with higher and/or postgraduate education in the related field.

## **6.2 PROFESSIONAL PRACTICE OF MASTER'S PROGRAMS**

The educational program of the master's degree in scientific and pedagogical direction includes two types of practices that are conducted simultaneously with theoretical training or in a separate period:

- 1) pedagogical practice in the cycle of basic disciplines (BD) – at M. Narikbayev KAZGUU University;
- 2) research practice in the cycle of profiling disciplines (PD) - at the place of the dissertation.

Pedagogical practice is conducted with the aim of developing practical skills in teaching and learning. In this case, master students are attracted to conduct classes as assistant instructors at M. Narikbayev KAZGUU University.

The research practice of the master students is conducted in order to familiarize them with the latest theoretical, methodological and technological achievements of domestic and foreign science, modern methods of scientific research, processing and interpretation of experimental data.

The educational program of the master's program includes practical training in the PD cycle.

The manager/coordinator of the higher school places in Canvas LMS the Rules for Organization and Conduct of Professional Practice, checks the intermediate and final reports uploaded to Canvas LMS, checks them for plagiarism in "Turnitin", conducts correspondence with students of the master's program of the core direction. The master student gets access to the posted materials on the practice, submits interim and final reports on the implementation of the practice program in Canvas LMS.

Practical training in the PD cycle is carried out in order to consolidate the theoretical knowledge gained in the learning process, the acquisition of practical skills, competencies and professional experience in the master's' educational program, as well as the development of advanced experience.

The supervision of scientific internships, research practices of master students and doctoral candidates is carried out by candidates or doctors of sciences, PhDs and doctors of profile, or by holders of academic degrees (associate professor (docent), professor) who are actively engaged in scientific research, and (or) scientists, practitioners with scientific publications in the relevant fields.

The program of the practice, practices base, terms and form of the report for practice are included in the individual work plan of the master student, which is developed under the supervision of the adviser.

### **6.3 PRACTICE OF DOCTOR'S PROGRAM**

Doctoral education programs in terms of vocational training shall be developed on the basis of studying the experience of foreign universities and research centers that implement accredited training programs for PhDs or doctors of profile.

The practice is carried out in order to develop practical skills of scientific, research, pedagogical and professional activities. The doctoral education program shall include:

- 1) teaching and research practice - for students in the PhD program;
- 2) industrial practice - for students in the profile doctoral program.

During reaching practice doctoral students are attracted to conduct classes in the undergraduate and graduate programs as well as teaching full courses.

The research practice of the doctoral candidate is carried out with the purpose of studying the latest theoretical, methodological and technological achievements of domestic and foreign science, as well as consolidating practical skills, applying modern methods of scientific research, processing and interpreting experimental data in the dissertation research.

The internship of the doctoral candidate is carried out in order to consolidate the theoretical knowledge gained in the learning process, and to improve the professional level.

The content of research and industrial practice is determined by the topic of the doctoral dissertation.

The program of the practice, practices base, terms and form of the report for practice are included in the individual work plan of the doctoral student, which is developed for the entire training period.

## **CHAPTER 7. RULES FOR TRANSFER OF STUDENTS FROM COURSE TO COURSE**

### **7.1 GENERAL REQUIREMENTS FOR TRANSFER FROM COURSE TO COURSE**

To complete training within the standard training period, it is recommended that the student comply with the requirements for transfer from one course to another (year of study).

Students are transferred from course to course based on the results of the academic year, taking into account the results of summer/winter school in accordance with the requirements of a higher school and a specific educational program. The transfer of students from course to course is documented by the order of the Provost.

Students who have gained the required GPA and have completed the requirements of a higher school for transferring from one course to another are transferred to the next course.

A student, who has not been transferred to the following course and has not appealed to the Academic Quality Committee in a timely manner, could be held back a year by the order of the Provost of M. Narikbayev KAZGUU University.

Students, holders of the state grant, are obliged to master the number of credits stipulated by the educational program.

A held back student has the right to study according to a previously developed individual curriculum or to develop a new individual curriculum in accordance with established procedure.

Students who are transferred to the next course, having academic debt, re-take the relevant disciplines on a paid basis, except for the project “Creativity, Service, Intelligence” (for those entered in 2019); this project is carried out on a free basis for two consecutive academic periods.

A student with GPA below 2.0 at the end of the academic year is put on academic probation and is not transferred to another course.

The requirements of educational programs for transferring from course to course are described in the academic catalogs of higher schools.

### **7.1.1 SPECIAL REQUIREMENTS FOR TRANSFER FROM ONE COURSE TO ANOTHER IN MASTER’S PROGRAM**

1) Master students of KAZGUU Law School shall have at least 2.0 GPA to be transferred to the next course.

2) The transfer of students of the Higher School of Economics from course to course is carried out on the basis of the approved transfer criteria. Students who are transferred from course to course must:

- gain at least 1.0 GPA;
- complete 40 Academic credits/ECTS in the first academic year.

A master student with GPA below 2.0 at the end of the academic year is put on academic probation.

### **7.2 COURSE RETAKE**

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

- fails the course;
- desires to improve GPA.

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

To retake a course student shall register and include the course into his/her individual study plan. During an extra semester student shall attend all classes and pass all examinations of the course. The student cannot use his/her previous work in this course when submitting works for current, midterm and final assessment.

Student, a holder of educational grant, and having academic failures, is transferred to the following course without losing the educational grant on condition to re-take the relevant disciplines on a paid basis.

A student, having received a final failing grade on the discipline of the component of choice (hereinafter referred to as the elective discipline) has the right to retake the same course or replace it with another elective course, according to established order. Replacement of the course must be agreed with the adviser of the department.

## **CHAPTER 8. PROCEDURE FOR GRANTING ACADEMIC LEAVE**

Academic leave is the period for which a student of M. Narikbayev KAZGUU University temporarily interrupts his/her studies due to illness, military conscription or caring for a child.

Academic leave is given for a student in case of:

- illness – on the basis of based on the conclusion of the medical advisory commission at an outpatient clinic for a period of 6 to 12 months;
  - conscription into the armed forces – on the basis of summons for military service;
  - birth or adoption of a child until they reach the age of three.
- Other reasons for academic leave are not allowed.

### **8.1 ACADEMIC LEAVE**

Academic leave, for a period of 6 to 12 months, is granted to a student on the basis of the decision of the medical advisory board at outpatient clinics due to illness, military conscription, birth of a child, adoption of children under the age of 3 years.

The Order on Academic Leave, stating the dates, is issued 3 days after providing the supporting documents.

After the order on academic leave is issued, the order on suspending or changing the payment of state grant is issued on a person who studies on the basis of state grant in accordance with the Decree of the Government of the Republic of Kazakhstan No. 116 dated February 7, 2008.

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

By the end of the period of academic leave specified in the order, the student is obliged to submit an application to withdraw the academic leave. In case of not submitting an application to withdraw academic leave within 15 calendar days from the date of the expiration date, the student may be expelled from M. Narikbayev KAZGUU University as not starting studies on time.

Upon returning from academic leave, the student continues his/her studies in the year of study (and in academic period) that had been assigned before his/her academic leave.

A student on academic leave for medical reasons has to pass medical advisory commission again and provide the conclusion about the absence of contradictions to continue the study.

Prior to an application the student gives his/her transcript to advisor (manager) and requests to determine the difference between the academic courses

in the curriculum (prerequisites as academic difference for required component). Academic course differences are based on comparing the programs of the studied disciplines (according to the catalog and syllabus (if necessary)), and academic credits/ECTS in the transcript.

Students study academic course differences either along with current courses or in the summer and winter schools.

In case of differences of Academic Leave and Returning from Academic Leave dates, the student is required to meet all educational tasks and earn required rating points in accordance with the individual curriculum, with the consent of the Academic Quality Committee, or she/he needs to register for the summer semester courses

To fill in the gap in courses, the student, along with current courses, attends all types of learning sessions, submits all types of current and midterm works provided in the working curriculum for these courses, receives admission and passes the final exam during the examination session according to the academic calendar.

## **CHAPTER 9. GENERAL RULES FOR TRANSFER, READMISSION AND EXPULSION OF STUDENTS**

Students can be transferred, from one higher educational institution to another, from one form of education to another, from one educational program to another and change the language of instruction.

Students' applications for transfer and readmission are considered by the Provost of M. Narikbayev KAZGUU University during the summer and winter holidays within five working days prior the beginning of the next academic period.

Students can be transferred or readmitted after expulsion if they completed the first academic period (semester, trimester, quarter) of the program being mastered according to the individual curriculum.

During the transfer and readmission of students:

- the appropriate course of their further training, taking into account the prerequisites, compliance with the requirements of the University and educational program;

- the academic difference in the disciplines of the curricula they studied in previous academic periods (prerequisites in the form of academic difference in the disciplines of the required component).

To eliminate academic differences students need to register on appropriate courses, attend all types of training classes, pass all types of current assessment, and get admission to the final exam.

Students apply for summer sessions in case of academic differences not included in the education curriculum.



## **9.1 TRANSFER TO ANOTHER HIGHER EDUCATION INSTITUTION**

Transfer to another university is carried out during the summer and winter holidays. Students may transfer only in the event of fully completing the first academic period (semester, trimester, quarter) according to the individual curriculum<sup>28</sup>.

Students willing to transfer need to submit application through M. Narikbayev KAZGUU University mobile app. Students must have a transcript and a copy of their ID card. The application will be considered within three days. After consideration, students will get the following documents from SSC KAZGUU (in case of no financial debts were detected):

- application with the Provost visa and the seal of M. Narikbayev KAZGUU University or the extract from the order on expulsion;
- copy of university license;
- copy of UNT/CT certificate;
- copy of certificate/diploma.

During three working days, the Provost issues an order of expulsion with the following wording "expelled in connection with the transfer to the (name of institution)" and within three days from the date of issuance of the order of expulsion, the personal data is sent to the host university.

## **9.2 TRANSFER FROM ANOTHER UNIVERSITY**

Transfer from another university is done during summer and winter holidays before the academic period. Students may transfer only in the event of fully completing the first academic period (semester, trimester, quarter) according to the individual curriculum<sup>29</sup>.

Applicants, who have studied in foreign educational institutions, submit:

- a document of studied program disciplines (academic record or a transcript);
  - results of entrance examinations;
  - documents of completing previous level of education (documents, provided by foreign organizations, should pass the procedure of nostrification in the Republic of Kazakhstan in the order, determined by the Rules for the Recognition and Nostrification of educational documents);
  - extract of the order on admission for the 1<sup>st</sup> course (year of study),
- expulsion;
- ID or passport;
  - persons with general secondary or provisional or vocational education in the Republic of Kazakhstan, when transferring from another university or readmission,

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<sup>28</sup> Rules for the organization of the educational process on credit technology of education, Op.cit., paragraph 36.

<sup>29</sup> Idem.



provide the UNT or CT certificate with a score not lower than established threshold (if any);

Prior to an application the student gives his/her transcript to advisor (manager) and requests to determine the difference between the academic courses in the curriculum, advisor (manager) together with the student forms the recommendation. The project "Creativity, Service, Intelligence" does not affect the academic difference when transferring from another university under the undergraduate program. However, the student, after being enrolled in the student body, must complete the project in full (for those entered in 2019).

After determining the academic difference and the expected course of study, the student takes entrance exams in basic and/or profiling disciplines, the list of which is approved by the order of the dean (director) of the higher school on the basis of a decision of the appropriate Academic Quality Committee.

In case of positive assessment of the entrance examinations (50% and more) and with the permission of the dean (director) of the higher school for transfer, the student submits application to SSC KAZGUU addressed to the Provost of M. Narikbayev KAZGUU University on admission in the transfer order.

The Enrollment order of the student transfer is issued within five working days. The student signs a contract on paid provision of educational services, provides payment for a semester, depending on the number of studies courses and academic credits/ECTS (according to the Register of educational services price for the current academic year). After the issuance of the order a written request for the student's personal file is sent to the university where the student studied before.

After receiving the request the head of the university, where the student studied before, issues an order of expulsion with the following wording "expelled in connection with the transfer to the (name of institution)" and within three days from the date of issuance of the order of expulsion sends the personal file of the student to M. Narikbayev KAZGUU University.

### **9.2.1 SPECIAL REQUIREMENTS FOR TRANSFER TO KAZGUU LAW SCHOOL**

Master students have the opportunity to transfer from another university under the same educational program, or from a one-year study program (60 ECTS) to a two-year program (120 ECTS) after the successful completion of one semester and the mastery of at least 20 ECTS. To transfer from one program to another, students shall consult the postgraduate education manager to determine the difference in academic disciplines.

### **9.2.2 SPECIAL REQUIREMENTS FOR TRANSFER TO THE HIGHER SCHOOL OF ECONOMICS**

Bachelor's degree student when transferring to Higher School of Economics educational programs are obligatory:

- to take a test to determine the English language level (pass KAZGUU English Placement test, and get at least 40% out of 100% for HSE educational programs) or provide a copy of IELTS certificate (Academic IELTS from at least 3.0 points or its equivalent TOEFL IBT/PBT);

- to pass a test for “Mathematics”, if a student does not have a positive grade in the “Mathematics” discipline. A student should get at least 25 out of 40 points for “Finance”, “Accounting and Audit”, “Economics” educational programs, at least 20 out of 40 points for “IT in Business” educational program and at least 15 out of 40 points for “Management” educational program.

Master students have the opportunity to transfer from another university under the same educational program, or from a one-year study program (60 ECTS) to a two-year program (120 ECTS) after the successful completion of one semester and the mastery of at least 30 ECTS.

To transfer from one educational program to another the student must comply with the aforementioned requirements, take required courses “Research Methods I: Introduction to Research Methods” and “Global Leadership and Organizational Development”, consult with the manager to determine academic difference and preconditions, and get approval from the Academic Quality Committee of the Higher School of Economics.

### **9.2.3 SPECIAL REQUIREMENT FOR TRANSFER TO SCHOOL OF LIBERAL ARTS**

When enrolling in the English language of instruction for educational programs of the School of Liberal Arts, it is required to provide international certificate, that confirm the level of English language proficiency according to the tables below, or to pass entrance exam KEPT (KAZGUU English Placement Test).

Requirement of English language proficiency for transfer students from another education institution or readmission to 6B02301–Translation Studies and 6B02302–Applied Linguistics education programs.

No.	Course (year of study)	Level of English language according to KEPT (CEFR) results	Academic IELTS	TOEFL IBT/PBT, FCE/CAE (IELTS equivalent)
1	First course (year)	Intermediate B1 (60 баллов и выше)	5,0	IBT 45 PBT 450 FCE 154
2	Second course (year)	Advanced	7.0 or above	IBT 94 PBT 590 CAE 185
3	Third course (year)	Advanced	8.0 or above	IBT 110 PBT 637 CAE 200

Requirement of English language proficiency for transfer students to 6B11101 – Hospitality и 6B11102 – Tourism (English language of instruction)

No.	Course (year of study)	Level of English language according to KEPT (CEFR) results	Academic IELTS	TOEFL IBT/PBT, FCE/CAE (IELTS equivalent)
1	First course (year)	Intermediate B1 (40 points or above)	3,0	IBT 24 PBT 370 PET 120 FCE 140
2	Second course (year)	Intermediate B1 (60 point or above)	5,0	IBT 45 PBT 450 FCE 154
3	Third course (year)	Intermediate B1 (65 point or above)	5,5	IBT 59 PBT 496 FCE 162 CAE 162

### 9.3 TRANSFER FROM ONE EDUCATIONAL PROGRAM TO ANOTHER

Transfer from one to another educational program is done during winter or summer holidays (before the academic period). Students may transfer only in the event of fully completing first academic period according to the individual curriculum<sup>30</sup> and does not have financial debt.

Before applying for transfer, the student submits a transcript to the advisor to determine the academic difference in disciplines according to the curriculum.

After determining the academic difference, the expected course of study and with the permission of the dean (director) of the higher school for transfer, the student submits application addressed to the Provost of M. Narikbayev KAZGUU University on transfer from one educational program to another through M. Narikbayev KAZGUU University mobile app.

The advisor (manager) along with the student develops a recommendation.

The Enrollment order of the student transfer from one educational program (specialty) to another is issued within five working days.

The student is required to enter into an additional agreement to the contract for the provision of educational services and provide the payment for semester, depending on the number of studies courses and academic credits/ECTS (according to the Register of educational services price for the current academic year).

Additional requirements for the transfer students and master's degree students, holders of the state grant:

Transfer of students with the preservation of state grant is possible for one group of educational programs.

<sup>30</sup> Idem.

A person, a holder of state grant, when transferring from one educational program to another, from one study form to another, renews an agreement on the provision of education services on a paid basis.

### **9.3.1 SPECIAL REQUIREMENTS FOR TRANSFER FROM ONE EDUCATIONAL PROGRAM TO ANOTHER OF KAZGUU LAW SCHOOL**

To transfer from one educational program to another, the student shall consult with the manager of postgraduate education. Transfer is possible after the successful completion of the first semester.

To transfer from one educational program to another, students shall meet the following criteria:

- gain at least 2.0 GPA

### **9.3.2 SPECIAL REQUIREMENTS FOR TRANSFER FROM ONE EDUCATIONAL PROGRAM TO ANOTHER OF THE HIGHER SCHOOL OF ECONOMICS**

To transfer from one educational program to another a master's degree student should have GPA 2.0 or above.

### **9.4 CHANGING LANGUAGE OF INSTRUCTION**

Students can change the language of instruction during winter or summer holidays<sup>31</sup> before the academic period. A student submits an application to Provost for transfer from one language of instruction to another one through M. Narikbauev KAZGUU University mobile app.

The Order on Changing the Language of Instruction is issued within five working days and the student provides the payment for the semester, depending on the number of academic credits registered.

### **9.5 STUDENT READMISSION**

Readmission of students is carried out by the order of the Provost during winter or summer holidays<sup>32</sup> before the academic period.

Students can be readmitted to the bachelor's program within five years from the date of expulsion, and to the master's program within two years from the date of expulsion.

Students can be readmitted only to the course from which they were expelled and only on a paid basis.

Students studying under a fee basis who were expelled for a semester due to financial debts have a right to be readmitted in four weeks from the date of expulsion.

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<sup>31</sup> Idem.

<sup>32</sup> Idem.

Students may be readmitted only if fully completing the first academic period according to the individual curriculum.

Students studying in foreign educational organizations, must provide:

- a document of studied disciplines (academic record or a transcript);
- the results of entrance examinations;
- documents of the accomplishment of the previous level of education (documents, provided by a foreign educational institution, should pass the procedure of nostrification in the Republic of Kazakhstan in the order, established by the Rules of recognition and nostrification of educational documents);
- the extract from the order of enrollment for 1<sup>st</sup> course (year of study), and expulsion;
- ID or a passport;
- persons with general secondary or provisional or vocational education in the Republic of Kazakhstan, when transferring from another university or readmission, provide the UNT or CT certificate with a score not lower than established threshold (if any);

Before submitting the application, the student submits to the advisor a copy of the academic certificate (certificate issued to citizens who have not completed their education) and submits an application for determining the academic difference, advisor (manager) together with the student forms the recommendation.

After determining the academic difference and the expected course of study, the student passes entrance exams in basic and/or profiling disciplines, the list of which is approved by the order of the director of the higher school on the basis of a decision of the Academic Quality Committee.

In the event of a positive assessment of the entrance examinations (50% and more) and with the permission of the director of the higher school for transfer, the student submits an application to SSC KAZGUU addressed to the Provost of M. Narikbayev KAZGUU University on the readmission and attaches the necessary documents.

The order on the readmission of students is issued within five working days; then, the student enters into an agreement on the provision of educational services on a paid basis and provides payment for a semester, depending on the number of studies courses and academic credits/ECTS (according to the Register of educational services price for the current academic year). After the order is issued, a written request to transfer student's personal file is sent to the university, where the student studied before.

## **9.6 EXPULSION OF STUDENTS FROM M. NARIKBAYEV KAZGUU UNIVERSITY**

A student may be expelled from M. Narikbayev University by the following reasons:

- academic failure;

- violation of Academic Integrity principles;
- violation of Rules of internal regulations and the Charter of the University;
- violation of conditions of the agreement on the provision of educational services, including non-payment of educational fees;
- at their own will;
- in case of failure to meet the requirements of the educational program: did not defend thesis (project) master's thesis or did not fulfill the requirements of the educational program: did not pass a complex examination.

Certain cases, leading to the termination of the agreement on the provision of educational services and expulsion of a student, which are not compatible with Academic Integrity principles, are provided by the agreement conditions.

A student, a holder of the state grant, expelled from M. Narikbayev KAZGUU University without transfer to another educational institution, is deprived of the state grant.

In case of refusal (unwillingness of a student) to continue his/her education at M. Narikbayev KAZGUU University (no registration for courses during a semester), the student is obligated to notify within three days the university (the application is submitted M. Narikbayev KAZGUU University mobile app)

Agreement relations with the student continues until the day the order of expulsion by the Provost of M. Narikbayev KAZGUU University is issued.

The student's financial debt for provided educational services by the day of the order issued is paid by the student on a voluntary basis or collected through the legal proceedings.

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

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

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

## **CHAPTER 10 MASTER'S THESIS AND MASTER'S PROJECT**

### **10.1 REQUIREMENTS FOR MASTER'S THESIS AND MASTER'S PROJECTS OF KAZGUU LAW SCHOOL**

The main purpose of graduate studies is to write thesis.

Students of the master's program of scientific and pedagogical direction shall write a master's thesis. A graduation thesis is a scientific work aimed at solving



actual scientific problems, which demonstrates the research skills of a student and addresses real-world problems.

Students of the master's program of core direction perform a master's project. The project is aimed at solving a real-world problem, reflects the ability of a student to apply practical skills and can be closely connected with the student's workplace/place of practice or ordered by his/her employer. Agile methodology is used to prepare the master's project, and includes the creation of a Scrum-team and the preparation of technical specifications for the project.

The research work is carried out under the direct supervision of the scientific supervisor who is chosen from the faculty members of the corresponding department. The supervisor coordinates the subject, structure and content of the research work. It is the master student's responsibility to consult his/her supervisor and attend consultation sessions.

The selection criteria of a research problem for the master's thesis (project) are:

- its correspondence to the research areas at M. Narikbayev KAZGUU University;
- scientific and practical novelty of the research topic;
- practical or fundamental nature of the problem;
- significant challenge in solving the problem.

Master students, members of M. Narikbayev KAZGUU University team, taking part in the International Law Moot Court Competition for the Philip Jessup Cup, Capstone Project, as well as in other events of this kind and level, based on the submission of the relevant department, in consultation with the Committee on Science , are allowed to present the work prepared as part of participation in the project/competition to be counted as a master's thesis (project).

### **10.1.1 SUPERVISOR APPOINTMENT PROCEDURE**

The process of appointment of the master student's supervisor, as well as selection of the research topic is administered by the postgraduate education manager of KAZGUU Law School.

### **10.1.2 RESEARCH SUPERVISOR SELECTION PROCEDURE**

In the first week of the academic year, KAZGUU Law School sends out profiles of research supervisor to students' corporate mails. Master students have the right to propose other candidates for scientific supervisor that are not represented in the profiles, but satisfy the requirements. To do this, they need to write a statement addressed to the dean (director) on the consideration of the proposed candidates.

### **10.1.3 REQUIREMENTS FOR RESEARCH SUPERVISORS**

Research supervisors of graduation theses (projects) are appointed from the most qualified instructors of the university faculty as well as specialists from other leading higher educational institutions and research centers, experts from public sector, international and national companies with a Ph.D. degree, doctors of profile, candidates of science, doctors of science and other candidates actively engaged in scientific research in the respective fields. A supervisor may not be appointed from the list of ineligible supervisors as well as from persons lacking knowledge of the language the graduation thesis (project) has been carried out in.

### **10.1.4 RESEARCH TOPIC PROPOSAL AND REVIEW**

The second and third weeks of the academic year shall be devoted to meetings of a master student with a potential supervisor, to discuss the proposed research topic, and study relevant literature. As a result, research supervisor shall give his consent, provided in paper or electronic form to KAZGUU Law School, to supervise the master student. The research topic should lay within the priority research areas at M. Narikbayev KAZGUU University. On the fifth-sixth week the topic of master's degree is formulated and student submits application about the chosen scientific supervisor (the scientific supervisor's visa on it) to the Higher School. The topic and scientific supervisor may be corrected or changed during the study in accordance with the application to the Dean of the Higher School, considered by Academic and Research Council (twice a year – in October and February).

### **10.1.5 RESEARCH TOPIC APPROVAL**

Based on students' applications, KAZGUU Law School, submits the list of topics and research advisors for approval by the Research Committee of KAZGUU Law School. KAZGUU Law School submits the list of topics and advisors of research thesis (projects) on all master's educational programs, addressed to the Provost of M. Narikbayev KAZGUU University, for approval at the meeting of the Academic and Research Council. After the meeting, the Secretary of the Academic and Research Council sends extract from the minutes of the meeting to KAZGUU Law School. Based on this extract, the Order on the approval of the research topics and supervisors is issued until the 31<sup>st</sup> October of the current year.

### **10.1.7 MASTER'S THESIS (PROJECT) REQUIREMENTS**

It is the supervisor's responsibility to monitor the process of carrying out of the master's research. Work on the thesis (project) is carried out in strict accordance with the plan of scientific research. Work on the thesis (project) is implemented by master students together with the supervisor through participation in individual consultations.

### **10.1.8 MASTER STUDENT'S RESEARCH WORK**

In addition, master students are engaged in other types of the research work:

- participation in the organization and holding of scientific and applied science conferences, round tables, discussions;
- participation in research competitions;
- passing research (industrial) practice;
- preparation of scientific publications on the thesis (thesis draft) in conference proceedings and research journals.

### **10.1.9 RESPONSIBILITIES OF RESEARCH SUPERVISOR**

While a graduation thesis (project) is carried out a research supervisor:

- helps in deciding on the theme of the thesis (project), preparing justification and submission for approval;
- prepares, gives a student and submits for approval a schedule plan for the graduation thesis (project) within the specified time limit;
- recommends relevant literature, support and archive materials, standard projects, administrative and judicial decisions, electronic bibliographic resources useful for preparing the graduation thesis (project) as well as helps with getting them;
- in accordance with the approved schedule, holds weekly consultations for students on preparing graduation theses (projects) and monitors the progress of graduation theses (projects) preparation;
- monitors the obtained results, gives relevant recommendations and controls the process of making changes and additions to the research work;
- checks each section of the master's thesis (project) for plagiarism;
- renders assistance in completing the graduation thesis (project) according to the requirements of the given Academic Policy and in preparing the graduation thesis (project) for defense;
- within the established time period, provides a detailed assessment report on the graduation thesis (project) comprising information about relevance and novelty of the theme, originality, reliability and validity of the obtained results; the content of the report should not be identical with the text of the graduation thesis (project);
- participates in the defense of the graduation thesis (project) on the sitting of the State Certification Committee.

Supervision and monitoring of the work of research supervisors with master students is assigned to program managers and KAZGUU Law School.

The procedure of master's degree research is coordinated by supervisor of the specific area, who:

A) carries out events with the participation of all scientific supervisors and master's degree students in the framework of scientific area; and provides scientific

and methodological events by carrying out consultations, seminars, trainings, master-classes and other forms of experience and knowledge exchange on current topics and legal problems, and methodology of scientific research according to the specific area. At the same time the supervisor of the specific area may contact with scientific supervisors for assistance in carrying out such events;

B) together with scientific supervisors recommends the list of literature on the topics for scientific areas of the University. The supervisor of specific area has the right to request the list of literature from scientific supervisors;

C) determines the correspondence of the master's thesis to the scientific area;

D) participates in formulating the topic of master's thesis in the frame of the area, without interfering into the process of choosing the topic;

E) carries out monitoring and coordination of scientific supervisors and keeps records of masters' theses in the scientific area;

F) recommends the change of scientific area of research depending on the content of master's research and the change of scientific supervisor for objective reasons (non-compliance with the criteria of the scientific supervisor, dismissal, continuing illness, which makes it impossible to carry out supervision or death);

G) reviews students' presentations and their supervisors about the results, reached during the research and provides recommendations for improving the research;

H) has the right to ask for the information from scientific supervisors about the process of research at any time;

I) participates in the defense of master's research at the meeting of State Attestation Committee.

#### **10.1.10 ACADEMIC INTEGRITY**

In preparing the master's thesis (project), students of M. Narikbayev KAZGUU University are required to comply with the principles of academic integrity stated in the Handbook on Ensuring Academic Integrity. Students are responsible for violating the requirements of this Academic Policy, as well as the Handbook on Ensuring Academic Integrity and the facts of plagiarism in the process of master's research. The verification of the originality of the master's thesis (project) or its part is carried out by research supervisor using the Turnitin system. After checking the master's thesis (project) for plagiarism, an official report is generated. The level of originality of the text and citations is determined by the supervisor. The fact of plagiarism detection in a master's thesis (project) is the basis for not allowing a master student to defend a thesis (project).

#### **10.1.11 MASTER'S THESIS (PROJECT) FORMAT AND STRUCTURE**

The master's thesis (project) consists of the following parts:

- abstract;

- cover;
- front page;
- schedule plan;
- content;
- list of abbreviations;
- introduction;
- main body;
- conclusion;
- list of references;
- appendices.

Format samples of thesis components are available at KAZGUU Law School.

### **10.1.12 THESIS (PROJECT) PUBLIC DEFENSE**

After successful predefense procedure by Committee of Science a graduation thesis (project) is admitted to the public defense. Public defense of the master's thesis (project) is carried out if there is:

- positive assessment report from the supervisor;
- at least one publication on the topic of the project in research journals (for the master's degree of core direction) and at least two publications on the topic of the thesis (for the master's degree of scientific and pedagogical direction);
- Committee of Science recommendation for thesis defense;
- a review by the reviewer whose qualification (academic degree) corresponds to the profile of the defended work, and who provides a comprehensive description of the thesis (project) and a reasoned conclusion about the possibility of awarding master's degree in the relevant specialty.

Master students who have not defended master's theses (projects) are entitled to re-defense in the next academic period. The results of public defense of a master's thesis (project) are not subject to appeal by a graduate student. A graduation (project) after the defense procedure is recognized as intellectual property. Personal non-property rights remain with the author of the work, all other rights remain with M. Narikbayev KAZGUU University. The defended master's thesis (project) is transferred for temporary storage to the library of M. Narikbayev KAZGUU University, the electronic version is transferred to the repository of M. Narikbayev KAZGUU University.

## **10.2 REQUIREMENTS FOR MASTER'S THESIS AND MASTER'S PROJECTS OF THE HIGHER SCHOOL OF ECONOMICS**

Master's thesis (project) are an integral part of the master's program of the Higher School of Economics ,

The purpose of the thesis (project) is to better understand the main theoretical and conceptual discussions on the chosen topic, formulate a research question, determine the appropriate literature, develop a methodology, identify

relevant key players and stakeholders, organize surveys to collect data, conduct applied qualitative and quantitative research, preparing a meaningful report of between 10,000 and 12,000 words (including bibliography), which reflects a deep understanding of the chosen topic, including a set of recommendations related to the policy development.

The master's thesis (project) must be submitted via Canvas as a PDF file. The file will be then submitted to the electronic library of M. Narikbayev KAZGUU University. The thesis (project) can be found in a web search and downloaded; however, upon the request of a graduate student, it is possible to limit or block access to download outside M. Narikbayev KAZGUU University.

Additional requirements to master's theses and projects is determined by the HSE Master's Dissertation Guidelines.

### **10.2.1 STAGES AND TERMS**

The stages of the implementation of the master's thesis (project) are determined by the academic calendar:

- project announcement;
- presentation of a research proposal, which states research question, research design with methodological and theoretical approaches, ethics report;
- presenting a statement of purpose, literature review, research hypothesis;
- preliminary presentation of the results;
- predefense procedure;
- master's project submission deadline;
- final (public) defense.

### **10.2.2 THESIS (PROJECT) STRUCTURE**

The thesis (draft) should consist of (1) introductory section, which should be numbered in Roman numerals, and (2) the main part, which should be numbered in Arabic numerals.

1. Introductory section should be displayed in the following order:

- Title page (i);
- Signature page ( ii );
- List of contents (iii);
- List of tables (iv);
- List of illustrations (v).

Introductory section should appear in this order, but not necessarily with the page numbers shown above.

Thesis (draft) must be numbered in Arabic numerals; the numbering starts with 1 and continues to the end. The content should include the following sections:

- Introduction;

This section should explain the purpose and summary of the research results.

- The main part;



This section includes a literature review, methodology, data analysis, model description, and presentation of key results and tests.

- Concluding observations;

This section concludes and provides general information on the prospects for further research in this area.

- List of references;

List of references contains literature resources used by an author while preparing a graduation thesis.

- Appendices;

The appendix contains additional material, which is not an integral part of the text itself, but which provides a more complete understanding of the study.

**Title page:** does not require page number.

**Signature page:** signatures of the research adviser, and signatures of all students, authors of thesis shall be presented on the signature page. Sample will be provided.

**Text:** the text of the thesis (project) is aligned in width. Pages containing handwritten corrections, handwritten strikethroughs and unsightly deletions, and other corrections are not accepted.

When preparing the thesis (project) for publication it is necessary to consider formatting requirements of the publisher or research journal. If the publisher or magazine is known in advance it is necessary to comply with their requirements. In particular, the form of footnotes and bibliography may differ depending on the different publishers and magazines.

**Standard font and spacing:** Times New Roman font, 12 font, double-spaced, except for footnotes (footnotes should be single-spaced; double spacing in footnotes is used to separate one note from the next).

**Page Numbers:** Page numbers (in Latin and Arabic) can be located at the bottom of the page closer to the edge of the paper than the text itself.

**Submission date:** the date of completion of the thesis is indicated.

**Abstract:** the abstract should briefly outline the research problem of the thesis, discuss the materials and procedures or research methods used, and also state the research results or conclusions. Mathematical formulas, diagrams, and other illustrative materials should be avoided. The abstract should not be part of the thesis itself and should not be included in the table of contents. The abstract is drawn up as follows:

Abstract (PROJECT TITLE), (AUTHOR'S NAME), HSE M. Narikbayev  
KAZGUU University, May (YEAR OF ISSUE).

Abstracts will be published without editing. The abstract should be double spaced and should not exceed 350 words (maximum 2450 characters - including spaces and punctuation marks - about 70 characters per line and maximum 35 lines).

### **10.2.3 THESIS (PROJECT) SUBMISSION**

Master students shall submit final versions of their theses (projects) to the Higher School of Economics in electronic form. Thesis (project) cannot be revised after submission. Thesis (Project) will not be accepted if any item from the list below will be missing or not completed:

1. Turnitin originality report, prepared by the Kazakh Institute for Development Studies, HSE KAZGUU;
2. Review of scientific supervisor;
3. One review of a reviewer;
4. Certificate about publication of master's thesis results;
5. Signatures page.

### **10.2.4 THESIS (PROJECT) PUBLICATION**

The main results of the master's thesis are presented in at least one publication and (or) at one scientific and practical conference.

All master's works will be open-access documents. The Higher School of Economics will not recommend the award of a master's degree until the thesis or project is submitted and becomes available for unlimited distribution.

### **10.2.5 SELECTION OF SCIENTIFIC SUPERVISOR**

The choice of scientific supervisor is carried by the Higher School. Master's degree student may propose a candidate for a scientific supervisor. The candidate, proposed by the student, may be approved only by the positive decision of Academic Quality Committee.

### **10.2.6 SELECTION OF TOPIC AND RESEARCH**

Master's degree student may choose a research topic by independently or choose a proposed topics, that correspond to scientific interests of the supervisors. The list of the proposed topics and contacts of scientific advisors are provided by the tutor-manager by sending information via corporate mail. Master's topic is established after the consideration and approval of Quality Assurance Committee. The topics pass the final consideration and approval on the Academic and Research Council of the University within two weeks after the enrollment;

The topic of the research may be corrected or re-considered in accordance with the above procedure.

### **10.3.1 REQUIREMENTS FOR MASTER THESES (PROJECTS) OF BUSINESS-SCHOOL**

A thesis (project) of an MBA student should be devoted to the research of a real management problem and project/dissertation. The list of proposed topics includes (but not limited to) the following: a project (program, pipeline of projects) for the strategic development of an organization, a project for the modernization of the organization's business processes, the development and launch of a new product/service, opening a new business, opening a new direction of existing business, development of activities of an existing business unit, company or an organization. The thesis (project) should demonstrate the impact of the implementation of the project on internal and external environment of the organization. Master student has the right to choose either to write a thesis or a project.

### **10.3.2 SELECTION OF THE RESEARCH TOPIC AND SUPERVISOR**

An MBA student chooses the research topic for their dissertation/project independently, based on their personal, research or practical interests. After the topic has been chosen, the student writes an application to the Director of Business-School. An instructor of Business-School that has PhD/Doctorate/DBA/Candidate of Sciences/MBA degree and actively engaged in research can become a supervisor. A person included to the list of undesirable supervisors or who does not speak the language of the thesis (project) cannot be appointed as a supervisor.

### **10.3.3 APPROVAL OF THE RESEARCH TOPIC**

Basing on students' applications, Business-School sends the proposal to the Academic quality committee in order to review their research topics. After the research topics are reviewed by the members of the Committee, Business-School sends them for approval to the Academic and Research Council Chairman. After the research topics are approved by the Academic and Research Council, Secretary of the Council sends the extract to the Business-School. Basing on the extract, Order on approval of research topics and supervisors is issued. Approval of research topics and supervisors takes place two times a year.

### **10.3.4 RESPONSIBILITIES OF RESEARCH SUPERVISOR**

Responsibilities of research supervisor include the following:

- to assist an MBA student with the development of a schedule plan for their thesis/project;

- to recommend MBA student necessary literature, reference and archival materials, and other sources on the topic of their thesis (project);
  - to schedule and conduct consultations to ensure that a student follows their schedule plan;
  - to check each section of the thesis (project) for plagiarism;
  - to assist an MBA student with the preparation of the thesis (project) according to the Academic Policy, as well as with the preparation of the thesis (project) for defense;
  - to participate in the defense of a thesis (project) by taking part at the meeting of the state certification committee;
- The Director of Business-School and educational program coordinator ensures the quality of work of research supervisors with MBA students.

### **10.3.5 ACEDMIC INTEGRITY**

In preparing the master's thesis (project), students of M. Narikbayev KAZGUU University are required to comply with the principles of academic integrity stated in the Handbook on Ensuring Academic Integrity. Students are responsible for violating the requirements of this Academic Policy, as well as the Handbook on Ensuring Academic Integrity and the facts of plagiarism in the process of master's research. The verification of the originality of the master's thesis (project) or its part is carried out by research supervisor using the Turnitin system. After checking the master's thesis (project) for plagiarism, an official report is generated. The level of originality of the text and citations is determined by the supervisor. The fact of plagiarism detection in a master's thesis (project) is the basis for not allowing a master student to defend a thesis (project).

### **10.3.6 THESIS (PROJECT) STRUCTURE**

The master's thesis (project) consists of the following parts:

1. abstract;
2. cover;
3. front page;
4. schedule plan;
5. content;
6. list of abbreviations;
7. introduction;
8. main body;
9. conclusion;
10. list of references;
11. appendices.

Format samples of thesis components are available at the Business-School.

### **10.3.7 PUBLICATION OF THESIS (PROJECT)**

Main results of master's thesis are presented in at least one publication and (or) one presentation on scientific and practical conference.

## **CHAPTER 11. GENERAL REQUIREMENTS FOR GRADUATION**

A student who passes the final attestation and confirms that he/she has mastered the educational program of higher and (or) postgraduate education, by the decision of the attestation commission is awarded the degree of "Bachelor" or "Master" or is given the qualification of the corresponding educational program and is given free of charge diploma with diploma supplement within five days from the date of issuance of the Order on Graduation.

The diploma supplement (transcript) shall contain the latest grades pursuant to the grade-rating letter system for all academic disciplines, completed coursework (projects), research or experimental research, types of professional practices, final attestation with an indication of their volume in academic credits and hours.

A student who has passed the exams with grades A, A- "excellent", B-, B, B +, C + "good" and having an average grade point achievement (GPA) of not less than 3.5, as well as those, who passed a comprehensive exam or defended a thesis (project) with grades A, A- "excellent"; shall be issued a diploma with honors (without taking into account the grades for additional types of training).

A student who had retaken the courses or exams during the course of study cannot receive an honors degree.

Upon completion of study, M. Narikbayev KAZGUU University awards academically outstanding students with honor degrees. There are three degrees: with honor (Cum laude), with great honor (Magna cum laude) and with the highest honor (Summa cum laude).

The degree with distinction is noted in the diploma of its own sample.

To obtain the Summa cum laude diploma (with the highest honor), the student shall gain 4.0 GPA.

To receive the Magna cum laude diploma (with great honor), the student shall gain 3.8 – 3.9 GPA, and have "good" and "excellent" marks.

To receive the Cum laude diploma (with honor), the student shall gain 3.5 – 3.7 GPA, and have "good" and "excellent" marks.

A student who has received an "unsatisfactory" grade according to final attestation is expelled from M. Narikbayev KAZGUU University by the order of the Provost, as "not fulfilling the requirements of the educational program" and "not having defended thesis (project), or master's thesis (project)" or "not having passed a comprehensive exam".

The re-pass of comprehensive examination and re-defense of master's thesis for persons who received "unsatisfactory", in the current final attestation is not allowed.

A student who does not pass the final attestation, in the next academic period appeals to the Provost of M. Narikbayev KAZGUU University, but no later than two weeks prior the beginning of the final attestation of the following academic year, to re-take final attestation. Permission to re-take final attestation is documented by the order of the Provost of M. Narikbayev KAZGUU University.

A student can re-take only those forms of final attestation according to which he received unsatisfactory grades.

The list of disciplines for state exams for people who have not passed these exams is determined by the curriculum that was valid in the year of graduation.

The requirements to receive Bachelor's degree for the educational program is prescribed in the Catalogues of Higher Schools.

### **11.1 THE BACHELOR'S DEGREE REQUIREMENTS FOR GRADUATION**

A student can be qualified for a bachelor's degree if he/she completes 248 academic credits including 8 academic credits in the discipline "Physical Culture", and defense of the project "Creativity, Service, Intelligence" (for those entered in 2019).

The project "Creativity, Service, Intelligence" is not assigned academic credits, and must be passed within 1-6 semesters (for those entered in 2019 and further).

### **11.2 THE MASTER'S DEGREE REQUIREMENTS FOR GRADUATION**

The main criterion for completing studies in master's programs is the mastery of:

1) in scientific and pedagogical master's degree at least 120 academic credits for the entire period of study, including all types of educational and scientific activities of a graduate student;

2) in the master's program of core direction, 60 academic credits with a study period of 1 year and 90 academic credits with a study period of 1.5 years.

The student who has passed the final attestation and confirmed the development of the educational program of the postgraduate education, by the decision of the attestation commission is awarded the degree of "Master" and a diploma with a diploma supplement is issued free of charge within five days from the date of issuance of the Order on Graduation.

The Diploma Supplement (transcript) shall contain the latest grades pursuant to the grade-rating letter system for all academic disciplines, completed coursework



(projects), research or experimental research, types of professional practices, final attestation with an indication of their amount in academic credits and hours<sup>33</sup>.

Re-defense of a master's thesis (project) in order to improve the grade is not allowed.

Re-defense of a master's thesis to students who received "unsatisfactory" grade is not allowed in the period of final attestation.

### **11.2.1 THE MASTER'S DEGREE REQUIREMENTS FOR GRADUATION OF KAZGUU LAW SCHOOL**

To obtain the master's degree in the graduate educational programs of KAZGUU Law School, the student shall meet the following criteria:

- master 60 ECTS in the master's program of core direction - 1 year of study, 90 ECTS in the master's program of core direction - 1.5 years of study, and 120 ECTS in scientific and pedagogical master's program - 2 years of study;
- gain at least 2.0 GPA;
- have no academic debt;
- complete all types of practices;
- defend master's thesis/project.

### **11.2.2 THE MASTER'S DEGREE REQUIREMENTS FOR GRADUATION OF THE HIGHER SCHOOL OF ECONOMICS**

To obtain the master's degree in the graduate educational programs of the Higher School of Economics, the student shall meet the following criteria:

- GPA 2.67 or higher;
- successfully obtain 120 ECTS (scientific and pedagogical direction - 2 years of study), 60 ECTS (core direction – 1 year of study), 90 ECTS (core direction - 1.5 years of study);
- successfully complete practice (industrial practice for master students of core direction (1-1.5 years), teaching and research practice for master students of scientific and pedagogical direction (2 years);
- defend master's thesis (project).

### **11.2.3 THE MASTER'S DEGREE REQUIREMENTS FOR GRADUATION OF BUSINESS SCHOOL**

To obtain the degree of "Master of Business Administration" in the graduate educational programs of Business School, the student shall meet the following criteria:

- 60 academic credits/ECTS – 1 year of study for EMBA program and 120 academic credits/ECTS - 2 years of study for MBA program;
- GPA 2.0 or above

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<sup>33</sup> Idem.

- No financial debt;
- Successful defense of master's thesis (project).

## **CHAPTER 12. CONCLUSION**

Any changes and additions to this Academic Policy can be introduced by the Academic and Research Council on consideration of the proposals of the academic departments of M. Narikbayev KAZGUU University.