



Approved


By the decision of the Academic Council

" ____ " _____ 2022, № _____

_____ G. Kurenkeyeva


Document type: **Regulations**
Code: **P-AKD-04**
Document name: **Regulations on the recognition of learning outcomes of formal and non-formal education**
Edition: **1**
Process owner: **Department of Academic Excellence and Methodology**
Process: **Educational process**
Revision period: **2 years**
Effective date: _____ 20____
Cancellation date: _____ 20____ (signature)
Revision date: _____ 20____ (signature)
Grounds for cancellation: _____
_____ 20____ (signature)

	Position	Full name	Signature	Date
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1. Purpose of the document

These Regulations were created in order to establish and document the procedure for recognizing the results of formal and informal learning by students of all levels of higher education at EI “Almaty Management University” (hereinafter referred to as AlmaU).


2. Scope of the document

The requirements of these Regulations are mandatory for all structural divisions of the University involved in the educational process.

3. References

These Regulations have been developed on the basis of regulatory documents of the Ministry of Education and Science of the Republic of Kazakhstan:

- Law of the Republic of Kazakhstan “On Education”.
- State compulsory standard of higher and postgraduate education, approved by the order of the Minister of Education and Science of the Republic of Kazakhstan № 604 dated October 31, 2018.
- Model rules for the activities of educational organizations implementing educational programs of higher and (or) postgraduate education were approved by the order of the Minister of Education and Science of the Republic of Kazakhstan № 595 dated October 30, 2018.
- The rules for organizing the educational process in credit education technology were approved by the order of the Minister of Education and Science of the Republic of Kazakhstan №152 dated April 20, 2011, as amended on October 12, 2018, order № 563.
- The standard rules for admission to study at educational organizations implementing educational programs of higher and postgraduate education were approved by the order of the Minister of Education and Science of the Republic of Kazakhstan № 600 dated October 31, 2018.
- The rules for recognizing organizations providing non-formal education and forming a list of recognized organizations providing non-formal education were approved by the order of the Minister of Education and Science of the Republic of Kazakhstan № 537 dated October 4, 2018.
- The rules for recognizing learning outcomes obtained by adults through non-formal education provided by organizations included in the list of recognized organizations providing non-formal education were approved by the order of the Minister of Education and Science of the Republic of Kazakhstan No. 508 dated September 28, 2018.
- The concept of lifelong learning (continuing education) (as amended on December 28, 2021), approved by the decree of the Government of the Republic of Kazakhstan dated July 8, 2021 №471.
- AlmaU Academic Policy, approved by the decision of the Academic Council dated September 11, 2019, protocol № 1.
- University Charter and Internal Regulations.
- Orders and instructions of the Rector, Vice-Rector.
- Regulations on the implementation of informal and formal online learning, П-ЦОО-4, approved by the decision of the Academic Council dated July 31, 2019, protocol № 13.

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- Rules for the transfer and reinstatement of students, PR-URS-01, approved by the decision of the Academic Council dated June 10, 2021, protocol № 10.

4. Terms, definitions and abbreviations

The following definitions are used in these Regulations:

Formal education - the process of acquiring knowledge takes place in a well-organized and hierarchically ordered context, finishing with the issuance of a state or own form - a diploma of primary / secondary / post-secondary vocational or higher / postgraduate education or a school leaving certificate. This process has a set duration for different programs, based on the state curriculum and state compulsory education standards, which is organized primarily by formal, registered organizations¹.

Non-formal education - the process of acquiring new knowledge often takes place outside a specialized educational space, while there are specific goals, methods and techniques, and most importantly, the result of learning. It can be conducted by educational or public organizations, various clubs and circles, sections, when studying individually with a teacher or trainer, and consists of a variety of trainings, courses, seminars, round tables, which are accompanied by the issuance of a document confirming additional advanced training - a participation certificate, an advanced diploma qualifications, certificate¹.

Informal education is an individual activity aimed at the cognitive process that accompanies his daily life, in which there is not always a specific result. It is spontaneous in nature, realized by activating people in a cultural and educational environment, namely communication with each other, reading, visiting theaters, museums and various cultural institutions, traveling, watching the media, etc., where an adult uses all means of educational potential of society into tools for their self-improvement, the result of daily work, family and leisure life, which does not have a clear structure¹.

Knowledge is the result of assimilation of information through learning, which is determined by a set of facts, principles, theories and practices in the relevant field of work or educational activity.

Skills are the demonstrated ability to apply knowledge to solve problems. Skills are divided into practical (use of techniques, materials, mechanisms, tools) and cognitive (use of logical, intuitive, creative thinking).

Skills (experience) are stable abilities to solve problems in the field of professional or other activities successfully.

Competencies are a dynamic combination of knowledge, understanding, abilities and skills. Their development is the goal of educational programs. Formed in various course units and assessed at different stages. Purchased by students.

Learning outcomes are the expected and measurable specific achievements of students and graduates, expressed in the language of knowledge, skills, abilities, competencies, and which describe what the student/graduate should be able to do upon completion of all or part of the educational program.

¹Gavrilova I.V., Zaprudnova L.A.. Formal, non-formal and informal models of education // Young scientist. - 2016. - № 10 (114). - pp. 1197-1200. — URL: <https://moluch.ru/archive/114/29876/> (access date: 01/21/2022).

The learning outcomes and competencies required for the award of educational and/or professional qualifications can be achieved and acquired in the formal, non-formal or informal education system.

Learning results obtained through non-formal and/or informal education are recognized at the University through validation.

Validation of learning outcomes (recognition of learning outcomes) is a formalized process of determining the level of students' mastery of the planned learning outcomes. Means of validating the results of non-formal and informal learning - exam papers, control and test assignments, qualifying (trial) works, tools, materials and other means in accordance with the level of qualifications and technological requirements.

Educational component is an academic discipline of a compulsory component, a university component or a component of the choice of general education disciplines, basic disciplines or major disciplines of an educational program, as well as all types of internships, with the exception of final attestation.

Recognition of learning outcomes is the process of formalizing the results of educational experience, a set of competencies and knowledge.

Credits are an expression of the amount of study based on certain learning outcomes and the associated work effort.

5. Responsibility

5.1. Department of Academic Excellence and Methodology is responsible for:

- control over familiarization of heads of structural units participating in the educational process with these Regulations;
- monitoring and control over compliance of these Regulations with the requirements of regulatory legal acts in the field of education.
- control and coordination of the activities of structural units on the application of these Regulations.

5.2. The School/Centre is responsible for:

- control over familiarization of the department employees with these Regulations;
- ensuring the quality of the final results of the implementation of the procedures of these Regulations.

5.3. The Registrar's Office is responsible for:


- control over familiarization of department employees with these Regulations;
- fulfillment of the requirements of these Regulations.

5.4. The head of the legal department is responsible for:

- coordination and verification of regulations regarding compliance with the legislation.

6. Procedures for recognizing learning outcomes obtained through formal education

6.1. Re-crediting of credits is recognition of the learning results of academic disciplines, types of professional practices, educational modules completed by students while

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receiving previous technical and vocational, post-secondary education, higher, postgraduate vocational education, as well as additional programs of AEO Nazarbayev Intellectual Schools.

6.2. Re-crediting of credits ensures comparison and re-crediting of students' educational achievements by components of educational programs (disciplines, courses, modules) for their official recognition when continuing studies in higher and postgraduate education programs, changing educational trajectory, educational institution, country of study, including during academic mobility .

6.3. Recognition of learning outcomes acquired through formal education is carried out on the basis of documents issued by organizations of technical and vocational, post-secondary , higher and postgraduate education and organizations included in the list of recognized organizations providing formal education, such as:

- academic certificate issued to persons who have not completed their studies;
- state/own diploma and supplement to it;
- transcript.

For graduates of AEO Nazarbayev Intellectual Schools, recognition of learning results is carried out on the basis of a certificate and its supplement, certificates.

6.4. Recognition of learning outcomes acquired through formal education is permitted for educational components included in the educational program: disciplines of the compulsory component, university component, elective educational components, all types of practices, with the exception of final certification.

6.5. The educational component can only be re-credited in full.

6.6. Re-credit is carried out by comparing the content and learning outcomes of modules/disciplines, internship, research work and their labor intensity in ECTS credits.

6.7. Academic achievements (knowledge, abilities, skills and competencies) of students are assessed in points on a 100-point scale of ECTS grades corresponding to the internationally accepted letter system with a digital equivalent and grades according to the traditional system.

6.8. Re-crediting is carried out during the vacation period no later than 5 days before the start of study.


6.9. The student has the right to refuse to re-credit one or more disciplines. In this case, he must include these disciplines in his individual curriculum, undergo training and all types of controls. The final grade received by the student is included in the transcript.

6.10. To re-credit formal education disciplines, by the order of the Dean of the School/Director of the Center, a commission of an odd number of members is created, which includes:

- advisor ;
- educational program leader;
- representatives of Schools/Centers teaching compulsory and basic disciplines;
- representatives of the specialized School/Center.

From among the members of the commission, the chairman of the commission is elected by a majority vote, who manages the activities of the commission, and in his absence, the deputy chairman.

The functions of the secretary of the commission are performed by an employee of the School/Center who is not a member of the commission.

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The decision of the commission is made by a majority vote of the total number of participants in the meeting of the commission.

The decision of the commission is documented in a protocol and signed by the chairman, members and secretary of the commission.

6.11. Based on the results of the decision, the commission makes a protocol, which contains a conclusion for Schools/Centers, the Registrar's Office, and the Advising Center on the recognition or non-recognition of learning results obtained during formal training (Appendix 1).

6.12. In the case of re-crediting an educational component(s), the student's documents (transcript, etc.) include: the discipline name, the total number of hours/credits, grades and the basis for re-grading (the protocol number of the subject commission meeting).

6.13. The student is exempt from studying the re-credited educational component(s) in subsequent semesters.

7. Procedures for recognizing learning results obtained through non-formal education

7.1. Recognition of learning outcomes acquired through non-formal education is permitted for educational components included in the educational program. In this case, recognition of results is carried out in the semester in which, according to the curriculum of a specific educational program, the development of an educational component is provided. The educational component can be re-credited as a component of the curriculum no later than the beginning of the next semester.

7.2. Recognition of learning outcomes acquired through non-formal education applies to both compulsory disciplines, university components and elective educational components, as well as all types of practices, with the exception of final certification.

7.3. The educational component can only be re-credited in full.

7.4. The university can recognize learning results acquired through non-formal education in the amount of no more than 10% (24-25 credits) of the total hours in a specific educational program.

7.5. Validation of learning outcomes obtained through non-formal education should include the following mandatory steps:

7.5.1. The student agrees with the program leader of the educational program on the choice of courses, trainings, etc., conducted including in an online format, recommended by the School/Center for a specific discipline.

The working curriculum of a discipline (syllabus) contains a list of recommended courses, trainings, etc. that ensure full mastery of the learning outcomes of a specific discipline.

7.5.2. A student of higher/postgraduate education submits an application to the Dean of the School/Director of the Center with a request for recognition of learning results acquired through non-formal education (Appendix 2).

The application is accompanied by: a copy of the identity card, documents (certificates, certificates, references, etc.) that define the topic, scope and list of learning outcomes acquired during non-formal learning, as well as the results of control.

The application is signed by the advisor, the program leader of the educational program.

7.5.3. By the order of the Dean of the School/Director of the Center, a subject commission of an odd number of members is created, which includes:

- advisor ;
- educational program leader;
- teachers of the School/Center whose qualifications correspond to the profile of the educational component, which is offered for re-credit on the basis of recognition of learning outcomes acquired through non-formal education.
- representative(s) of the School's dean's office/Center's directorate.

From among the members of the commission, the chairman of the commission is elected by a majority vote, who manages the activities of the commission, and in his absence, the deputy chairman.

The functions of the secretary of the commission are performed by an employee of the School/Center who is not a member of the commission.

The decision of the commission is made by a majority vote of the total number of participants in the meeting of the commission.

The decision of the commission is documented in a protocol and signed by the chairman, members and secretary of the commission (Appendix 3).

The presence of a student of higher/postgraduate education at meetings of the commission is possible at the request of the student.

7.5.4. The subject commission reviews the submitted documents, analyzes their compliance with the program of the educational component, conducts an interview with the student and makes one of the decisions:


- *not to recognize the results* obtained during informal learning;
- *to recognize the results* obtained during informal learning and count them as the result of the final control (exam) for the relevant educational component;
- *to assign a type of final control (exam)* in accordance with that specified in the curriculum for the educational component, based on the results of which a decision can be made to transfer learning results.

7.5.5. If the subject commission considers it necessary to conduct a final control (exam), then the student is introduced to the program of the educational component and the list of questions that are submitted for the exam.

If the curriculum provides for the completion of an individual assignment in a given discipline (course work/project, essay, calculation work, test), then the student is introduced to the list of topics. The student is also introduced to the assessment criteria and the rules for appealing the results.

7.5.6. The subject commission provides the student with up to 10 working days to prepare for the final control (for each discipline) and up to 20 working days to complete the topic/option of an individual assignment chosen by him/her (if available). The preparation period is discussed with the student. The entire transfer procedure , taking into account preparatory work, must be completed before the beginning of the next semester.

7.5.7. Based on the results of the final control, the subject commission issues a grade for the corresponding educational component in points on a 100-point scale, in a letter system with a numeric equivalent (positive grades from “A” to “D”, and “unsatisfactory” - “FX” and “F”) on the ECTS scale. If the applicant received less

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than 50 points, then the learning results acquired through non-formal education are not recognized.

- 7.5.8. Based on the results of the validation, the subject commission forms a protocol that contains a conclusion for Schools/Centers, the Registrar's Office, and the Advising Center on the recognition or non-recognition of learning results obtained during informal learning.
- 7.5.9. In the case of re-crediting an educational component, the student's documents (transcript, etc.) include: the name of the discipline, the total number of hours/credits, grades and the basis for re-crediting (certificate data, number of the minutes of the meeting of the subject commission). The student is exempt from studying the re-credited educational component in subsequent semesters.

8. The order and procedures for recognizing learning results obtained through non-formal education at AlmaU.

8.1. The student, to obtain non-formal education, can take certified courses offered by AlmaU:

- AlmaU Extension - conducts various courses for personal and professional growth, <https://extension.almau.edu.kz>.
- AlmaU Graduate School of Business - conducts trainings, seminars and workshops, <https://gsb.almau.edu.kz/gsb> <https://gsb.almau.edu.kz/almau> <https://gsb.almau.edu.kz/edu> <https://gsb.almau.edu.kz/kz>
- Online Education Department - offers courses in the disciplines of AlmaU distance learning educational programs on the <https://study.almau.edu.kz/almau> <https://study.almau.edu.kz/edu> <https://study.almau.edu.kz/kz>

8.2. To recognize the learning results acquired through non-formal education on AlmaU courses, a student of higher/postgraduate education submits an application to the Vice-Rector for Student Support and Development, attaching a copy of the identity card and supporting documents. The application is submitted to the Student Support Center.

8.3. The Student Support Center, in agreement with the Dean of the School/Director of the Center, issues an order on re-crediting of disciplines, indicating the basis for the offset (certificate data) and sends the order to the Registrar's Office to include the grade in the discipline from the individual curriculum in the student's transcript.

9. Final provisions

9.1. The Regulations come into force from the moment of its approval.

9.2. In the event of changes or additions to state regulatory documents regulating the issues of these Regulations, the relevant paragraphs of the Regulations lose their force and the changes made come into force.

Appendix 1.
Re-crediting of academic credits

**Re-crediting of academic credits
by recognizing the results of formal education**

No.	the AlmaU curriculum OP " _____ " EP name 20__	Number of credits	Name of disciplines/DDA according to the curriculum " _____ " name of the university OP " _____ " 20__ name of OP	Number of credits	Grade		Result of re-crediting
					Letter	In points	
1.							
2.							
3.							
...			
Total:				Total:			

Chairman of the commission:

Signature

Full name

Members of the commission:

Signature

Full name

Signature

Full name


Signature

Full name

Signature

Full name

Protocol №__ **dated** " ____ " _____ **20**__

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**Appendix 2
Student's application**

**Dean of the School / Director of the Center
of EI "Almaty Management University"**

(Name of School/Center)

(Full name of dean/director)

**from a _____ year student,
educational program**

(EP Name)

(Student's name)

APPLICATION

Herewith ask you to recognize the learning outcomes that I acquired through non-formal education as a final control (exam) in the discipline

“ _____ ”.


Documents (personally certified copies of documents) confirming the acquisition of the relevant learning outcomes are attached:

(Date)

(Signature)

I have read the rules for validating the results of non-formal learning

(Signature)

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Appendix 3
Sample protocol of the subject commission

PROTOCOL № _____

dated " _____ " _____ 20 _____

of the meeting of the subject commission for recognition of the results of non-formal education, created by the order of the Dean of the School/Director of the Center

(Name of School/Center)

Composition of the subject commission:

Chairman: _____

Members: _____

Considered: Recognition of learning outcomes acquired through non-formal education of the student

(last name, initials)

The following documents were submitted to the subject commission for consideration:

- student's application _____
(last name, initials)

on the recognition of learning outcomes acquired through non-formal education as final control on the educational component of the educational program

“ _____ ”;

- documents confirming receipt of learning outcomes:

(Indicate: name, number and date of issue of the document, name of the organization that issued the document, link to the organization website, name of the course, volume of the course, achieved learning outcomes, etc.)

1) If the commission decides not to recognize the learning results

Decision of the subject commission:

1. Based on the results of consideration of documents provided by the student

(last name, initials)

confirming the receipt of learning outcomes through non-formal education, establish their **INCONSISTENCY** with the competencies that are formed by the educational component of the educational program

“ _____ ”

2. **NOT TO RECOGNIZE** the results obtained during informal learning as final control for the educational component of the educational program

“ _____ ”

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2) If the commission decides to recognize the learning outcomes

Decision of the subject commission:

1. Based on the results of review of documents provided by the student

_____ (last name, initials)

confirming the receipt of learning outcomes through non-formal education, establish their **FULL COMPLIANCE** with the competencies that are formed by the educational component of the educational program

“ _____ ”

2. **TO RECOGNIZE** the results obtained during non-formal learning as final control on the educational component of the educational program

“ _____ ”

3. **TO GIVE A GRADE** “ _____ ” and _____ ECTS points.

3) If the commission decides to appoint a final control in the form of an exam

Decision of the subject commission:

1. Based on the results of review of documents provided by the student

_____ (last name, initials)

confirming the receipt of learning outcomes through non-formal education, **it is not possible to establish THEIR DEGREE OF COMPLIANCE** with the competencies that are formed by the educational component of the educational program

“ _____ ”

2. **APPOINT A FINAL CONTROL (EXAMINATION)** for the educational component of the educational program

“ _____ ”


4) If the commission decides to recognize the results of the final control as the final grade for the educational component

Considered: Results of the final control (exam) for recognition of learning outcomes acquired through non-formal education by the student

_____ (last name, initials)

for re-crediting the educational component of the educational program

“ _____ ”

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The exam card question and answer grading:

1.

_____;

2.

_____;

(Indicate the exam card question and the answer grading for each question)

Decision of the subject commission:

1. Based on the results of the analysis of the student's answers

(last name, initials)
and completing an individual assignment (if any), **GIVE THE GRADE** of “ _____ ”
and _____ **ECTS points** for the final control .

2. **RECOGNIZE** the results of the final control (exam) as the final grade for the educational component of the educational program

“ _____ ”.

Chairman of the commission:

(Signature, full name)

Members of the commission:

(Signature, full name)

I have read the decision of the commission _____ “ _____ ” _____ 20____
(student's full name, signature, date)