 <p><b>ALMA</b> ALMATY MANAGEMENT <b>UNIVERSITY</b> — Powered by — Arizona State University</p>	<p><b>Approved</b> By decision of the Academic Council " " _____ 20____, № _____</p>
	<p><b>Rector</b>  _____ <b>G.T. Kurenkeyeva</b> " " _____ 20____</p>

Document type: **Rules**

Code: **PR-AKD-01**

Document's name: **Rules for organizing and monitoring academic achievements**

Edition: **6**

Process owner: **Office of Academic Excellence and Methodology**

Process: **Educational process**

Revision period: **2 years**


Effective date: \_\_\_\_\_ 20\_\_\_\_

	<b>Position</b>	<b>Full name</b>	<b>Signature</b>	<b>Date</b>
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## 1. Purpose of the document

This document defines the procedure for conducting current monitoring of academic performance, interim and final attestation of students at the Educational Institution “Almaty Management University”.

## 2. Scope of the document

The requirements of these Rules are mandatory for execution in the educational process of the University involved in the process of monitoring the knowledge of students training personnel with higher and postgraduate education.

## 3. References

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

- Model rules for the activities of educational organizations implementing educational programs of higher and (or) postgraduate education were approved by order of the Minister of Education and Science of the Republic of Kazakhstan № 595 dated October 30, 2018.
- [State mandatory standards for higher and postgraduate education, approved by the order of the Minister of Science and Higher Education of the Republic of Kazakhstan № 2 dated July 20, 2022.](#)
- 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 classifier of areas of training for personnel with higher and postgraduate education was approved by order of the Minister of Education and Science of the Republic of Kazakhstan dated October 13, 2018 № 569.
- The standard rules for admission to training in educational organizations implementing educational programs of higher and postgraduate education were approved by order of the Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018 № 600.

## 4. Terms and abbreviations

The following definitions are used in these Rules:

**Academic integrity** is a set of values and principles that express the student’s honesty in learning when performing written work (tests, essays, diplomas, master’s projects, dissertations), answering exams, in research, expressing their position, in relationships with academic staff, teachers and other students, as well as assessment.

**Academic period (Term)** is a period of theoretical training, established independently by the educational organization in one of three forms: semester, trimester, quarter.

**Academic Calendar** – a calendar of educational and control events, professional practices during the academic year, indicating rest days (vacations and holidays).

**Academic credit** is a unified unit of measurement of the volume of scientific and (or) educational work (load) of a student and (or) teacher.

**Academic hour** is a unit of measurement of the volume of training sessions or other types of educational work, 1 academic hour is equal to 50 minutes, is used when drawing up the academic calendar, class schedule, when planning and recording the educational material completed, as well as when planning the teaching load and accounting for the work of the teacher.

**Student's academic rating (Rating)** is a quantitative indicator of the student's level of mastery of the curriculum of disciplines and (or) modules and other types of educational activities, compiled based on the results of interim attestation.

**Point-rating letter system for assessing academic achievements** is a system for assessing the level of educational achievements in points corresponding to the letter system accepted in international practice with a digital equivalent, and allowing to establish the rating of students.

**Final attestation of students (Qualification Examination)** is a procedure carried out to determine the degree to which they have mastered the volume of academic disciplines and (or) modules and other types of educational activities provided for by the educational program in accordance with the state compulsory standard of the corresponding level of education.

**Credit technology of education** – education based on students' choice and independent planning of the sequence of studying disciplines and (or) modules with the accumulation of academic credits.

**Interim attestation of students** is a procedure carried out to assess the quality of students' mastery of the content of part or all of one academic discipline after completing its study.

**Current monitoring of students' progress** is a systematic testing of students' knowledge in accordance with the professional curriculum (Syllabus), conducted by the teacher in classroom and extracurricular classes according to the schedule, during the academic period.

**Transcript**– a document containing a list of mastered disciplines and (or) modules, and other types of academic work for the corresponding period of study, indicating credits and grades.

**Prerequisites** – disciplines and (or) modules and other types of educational work containing knowledge, abilities, skills and competencies necessary for mastering the discipline and (or) modules **being studied**.

**Registrar's Office** is an academic service that registers the history of educational achievements of students, taking into account the credits they have acquired, organizes intermediate and final attestations of students and calculates their academic ratings;

**Midterm control** - monitoring the educational achievements of students upon completion of a major section (module) of one academic discipline in accordance with the Academic calendar.

**Grade Point Average (GPA)** - a weighted average assessment of the level of educational achievements of a student for a certain period in a chosen program (the ratio of the sum of productions of credits and the numeric equivalent of final grade points for all types of academic work to the total number of credits for these types of work for a given period of study). Calculation of the grade point average (GPA): the sum of the numeric equivalent of the grade for the number of credits assigned to the discipline, is divided by the total number of credits.

Example of GPA calculation:

Discipline	Number of credits	Letter grade	Numeric equivalent
Computer science	3	A	4.0
Microeconomics	2	B	3.0
Foreign language	3	F	0.0
Marketing	3	C	2.0

Computer Science  $4.0 \times 3 = 12.0$

Microeconomics  $3.0 \times 2 = 6.0$

Foreign language  $0.0 \times 3 = 0.0$

Marketing  $2.0 \times 3 = 6.0$

Sum of products =  $12 + 6 + 0 + 6 = 24.0$

Total number of credits =  $3+2+3+3 = 11$

GPA = Sum of Products / Total Credits =  $24.0 / 11 = 2.18$ ;

**Examination session** – the period of intermediate attestation of students at the University;

**Individual curriculum** – a curriculum formed for each academic year by a student independently with the help of an adviser based on the educational program and catalog of elective disciplines and (or) modules;

**Enrollment in an academic discipline**– the procedure for registering students in academic disciplines;

**Advisor** – a teacher, employee performing the functions of an academic mentor studying in a relevant educational program, providing assistance in choosing a learning path (formation of an individual curriculum) and mastering the educational program during the period of study;

**Elective disciplines** are academic disciplines included in the university component and the elective component within the framework of established academic credits and introduced by educational organizations, reflecting the individual preparation of the student, taking into account the specifics of socio-economic development and the needs of a particular region, established scientific schools.

**The educational achievements of a student** are the knowledge, abilities, skills and competencies of students acquired during the learning process and reflecting the achieved level of personal development.

**SSC** – Student Support Center

**SDD** – Student Development department

## 5. Responsibility

5.1. **Heads of departments** are responsible for:

- familiarization of department employees with these Rules;
- fulfillment of the requirements of these Rules.

5.2. **School Dean / Center Director** is responsible for:

- familiarizing students with these Rules;
- compliance with the requirements of these Rules by the graduating departments of the school/center.

5.3. **Program leader of the EP** is responsible for:

- familiarization and implementation by employees and teaching staff of the department of these Rules.

5.4. **Director of the Legal Department** is responsible for coordinating and verifying the provisions regarding compliance with the law.

5.5. **Translator** is responsible for the quality of translated documents.

5.6. **Teaching staff** is responsible for fulfilling the requirements of these Rules.

## 6. Process execution order

### 6.1. Basic provisions

6.1.1. The educational achievements of the Educational Institution "Almaty Management University" (hereinafter referred to as the Almaty Management University, University) represent the knowledge, abilities, skills and competencies of students acquired during the learning process and reflecting the achieved level of personal development.

6.1.2. Monitoring of students' educational achievements is carried out by checking the level of knowledge of students based on the use of various forms of control (current, midterm and intermediate) and conducting final attestation. The main objectives of the University are to identify the educational achievements of students based on an effective and transparent procedure for monitoring them.

6.1.3. The periods for conducting intermediate and final assessments are reflected in the academic calendar.

6.1.4. The educational achievements of students for all types of educational assignments and assignments are assessed using a point - rating letter system for assessing knowledge in accordance with Appendix 1 to these Rules.

6.1.5. The educational achievements of students in languages (foreign, Kazakh, Russian) are assessed in accordance with the level model of their study (A1, A2, B1, B2, C1, C2) on a scale in accordance with Appendix 2 to these Rules.

6.1.6. Assessment is based on the principles of academic integrity in accordance with the Rules of Academic Integrity, which are approved by the Academic Council of the University.

In case of violations of the principles of the Rules of Academic Integrity, the University independently decides to expel the student.

## **6.2. Requirements for attending classes**

6.2.1. Attendance at classes is mandatory for all University students.

The following reasons for missing classes are considered valid:


- due to illness;
- for child care;
- caring for a sick family member (parents, brother, sister) of the first degree;
- a child birth;
- the death of close relatives (first and second degree of relationship);
- participation in state, city, republican events, conferences related to the professional growth of the student and increasing the status of the University (only with prior notification of the school dean);
- business trips organized by the University Recruitment Department (only with prior notification to the school dean);
- the simultaneous passing of standards and exams of persons undergoing military training;
- a business or educational trip for working students (master's, doctoral, MBA, DBA).

6.2.2. In all of the above cases, the presentation of supporting documents is required: for business trips, participation in events at least 1 day before the planned departure, event; in other cases, submitting documents is allowed no less than 5 working days.

6.2.3. In case of absence from classes, current, midterm control and interim attestation for a valid reason, the student writes an application addressed to the Vice-Rector for Student Support and Development, attaching all supporting documents.

6.2.4. Period for checking the validity of documents: 5 working days for checking documents (certificate, doctor's prescription) issued by medical organizations of the Republic of Kazakhstan. Documents must be certified by a doctor at the University Medical office.

6.2.5. The SSC manager who accepts the application registers and transmits to the responsible SSC manager a memo addressed to the Vice-Rector for Student Support and Development for formation in the Documentolog database through the approval of the School deans / center directors. In case of a positive decision, the SSC issues an order to provide an individual schedule for passing the current, midterm control or interim attestation on a free basis.

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6.2.6. If students provide false documents, including medical certificates, disciplinary measures will be taken against the student, up to and including expulsion from the University.

6.2.7. If supporting documents are presented in violation of the established deadline, the SSC has the right to refuse to consider the student's application.

6.2.8. A student who is not allowed to study a discipline for missing classes or lack of an admission rating for interim attestation (low current performance and attendance) has the right to re-study this discipline in the next academic period or in the summer semester for a fee and receive admission to intermediate attestation. To do this, the student again goes through the registration procedure for the academic discipline.

6.2.9. Payment made for studying the discipline is not refundable.

### **6.3. Procedure for carrying out current control**

6.3.1 The assessment of current monitoring of academic performance (assessment of the admission rating) consists of assessments of current monitoring in classroom and extracurricular activities and assessments of midterm control.

6.3.2. When studying a discipline, various types of ongoing monitoring of students may be provided and are determined independently by the leading teacher.

6.3.3. With the current monitoring of progress, the academic achievements of students are assessed on a 100-point scale for each completed task (answering in current classes, submitting homework, students' independent work (hereinafter referred to as SIW), midterm control) and the final result of the current monitoring of progress is summed up by calculating the arithmetic average of all grades obtained during the academic period.

6.3.4. A similar approach is used when assessing the educational achievements of students during the period of interim and final attestation.

6.3.5. The results of current monitoring are reflected in the personal account of the teacher/tutor and student in the AIS.

### **6.4. The procedure for conducting mid-term control**

6.4.1. Midterm control is carried out at least twice during one academic period within the framework of one academic discipline.


6.4.2. The timing and procedure for midterm control are determined by the University Academic Calendar.

6.4.3. The form of midterm control within each discipline is established by the teacher, taking into account its specifics and is reflected in the curriculum of the discipline (Syllabus).

6.4.4. Midterm control can be carried out in classroom and extracurricular activities.

6.4.5. The results of the midterm control are reflected in the AIS electronic statement, generated by the Registrar's Office and posted in the personal account of the teacher/tutor, no later than the deadline established by the Registrar's Office.



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6.4.6. After the teacher/tutor has issued a grade in the electronic report, changes to the midterm control results are not allowed.

6.4.7. In MBA and DBA programs, midterm tests are taken before the end of the academic discipline.

6.4. 8. Retaking a positive assessment of midterm control is carried out in accordance with clause 6.8. of these Rules.

## **6.5. The procedure for conducting interim attestation**

6.5.1. Each academic period ends with an interim attestation (exam) of students.

6.5.2. Interim attestation of students at the University is carried out in strict accordance with the curriculum, individual curriculum, academic calendar and discipline curricula (Syllabus) .

6.5.3. Interim attestation of students is carried out in the form of passing exams and reports on professional internship with mandatory grading and is defined as an examination session.

6.5.4. The form of the examination for each academic discipline is approved by the Academic Council of the University.

6.5.5. Forms of final control:


- written exam with exam cards;
- testing, including open and closed questions (computer or paper);
- combined exam, which includes 3 types;
  - 1) Written with oral defense of the answer;
  - 2) Project defense: project, presentation, case, business plan, analytical note, consulting report, PR project, article writing, news report, interview, script writing, sketches, short film, etc;
  - 3) Testing, including open-ended questions that require oral answers, either problem solving or case solving.

In the oral form, two or more exams are not allowed on the same day. In the test form, it is allowed to establish a comprehensive exam in two or more disciplines in compliance with the principle of their profile and relatedness.

6.5.6. To conduct interim attestation, the points and grades accumulated by the student during the academic period are entered into the electronic examination sheet in the AIS, indicating the admission rating. The assessment of the admission rating to the interim attestation (exam) is cumulative in nature and consists of assessments of the current monitoring of progress and assessments of the midterm control (2 midterm controls during the academic period).

6.5.7. The organization and conduct of interim attestation of students is carried out by the milestone.

6.5.8. Based on the results of the interim attestation, the Registrar's office compiles the academic rating of students.

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6.5.9. The examination schedule for all forms of study is compiled by the Schedule Coordination Office, agreed upon by deans/school directors/heads of University centers, approved by the University Rector/Vice-Rector for Academic Development and brought to the attention of students and teachers no later than two weeks before the start of the examination session.

6.5. 10. The development of interim control questions is carried out by the teacher teaching classes in this discipline (or the teacher-developer in the DLT COE) and is provided to students no later than two weeks before the start of the examination session.

6.5. 11. Responsibility for the timeliness of preparation and the quality of the content of examination questions rests with the program leader, the director of the center (methodologist of the deputy director in COE) and deans of schools/directors of centers.

6.5. 12. Examination cards are prepared in advance and approved at a meeting of the department/center. The total number of questions in the exam paper must be at least 3 questions. Each exam card must contain questions that determine the mastery of the discipline.

When conducting an oral examination, the presence of more than 10 students in the classroom at the same time is not allowed. At least 30 minutes are given to prepare the answer; up to 15 minutes are allotted for the answer. Oral examinations are conducted with the participation of a second teacher whose qualifications correspond to the discipline.

6.5. 13. The time allotted for the exam on tickets in the form of presenting written answers to exam questions, as well as for solving problems, is at least two academic hours (in the proctoring system in DLT 1 hour). When conducting a written exam using tickets, it is not allowed for more than 30 students to be present in the classroom at the same time. The written examination is conducted with the issuance of answer sheets stamped by the school/center.

6.5.14. The number of test tasks in the discipline must be at least 30 questions per 1 credit (with the total number of test tasks being at least 100 questions).

Each option contains at least 30 questions for all types of tests and with 5 answer options for closed tests.

For disciplines that require solving problems and performing calculations - 20 questions. Answers should not contain: "yes", "no", "true", "false", "all of the above", "no correct answer".

The time allotted for testing is 50 minutes. You are given 1.5 minutes to answer each test question. The response time for disciplines that involve solving problems (mathematical, physical, etc.) increases to 2.5 minutes.

When using test items for disciplines in the MBA/DBA program, you should focus on:

- the number of test questions in the discipline must be at least 75 questions;
- the number of test questions, answers and execution time for all types of tests are determined by the teacher independently, depending on the complexity of the questions, combination of tasks, and calculations.

6.5.15. Combined exam - a form of examination using several forms (oral, written, testing, defense of projects, cases, problem solving, in the form of presentations, defense of cases, projects, debates, round tables, dictations, etc.), can be conducted in several stages, for example, in disciplines for attestation (ACCA), language disciplines, etc.). The combined exam takes 2-3.5 hours, depending on the specifics of the exam.

6.5.16. Project defense - an exam in the form of a defense of a project completed within the discipline being studied, on a specific topic previously assigned to the student.

The implementation of the project may involve conducting special research and analysis of practical material on the selected topic(s) within the discipline being studied. The project may be related to the topic of the thesis/project, master's/doctoral dissertation/project of the student.

The project can be individual or group (carried out by a group of students) as determined by the teacher.

The structure, content of the intermediate attestation project, requirements for its implementation and evaluation criteria are developed independently by the teacher leading the academic discipline. The project can be defended publicly during training sessions.

6.5.17. No later than three working days (72 hours) after the exam, the teacher taking the exam announces to the students the result of passing the exam, and also reflects it in the electronic statement in the personal account in the AIS "Platonus" no later than the deadline established by the Office Registrar.

When studying in DOT after an exam, the exam results are announced to the student in the Moodle system no later than seven working days after receiving the proctoring results, and are also reflected in the electronic statement in the personal account in the AIS.

6.5.18. Examiners from among the University teachers are appointed to conduct the exam.


6.5.19. Students, if necessary, take exams in disciplines of additional types of training, the results of which are recorded in the examination sheet and transcript in the AIS.

6.5.20. Retaking a positive assessment of the final control is carried out in accordance with clause 6.8. of these Rules.

6.5.21. Based on the results of examination sessions (results of winter, spring and summer sessions) for the academic period of study, the Registrar's office calculates the transfer score as a weighted average assessment of the student's level of educational achievements.

6.5.22. The minimum transfer score for transfer from one academic period to the next is established by a decision of the academic council and is calculated based on the results of previous academic periods (for example, in the third year of study, taking into account the learning results for 1 and 2 years of study).

6.5.23. Students who have achieved the minimum transfer point are transferred to the next academic period by order of the Rector of the University, based on the proposal of the SSC director.

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6.5.24. Students are transferred to the next academic year with a probationary period of 1 academic year if the difference between the minimum transfer grade (GPA) and the actual grade is no more than 0.15. In this case, the probationary period is granted no more than once during the entire period of study.

6.5.25. A student who has not achieved the minimum transfer point, from September, studies according to a newly formed individual curriculum for the academic period for which he will be enrolled (including with a decrease in the period of study).

6.5.26. A student who has completed the academic period program in full, but has not achieved the minimum transfer point, in order to increase his grade point average (GPA), is given the opportunity in the summer semester to re-study certain disciplines on a paid basis and re-take exams on them.

6.5. 27. A student who has scored the minimum transfer point and transferred to the next academic period of study, if there is academic debt, re-studies these disciplines or other disciplines in compliance with the principle of their profile and relatedness, except for the disciplines of the compulsory component, on a paid basis and eliminates academic debts in any academic period, with the exception of the graduation academic period.

6.5.28. The results of examination sessions are automatically transferred from the AIS to the database of the Unified Higher Education Management System (UHEMS).

6.5.29. Exam results and proposals for improving the educational process after the completion of the examination session are discussed at a meeting of the University Academic Council.

6.5.30. A person expelled from the University is issued a document (transcript) issued to persons who have not completed their education.

6.5.31. School deans/centers provide control over the conduct of exams and the attendance of students for intermediate attestation (exam). Late students will not be allowed to take the exam.

6.5.32. Admission to the examination session is carried out automatically in the AIS in two stages:


tuition fees, academic debt on prerequisites, and who are not on academic leave or on long-term treatment are admitted to the examination session;

2) at the second stage, the Registrar's office provides admission to the exam in the discipline based on the assessment of the admission rating, determined based on the results of the current and midterm monitoring of academic performance.

6.5.33. Students who do not achieve an admission rating of at least 50 points in the discipline are not allowed to take the final control (exam).

6.5.34. Master's students of the MBA program and doctoral students of the DBA program who do not have an admission rating of 50 points in this discipline are not allowed to take the final control (exam).

6.5.35. If a student does not master 20% (for MBA/ DBA - 25%) of the volume of the studied discipline due to absence from classes (but not more than three weeks) for a valid reason, in the presence of supporting documents, the Director of the URS, on the basis of an order, provides the student with the opportunity to work educational material on an

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individual schedule in the period before the start of the examination session only in the cases specified in clause 6.2.1 of these Rules.

6.5.36. If you have not mastered 80% (for MBA / DBA - 75%) of the volume of the studied discipline due to absence from classes (more than three weeks) for a valid reason (clause 6.2.1), in the presence of supporting documents, by order of the Director of the URS , student re-studies this discipline or another discipline in compliance with the principle of their profile and relatedness, except for the disciplines of the compulsory component, on a free basis (but not more than 15 additional ECTS credits ).

6.5.37. Admission to the discipline exam for full-time students using DOT is carried out in the same manner as full-time students.

6.5.38. During the exam, students can use the discipline curriculum (Syllabus) and, with the permission of the examiner, reference literature.

6.5.39. The educational achievements of students are assessed in points on a 100-point scale, in a letter system with a digital equivalent (positive grades from “A” to “D”, and “unsatisfactory” - “FX” and “F”) (Appendix 1-2).

6.5.40. In case of receiving an “unsatisfactory” grade at the intermediate attestation (exam), corresponding to the “FX” mark, after the exam the student is registered at the Registrar’s Office to retake the intermediate attestation (exam) without retaking the program of the academic discipline on a paid basis before the start of the period for retaking the “FX” assessment » in accordance with the Academic calendar. The Registrar's Office generates lists of students and transfers them to the Schedule Coordination Department to create a retake schedule. The schedule coordination department generates a schedule and uploads it to the AIS. The registrar's office generates a report for retaking the "unsatisfactory" grade and submits it to the teacher of the relevant discipline.

Retaking the “FX” assessment without re-passing the program of the academic discipline (module) is carried out no more than once.

6.5.41. Retaking the intermediate attestation (exam) with a grade corresponding to the “FX” mark is allowed during the period specified in the Academic calendar on a paid basis until the start of the next academic period. Grades are given in the statement (Appendix 5). If the student did not manage to retake the assessment corresponding to the “FX” mark on time, then it is regarded as academic debt and the student must re-enroll in this discipline to retake the full course.

6.5. 42. In case of receiving an “unsatisfactory” grade corresponding to the sign “ F ”, the student must re-enroll in this discipline or another discipline in compliance with the principle of their profile and relatedness, except for the disciplines of the compulsory component , go through its entire program, complete all tasks, and receive in accordance with the established procedure, admission to the final control, passing the intermediate attestation (exam). Repeated enrollment in an academic discipline is carried out only on a paid basis in the next academic period or in the summer semester (but no more than 15 additional credits).

It should be kept in mind that the total number of times the final control (exam) must be passed in one discipline should not exceed three times .

- 1) first time - passing the exam;
- 2) the second time - retake after the “FX” grade or re-studying the discipline (Retake) after the “F” grade;
- 3) the third time is a retake after the “FX” grade or a retake of the exam after re-studying the discipline (Retake) after the “F” grade.

If a student receives an “unsatisfactory” grade after the third passing of the exam (corresponding to the “FX” or “F” grade), then he is expelled from the University for academic failure.

6.5.43. If the result of re-taking the exam is positive, the final grade is again calculated and recorded in the examination sheet and transcript in the AIS.

When calculating the GPA, the latest grades in the academic discipline are taken into account.

6.5.44. After completing the exam in each discipline, the student is given a final grade, which serves as an assessment of his educational achievements. All final grades of the student, including positive results of re-taking exams, are included in the transcript.

6.5.45. The final grade for the discipline includes assessments of the admission rating and final control. The assessment of current progress monitoring (admission rating) is at least 60% of the final knowledge assessment in the discipline, and the exam assessment is at least 40% of the final knowledge assessment in the discipline.

The final grade is calculated using the formula:

$$I = Px0.6 + Ex0.4;$$

$$\text{In this case, } P = (P1 + P2) / 2;$$

where I is the final grade in the discipline;

P – assessment of the admission rating for the discipline;

P1 – assessment of the first midterm control in the discipline;

P2 – assessment of the second midterm control in the discipline;

E – examination grade for the discipline.

6.5.46. A positive final grade serves as the basis for supplementing the completed credits with a set number of credits in the relevant discipline and is entered into the student’s transcript.

6.5.47. If a student receives an “unsatisfactory” grade on the interim attestation (exam), the final grade for the discipline is not calculated.

6.5.48. If a student who has completed the discipline program in full does not appear for the exam if there is a valid reason specified in clause 6.2.1, this student is given an individual schedule for taking the exam during the period of intermediate attestation and during the holidays before the start of the next academic period. In the absence of a valid reason, failure to appear for the exam is equivalent to an “unsatisfactory– F” grade, the retake of which is carried out in accordance with clause 6.5.42. of these Rules.

6.5. 49. After three weeks from the start of classes, a student with a Retake or academic difference does not have the right to refuse the discipline, otherwise the student will be

given the “F” grade for the discipline. Payment made for discipline is not returned to the student.

6.5.50. In the MBA and DBA programs, the intermediate attestation (exam) is taken two weeks after the end of the academic discipline. The teacher checks the completed work and assigns grades in the AIS within no more than two weeks after the students submit their work.

6.5.51. For students, master's and doctoral students studying on a state educational grant, a scholarship for the 1st half of the year is assigned based on the results of the winter session and for the 2nd half of the year based on the results of the spring sessions, taking into account the summer semester.

6.5.52. For a student (under a state educational grant) who has retaken the “FX” for a positive assessment (“excellent” or “good”) and in other disciplines, those with grades “A”, “A-”, “B+”, “B”, “B-”, “C+” are awarded a scholarship.

## **6.6. The procedure for conducting the state exam in the discipline “Modern History of Kazakhstan”**

6.6.1. Students of all undergraduate specialties take the state exam in the discipline “Modern History of Kazakhstan” upon completion of its study, in the same academic period.

6.6.2. The organization of the state exam is carried out by the department conducting classes in the academic discipline “Modern History of Kazakhstan” (hereinafter referred to as the department) together with the dean’s office of the school/center and the registrar’s office.

6.6.3. To conduct the state exam in the discipline “Modern History of Kazakhstan,” the department, based on the standard curriculum for this discipline, develops a uniform curriculum for all forms of education and specialties.


6.6.4. The form of the state examination in the discipline “Modern History of Kazakhstan” is determined by the decision of the Academic Council of the University.

6.6.5. To take the state exam in the discipline “Modern History of Kazakhstan”, on the recommendation of the dean of the school/director of the center, a state examination commission (hereinafter referred to as the SEC) is formed for the Academic year.

6.6.6. The chairman and composition of the State Examination Committee for the discipline “Modern History of Kazakhstan” is approved by order of the rector of the University based on the decision of the academic council.

6.6.7. The schedule of SEC meetings is compiled by the Schedule Coordination Office in accordance with the academic calendar and approved by the Rector of the University no later than two weeks before the start of the state exam.

6.6.8. The duration of the SEC meeting does not exceed 8 (eight) academic hours per day.

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6.6.9. The daily schedule of SEC meetings with a list of students indicating last names, first names, patronymics (if any) is compiled by the department/center to which this discipline is assigned.

6.6.10. The results of the state exam are assessed using a point -rating letter system for assessing students' knowledge.

In this case, the final grade is given taking into account the assessment of the admission rating and the assessment of the state exam.

6.6.11. The results of the state exam are documented in a protocol (Appendix 6), which is filled out individually for each student. The protocols of the SEC meeting are kept by its secretary.

6.6.12. If a student receives an “unsatisfactory” grade in the state exam in the discipline “Modern History of Kazakhstan”, he or she re-enrolls in this discipline for a fee in any academic period, with the exception of the graduation period or the summer semester, re-attends all types of training sessions, and fulfills the requirements current control, receives admission and passes the state exam.

6.6.13. Retaking a positive grade in the state exam in the discipline “Modern History of Kazakhstan” in order to improve it is carried out according to a similar procedure specified in clause 6.8. of these Rules.

6.6.14. A student who disagrees with the result of the state exam submits an appeal no later than the next day after the State Examination.

6.6.15. To conduct an appeal, by order of the University Rector, an appeal commission is created for the discipline “Modern History of Kazakhstan” from among experienced teachers in this discipline.


6.6.16. In case of receiving an “unsatisfactory” grade at the state exam in the discipline “Modern History of Kazakhstan”, corresponding to the “FX” grade, the student after the exam is registered in the Registrar’s Office to retake the intermediate attestation (exam) without re-passing the program of the academic discipline on a paid basis before the start of the period retaking the “ FX ” grade in accordance with the Academic calendar. The Registrar's Office generates lists of students and transfers them to the Schedule Coordination Department to create a retake schedule. The schedule coordination department generates schedules and uploads them to the AIS. The registrar's office generates a statement for retaking the "unsatisfactory" grade and transmits it to the technical secretary.

Retaking the “FX” assessment without re-passing the program of the academic discipline (module) is carried out no more than once.

6.6.17. The results of passing the state exam in the discipline “Modern History of Kazakhstan” are taken into account when summing up the results of the examination session in which it is taken.

6.6.18. Upon completion of the state exam, the chairman of the State Examination Committee draws up a report on the work of the State Examination Committee, which is discussed and approved at a meeting of the University Academic Council.



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## 6.7. The procedure for conducting final attestation of students

6.7.1. The final attestation of students in bachelor's, master's and PhD programs, MBA, DBA students is carried out according to the forms approved by the Academic Council of the University, the duration and timing of which are provided for by the academic calendar and curricula of educational programs and/or areas of training.

6.7.2. The final attestation of students is carried out in the form of passing a comprehensive exam in educational programs and/or fields of study and defense of a diploma project, master's thesis (project), and doctoral dissertation.

The final attestation of bachelor students, starting with admission in 2019, is carried out in the form of defending a diploma project.

The final attestation of postgraduate education students, starting with admission in 2019, is carried out in the form of defending a master's thesis (project), doctoral thesis

6.7.3. Students who have fully completed the educational process in accordance with the requirements of the State Educational Standard, educational program, curriculum, individual curriculum, and educational programs are allowed to take part in the final attestation.

6.7.4. A student of the graduate academic year who has not fulfilled the requirements of the educational program, curriculum, individual curriculum, theoretical study programs remains to re-study an academic period of theoretical study without passing the summer semester.

6.7.5. To carry out the final attestation of students, an attestation commission (hereinafter referred to as the AC) is created for educational programs or areas of training of higher and (or) postgraduate education.

6.7.6. The AC competence includes:

- checking the level of compliance of theoretical and practical training of graduates with the established requirements of educational programs;
- awarding the graduate a bachelor's, master's degree in the relevant educational program;
- development of proposals aimed at further improving the quality of personnel training.

6.7.7. The chairman and composition of the AC are approved by order of the University Rector based on the decision of the University Academic Council no later than January 10 of the current academic year and is valid during the current calendar year.

6.7.8. The AC chairman is a person who does not work in this organization from among:

- for bachelor's educational programs - qualified specialists - practical workers corresponding to the profile of the graduates,
- for educational master's programs - having an academic degree or academic title, or a Doctor of Philosophy (PhD) degree or a doctor in the field, or having an academic master's degree, qualified specialists-practical workers corresponding to the profile of the graduates;

- for PhD educational programs - having an academic degree or academic title, or a Doctor of Philosophy (PhD) or doctorate degree in a field corresponding to the profile of the graduates.

6.7.9. The members of the AC include:

- for bachelor's and master's educational programs - persons with an academic degree or an academic title, or an academic degree, qualified practitioners with at least three years of work experience, corresponding to the profile of the graduates;
- PhD educational programs - persons with an academic degree, or academic title and degree of Doctor of Philosophy (PhD), corresponding to the profile of the graduates.

6.7.10. The quantitative and qualitative composition of the AC is reviewed and approved by the Academic Council of the University.

6.7.11. The duration of AC meetings does not exceed 8 (eight) academic hours per day. At the same time, no more than 15 people per day are allowed to take an oral comprehensive exam, no more than 40 people per day are allowed to take a comprehensive exam in the form of a test, and no more than 10 projects (dissertations) are allowed to defend a diploma project or master's thesis (project).

6.7.12. The AC work schedule is drawn up by the Schedule Coordination Department, approved by the Rector of the University and made available to the general public no later than two weeks before the start of the AC work.

6.7.13. Admission of students to the final attestation is issued on the basis of clause 6.7.3. of these Rules and by order of the University Rector in the form of a payroll indicating last names, first names, patronymics (if any), educational programs and areas of training for students no later than two weeks before the start of the final attestation.

PhD students, starting with admission in 2019, are permitted for final attestation after passing the preliminary defense procedure and checking the qualification work for plagiarism, no less than a week before the defense

6.7.14. A comprehensive exam in the specialty is carried out according to a program developed by the graduating department/center based on the studied curriculum of the disciplines. The comprehensive exam program is reviewed and approved by the Academic Council of the University.

6.7.15. The comprehensive exam is taken:

- no later than 2 weeks before the defense of the thesis project;
- no later than 1 month of the master's thesis (project);
- no later than 3 months before defending your doctoral dissertation.

6.7.16. No later than three working days before the start of the final attestation, the registrar's office submits to the AC a certificate (summary statement) on the student's completion of the individual curriculum, the grades he received in all disciplines, their volume and types of professional practices and with the calculation of the grade point average (GPA) for the entire period of study and an order for the admission of students to the final attestation.

6.7.17. The results of the comprehensive exam are documented in a protocol (Appendix 7), which is filled out individually for each student. The minutes of the meeting of the AC are kept by its secretary, approved as part of the AC.

When conducting a comprehensive exam in the form of testing, the basis for drawing up an individual protocol is the examination sheet

6.7.18. A student who does not agree with the result of a comprehensive exam submits an appeal no later than the next working day (no later than 24 hours) after it was conducted.

6.7.19. To conduct an appeal, by order of the University Rector an appeal commission is created from among experienced teachers whose qualifications correspond to the profile of educational programs and/or areas of training.

6.7.20. A student who has passed a comprehensive exam is allowed to defend a diploma project, master's thesis (project) or doctoral dissertation.

6.7.21. Admission to the defense of a diploma project or master's thesis (project) is issued by order of the rector of the University on the basis of a proposal from the chairman of the AC to pass a comprehensive exam.


6.7.22. Diploma projects and master's theses (projects) are checked by graduating departments/centers for plagiarism.

6.7.23. No later than five working days before the start of the defense of the diploma project, master's thesis (project) at the AC, the following must be submitted:

- the scientific supervisor's review of the diploma project or master's thesis (project), which gives a reasoned conclusion "is allowed for defense" or "not allowed for defense";
- review of the diploma project, master's thesis (project) which provides a comprehensive description of the thesis (project), master's thesis (project) submitted for defense, shortcomings and a reasoned conclusion, indicating the assessment according to the point -rating letter system for assessing knowledge and the possibility of awarding a "bachelor" or "master" degree, or assigning a qualification according to the corresponding educational program or area of training;
- decision of the graduate chair on recommendations for defense (extract from the protocol of the chair meeting) / extract from the meeting protocol of the Expert Commission of the graduate chair;
- certificate confirming that your thesis (project) has been checked for plagiarism;
- Pre-defense protocol (for MBA students);
- Scientific article (for master's degree).

6.7.24. A master's student in a specialized field is allowed to defend if he has at least one publication, a master's student in a scientific and pedagogical field is allowed to defend at least two publications on the topic of his dissertation (project) in scientific publications, journals or in materials of an international or republican scientific conference

6.7.25. If necessary, the AC submits materials characterizing the scientific and practical value of the completed thesis project, master's thesis (project), informal reviews, written opinions of organizations carrying out practical activities in the profile of the thesis

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(project), master's thesis (project), certificates or implementation certificates results of scientific research, models, samples of materials, products.

6.7.26. The scientific supervisor of the diploma project, master's thesis (project) is approved by order of the rector of the University for each student, indicating the topic based on the decision of the academic council,

6.7.27. If the supervisor gives a negative conclusion "not allowed for defense," the student is not allowed to defend his diploma project or master's thesis (project).

6.7.28. Students of MBA programs who are not admitted by the expert commission to defend their master's thesis/project are retained again for the next academic year.

6.7.29. Reviewers of a diploma project, master's thesis (project) are approved by order of the rector of the university by a general list upon the proposal of the head of the graduating department, indicating the place of work, position held and education (scientific or academic degree in the specialty and / or basic education according to a diploma of higher education).

6.7.30. Review of the thesis project is carried out by external specialists from organizations whose qualifications correspond to the profile of the thesis project being defended.

Review of a master's thesis (project) is carried out by external specialists with academic degrees, academic titles, an academic degree of Doctor of Philosophy (PhD), doctor of specialty or master's degree from third-party organizations or managers with at least 10 years of management experience, whose qualifications correspond to the profile of the master's thesis being defended (project).


The student is allowed to defend a diploma project or master's thesis (project) with both a positive and negative conclusion from the reviewer.

6.7.31. Results of the defense of the diploma project, master's thesis (project), doctoral dissertation (DBA) are announced on the day of their conduct after signing the minutes of the AC meeting.

6.7.32. Based on the results of a comprehensive exam and defense of a diploma project, master's thesis (project), grades are given according to a point -rating system for assessing students' knowledge, taking into account the level of theoretical, scientific and practical training of the student, as well as reviews of the supervisor and reviewer.

6.7.33. The results of the defense of a diploma project, master's thesis (project), doctoral dissertation (DBA) are documented in a protocol (Appendix 8), which is filled out individually for each student. The protocol is filled out by the secretary of the AC, who is approved as a member of the commission and does not have the right to vote.

6.7.34. Decisions on the assessment of a comprehensive exam, the defense of a diploma project, a master's thesis (project), as well as on the award of the degree "Bachelor" and "Master", "Doctor" or the assignment of qualifications and the issuance of a diploma (Appendix 9) are made by the AC at a closed meeting by open vote by simple by a majority vote of the AC members participating in the meeting and documented in minutes. In case of an equal number of votes, the chairman of the commission has the casting vote.

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6.7.35. The minutes of the AC meeting are stored in the university archives.

6.7.36. A student who does not appear for the final attestation for a good reason specified in clause 6.2.1 writes a statement in any form addressed to the chairman of the AC, presents a document confirming the good reason, and with his permission, takes an exam or defends a diploma project or a master's thesis (project), during the period of operation of the AK.

6.7.37. Documents submitted to the AC about the state of health after receiving an unsatisfactory assessment will not be considered.

6.7.38. Repeated passing of a comprehensive exam and defense of a diploma project or master's thesis (project) is not allowed.

6.7.39. Retaking the comprehensive exam, as well as re-defending a diploma project, master's thesis (project), for persons who received an "unsatisfactory" grade, is not allowed during this period of final attestation.

6.7.40. When defending a diploma project, master's thesis (project), if the diploma project, master's thesis (project) is considered unsatisfactory, the AC establishes the possibility of re-submitting the same work (project) for defense with revision, or developing the work (projects) with a new topic. This decision of the AC is recorded in the minutes of the meeting.

6.7.41. A student who received "unsatisfactory" on the final attestation and did not appear for the final attestation without a good reason is expelled from the University by order of the rector as "not fulfilling the requirements of the educational program" and "not defending a diploma project, master's thesis (project) and doctoral dissertation or not passed the comprehensive exam"

6.7.42. A student expelled for "not defending a diploma project, master's thesis (project) and doctoral dissertation or not passing a comprehensive exam," in the next academic year, no later than a month before the start of the final attestation, writes an application addressed to the rector of the University for reinstatement and admission to repeated final attestation.


Admission to repeated final attestation is issued by order of the University Rector.

Repeated final attestation of a student is carried out only on those forms for which he received an unsatisfactory grade in the previous final attestation.

The list of disciplines submitted for a comprehensive exam for persons who have not passed this exam is determined by the curriculum in force in the year the student completed the theoretical course.

6.7.43. A student who has passed the final attestation and confirmed completion of the educational program of higher and postgraduate education is awarded a bachelor's or master's degree by decision of the attestation commission, or is assigned a qualification in the corresponding educational program and is issued a free diploma with an appendix within five days from the date of publication release order.

Doctoral students of philosophy (PhD) who have completed their studies in the relevant PhD educational program and have successfully passed the final attestation (comprehensive exam) are expelled by order of the Rector.

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6.7.44. The annex to the diploma (transcript) indicates the latest grades according to the point -rating letter system for all academic disciplines, research and experimental work, types of professional practices, final attestation, indicating their volume in academic credits and hours.

6.7.45. A student in an educational program of higher education who has passed exams with grades A, A- “excellent”, B-, B, B+, C+ “good” and has a grade point average (GPA) of at least 3.5, as well as who has passed a comprehensive exam or who has defended a diploma project with grades A, A- “excellent”, is awarded a diploma with honors (without taking into account grades for additional types of training).

6.7.46. A student who has had to retake or retake exams during the entire period of study does not receive a diploma with honors, despite meeting the requirements of clause 6.7.45. of these Rules.

6.7.47. At the end of the AC’s work, its chairman writes a report on the final attestation of students (Appendix 10), which is discussed and approved at a meeting of the University Academic Council within a month.

6.7.48. At the end of the calendar year, the chairman of the AC writes a report on the final attestation of master's students of the MBA program and doctoral students of the DBA program (Appendix 10), which is discussed and approved within a month at a meeting of the Academic Council of the University.

6.7.49. The organization and conduct of the defense of doctoral dissertations is carried out in accordance with the Rules for the Award of Degrees, approved by Order of the Minister of Education and Science of the Republic of Kazakhstan dated March 31, 2011 № 127.

6.7.50. A list of graduates who have completed educational programs of higher or postgraduate education, indicating their last names, first names, patronymics (if any), educational programs and numbers of issued diplomas, signed by the rector of the University, is submitted to the authorized body in the field of education within a month after the issuance of the relevant order.

## **6.8. Procedure and grounds for filing and consideration of appeals**

6.8.1. Based on the results of midterm control, intermediate attestation, comprehensive exam, state exam in the discipline “Modern History of Kazakhstan”, the student has the right to submit a reasoned written statement about a violation of the established procedure for conducting knowledge control or about disagreement with its results.

6.8.2. Consideration of the appeal is not a retake of the midterm control, intermediate attestation, comprehensive exam, state exam in the discipline “Modern History of Kazakhstan”. During the consideration of the appeal, the correctness of the procedure and the objectivity of the assessment of the results of knowledge control are checked.

6.8.3. A student who disagrees with the result of checking the control of educational achievements submits an application for an appeal addressed to the chairman of the

appeal commission (Appendix 3) no later than the next working day after the grade is issued in the AIS.

6.8.4. An application for appeal is accepted if:

- the question (text task/task/case) in content does not correspond to the curriculum of the discipline;
- in testing there is no correct answer and/or correct option to choose;
- the wording of the exam question is incorrect;
- incorrect correct answer key;
- there is no fragment of text in testing, as a result of which it is impossible to unambiguously determine the correct solution;
- The student's answer is assessed biasedly.

6.8. 5. The appeal commission is created by order of the rector of the University before the start of the current academic year. The School/Center forms the composition of the appeal commissions from among experienced teachers whose qualifications correspond to the profile of educational programs and/or areas of training.

6.8.6. The appeal commission, within 24 hours of the next working day after receipt of the application, must consider the application and make an appropriate decision to revise or maintain the received assessment.

6.8.7. During the consideration of the appeal, the commission checks only the correctness of the assessment of the results of passing the midterm control, intermediate attestation, and state exam in the discipline “Modern History of Kazakhstan”. The commission does not have the right to ask additional questions to the student.

6.8.8. The appeal commission has the right:

- satisfy the appeal and give a different rating (increased or decreased);
- do not grant the appeal and leave the assessment unchanged.

6.8.9. The decision on the appeal is made by a majority vote of the total number of members of the commission.

6.8.10. The decision of the appeal commission on the final assessment is final and is documented in a protocol (Appendix 4).


6.8.11. The school/Center sends a protocol with the results of the decision of the appeal commission to the following departments: Office of the Registrar, Student Support Center, Advising Center, student, teacher, leading the discipline.

6.8.12. The school/Center sends a memo to the Vice-Rector for Academic Development about permission to make changes to the results of monitoring the student’s educational achievements in the AIS, attaching the protocol of the appeal commission.

6.8.13. The Vice-Rector for Academic Development sends a memo for execution to the director/deputy director of the Information Technology Office to adjust the grade in the AIS.

## **6.9. A student is expelled from the university in the following cases:**

1) for academic failure;

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- 2) for violating the principles of academic integrity;
- 3) for violation of the internal regulations and the Charter of the university;
- 4) for violation of the terms of the agreement on the provision of educational services, including for non-payment of tuition fees;
- 5) at his own request.


## 7. Coordination, approval, registration and commissioning

- 7.1. The approval of these Rules is carried out in “Documentolog” system.
  - 7.2. The DAE&M responsible person registers approved documents in **the Register of Internal Regulatory Documents (RG-REK-01-F1)**, located in “Documentolog” system. The DAE&M responsible person has the right to make changes to the register.
  - 7.3. After registering the document, the DAE&M responsible person scans the document of these Rules in \*. pdf with a scanned title for use and placed in “Documentolog” system.
  - 7.4. These Rules come into effect from the date of entry indicated on the document. The date of entry of the Rules may differ from the date of approval and depend on the activities necessary to implement the document.
  - 7.5. University employees in their activities are required to use only the Rules posted in the electronic IRD database in “Documentolog” system.
  - 7.6. For ease of use, University employees can print the Rules from the electronic GND database. Such copies are in uncontrolled conditions and to ensure their relevance, before use, employees must check the paper version of the document with data on the approval of the latest version in the Register of internal regulatory documents or in “Documentolog” system.
- Priority is given to the application of the Rules in electronic form, located in “Documentolog” system.

## 8. Procedure for familiarization

- 8.1. After the Rules are approved in “Documentolog” system, employees on the mailing list receive a notification about the need to familiarize themselves with the document. Employees familiarize themselves with these Rules and record the fact of familiarization in “Documentolog” system.
- 8.2. The mailing list is determined based on the following criteria:
  - system-wide documents are sent to all employees;
  - documents with a limited distribution area are sent to employees included in the distribution area and having the corresponding area of responsibility within the document. The mailing list for review can be clarified upon agreement and approval of the document.
- 8.3. **The Director of the Student Service Center** controls the familiarization of employees and students with these Rules during the adaptation period and when changes are made.



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## 9. Procedure for storing, revising, updating the document and making changes

9.1. The approved original of the Rules is kept by DAE&M.

9.2. The rules may be updated as necessary due to changes in internal or external factors affecting the University.

9.3. When the requirements for the design of the Rules change, changes in design are made as they are revised within the established time frame, or when the content changes.

9.4. If there are no changes, the review period is:

- for IRD – 2 years;

9.5. If, after the expiration of the revision period for these Rules, the University's activities remain in compliance with the external and internal regulatory documents on the basis of which it was developed, its validity may be extended until the next revision period, about which the DAE&M responsible person makes a note on the cover of the original document.

9.6. Amendments to these Rules may also be carried out at the initiative of heads of departments and employees of the University.

9.7. Changes to the current edition are not permitted. All changes are made by issuing a new edition of the Rules.

9.8. The development, approval, approval and publication of a new version of the document is carried out in accordance with the procedure defined for the development of the IRD clause 6.1.

9.9. Rules that are canceled without issuing a new edition, the SSC responsible person removes the document from "Documentolog" system and notifies about the cancellation of the document in accordance with the document mailing list by means of notification through the University's corporate mail.

## 10. Ensuring document protection

10.1. Protection of the safety of data of the Rules on electronic media is ensured by backup and provision of appropriate access rights.


10.2. Data protection of the Rules on paper is ensured by compliance with the requirements for storage and archiving of documents.

10.3. The transfer of copies of these Rules on electronic and/or paper to external parties is carried out at the request of the external party with the Rector's permission.

10.4. An employee who has received a request from an external party draws up a memo in "Documentolog" system addressed to the Rector for permission to provide the requested documentation. If there is a documentary request, a scanned copy of it is attached to the memo.

## 11. Final provisions

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

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**Appendix 1**  
to the Rules for organizing and conducting  
control of academic achievements

Point -rating letter system for assessing academic  
achievements of students with their transfer to the traditional grading scale  
and ECTS

Letter grade	Numeric equivalent	Grades (%)	Traditional grading scale
A	4.0	95-100	Excellent
A-	3.67	90-94	
B+	3.33	85-89	Good
B	3.0	80-84	
B-	2.67	75-79	
C+	2.33	70-74	Satisfactory
C	2.0	65-69	
C-	1.67	60-64	
D+	1.33	55-59	
D-	1.0	50-54	Unsatisfactory
FX	0.5	25-49	
F	0	0-24	

**Appendix 2**  
to the Rules for organizing and conducting  
control of academic achievements

Point -rating letter system for assessing academic  
achievements of students studying foreign languages in accordance with  
level model and ECTS, and traditional grading scale

Level and description of Language Proficiency according to the Common European Framework of Reference (hereinafter referred to as CEFR)	Letter grade	Numeric equivalent	Grades (%)	Traditional grading scale
A1 or A2 or B1 or B2 or C1 or C2	A	4.0	95-100	Excellent
	A-	3.67	90-94	
	B+	3.33	85-89	Good
	B	3.0	80-84	
	B-	2.67	75-79	
	C+	2.33	70-74	Satisfactory
	C	2.0	65-69	
	C-	1.67	60-64	
	D+	1.33	55-59	
	D-	1.0	50-54	Unsatisfactory
	FX	0.5	25-49	
F	0	0-24		

Appendix 3  
to the Rules for organizing and conducting  
control of academic achievements

Sample application for appeal

To the Chairman of the Appeal Commission

\_\_\_\_\_

the chairman's surname, initials

from a \_\_\_\_\_ year student  
specialty " \_\_\_\_\_ "

\_\_\_\_\_ department

Kazakh, Russian, English

\_\_\_\_\_ forms of study

full-time, DL

\_\_\_\_\_

student's surname, initials

Contact phone \_\_\_\_\_

Application

I ask you to reconsider the results of passing (MTC1,2; IA1,2; Exam) \_\_\_\_\_ in the discipline " \_\_\_\_\_ ", since I do not agree with the grades given to me.

It is necessary to describe the rationale and arguments that, in the student's opinion, allow a higher grade to be given.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date, the student's signature

Appendix 4  
to the Rules for organizing and conducting  
control of academic achievements  
Sample protocol of the appeal commission

Protocol  
of the appeal commission  
for consideration of the student's application \_\_\_\_\_  
dated " \_\_\_\_ " \_\_\_\_\_ 20 \_\_

Chairman: \_\_\_\_\_

Secretary: \_\_\_\_\_

Present:

1. Teacher who took the exam: \_\_\_\_\_

2. Members of the commission: \_\_\_\_\_

The appeal commission reviewed the student's application \_\_\_\_\_  
surname, initials

according to the grade received by the student in the discipline " \_\_\_\_\_ ",  
carried out on " \_\_\_\_ " \_\_\_\_\_ 20 \_\_.

As a result of studying the examination task in the discipline, the student's response  
sheet for compliance with the assessment criteria, the commission defined:  
(reasoned opinion of the commission on confirming or changing the grade given in the exam)

\_\_\_\_\_  
\_\_\_\_\_

Based on the above, the commission considers that the grade " \_\_\_\_ " received by the  
student \_\_\_\_\_  
student's name

in the discipline \_\_\_\_\_,  
name of the discipline

conducted on " \_\_\_\_ " \_\_\_\_\_ 20 \_\_  
The exam date

\_\_\_\_\_

meets (does not meet)  
the grading criteria for \_\_\_\_\_.

The commission confirms the assigned grade (changes the assigned grade to " \_\_\_\_").

Signatures of the commission members: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of appeal " \_\_\_\_ " \_\_\_\_\_ 201\_\_

I have read the result of the appeal consideration, the student \_\_\_\_\_  
the student's full name, signature

Appendix 5  
to the Rules for organizing and conducting  
control of academic achievements



School    Dean

**Record list for passing the "FX" grade**  
\_\_\_\_\_ half-year 20\_\_-20\_\_ academic year  
№ \_\_\_\_\_

**Discipline :** \_\_\_\_\_

**Teacher's full name:**

\_\_\_\_\_

№	Student's full name	Year of study	Specialty/Educational program	Form of study	Language of instruction	Access rating	Exam grade	Teacher's signature

**Notes:**

- \* Corrections in the record list are strictly prohibited.
- \*\* Fill out the sheet with a blue pen.

**Dean of the school**

\_\_\_\_\_

(signature)

**Director of SDD**

\_\_\_\_\_

(signature)

Appendix 6  
to the Rules for organizing and conducting  
control of academic achievements

Sample protocol of a meeting of the State Examination Committee in the discipline  
"Modern History of Kazakhstan"

PROTOCOL № \_\_\_\_\_

Of a meeting of the state examination commission  
in the discipline "Modern history of Kazakhstan"

"\_\_\_\_\_" \_\_\_\_\_ 20\_\_\_\_ from \_\_\_\_\_ (hh.min) until \_\_\_\_\_ (hh.min)

**Present:**

Chairman of the Commission \_\_\_\_\_

Full Name, academic degree, academic title

\_\_\_\_\_  
name of organization, position held

Members of the commission \_\_\_\_\_

Full Name

\_\_\_\_\_  
Full Name

on passing the state exam in the discipline "Modern History of Kazakhstan"

1. The student is being examined \_\_\_\_\_

Full Name, name of educational program or field of study

2. Questions:

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

3.

Student \_\_\_\_\_

surname, initials

has the access rating of \_\_\_\_\_

grade according to a point -rating letter system

4. Recognize that the student \_\_\_\_\_

surname, initials

passed the state exam for the grade \_\_\_\_\_

grade according to a point -rating letter system

5. Final grade of the student \_\_\_\_\_

surname, initials

in the discipline "Modern History of Kazakhstan" \_\_\_\_\_

grade according to a point -rating letter system

6. Special opinions of members of the state examination commission

Chairman \_\_\_\_\_ signature

Members of the commission \_\_\_\_\_ signature

signature

Secretary \_\_\_\_\_ signature

signature



Appendix 7  
to the Rules for organizing and conducting  
control of academic achievements

Sample protocol of the AC meeting on taking a comprehensive exam

PROTOCOL № \_\_\_\_\_  
 of the meeting of the attestation commission  
 (to be completed for each student)  
 " \_\_\_\_\_ " \_\_\_\_\_ 20\_\_ from \_\_\_\_\_ (hh.min) until \_\_\_\_\_ (hh.min)

**Present:**

Chairman of the Attestation Commission \_\_\_\_\_  
Full Name

Members of the commission \_\_\_\_\_  
Full Name

\_\_\_\_\_ Full Name

on taking a comprehensive exam on the bachelor's/master's/ PhD doctorate educational  
 program \_\_\_\_\_

The student is being examined \_\_\_\_\_  
last name, first name, patronymic, name of educational program or field of study

**Questions:**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

1. Recognize that the student \_\_\_\_\_  
surname, initials

passed the comprehensive exam \_\_\_\_\_  
name of the educational program or field of study

with a rating \_\_\_\_\_  
assessment according to a point -rating letter system

2. Note that the student \_\_\_\_\_  
surname, initials

3. Special opinions of members of the attestation commission \_\_\_\_\_

Chairman \_\_\_\_\_ signature

Members of the commission \_\_\_\_\_ signature

\_\_\_\_\_ signature

Secretary \_\_\_\_\_ signature

Appendix 8  
to the Rules for organizing and conducting  
control of academic achievements

Sample protocol of the meeting of the AC on the consideration of the thesis (project),  
master's thesis (project)

PROTOCOL № \_\_\_\_\_  
of the meeting of the attestation commission

" \_\_\_\_ " \_\_\_\_\_ 20\_\_ from \_\_\_\_\_ (hh.min) until \_\_\_\_\_ (hh.min)

For review of the student's thesis (project), master's thesis (project)

\_\_\_\_\_ Full Name,  
\_\_\_\_\_ name of the educational program or field of study

on the topic of: \_\_\_\_\_

Present:

Chairman of the Attestation Commission \_\_\_\_\_ Full Name

Commission members \_\_\_\_\_ Full Name

\_\_\_\_\_ Full Name

Thesis (project)/master's thesis was completed under the scientific supervision of

\_\_\_\_\_ Full name, scientific or academic degree

Upon consultation \_\_\_\_\_ full name, scientific or academic degree, place of work, position held

Reviewer \_\_\_\_\_ full name, scientific or academic degree

\_\_\_\_\_ place of work, position held

The following materials are presented to the attestation commission:

- 1) thesis (project) project/master's thesis (project) on \_\_\_\_\_ pages;
- 2) drawings, tables for the thesis (project)/master's thesis (project) on \_\_\_\_\_ sheets;
- 3) review of the master's thesis supervisor with a conclusion

\_\_\_\_\_ indicate "allowed for defense"

4) decision of the graduating chair on \_\_\_\_\_ the name of the chair

\_\_\_\_\_ and if thesis (project) master's thesis (project) is recommended or not for public defense

5) review with grading \_\_\_\_\_ the reviewer's grade is indicated

6) unofficial reviews \_\_\_\_\_

After reporting the completed thesis (project) / master's thesis (project), the student was asked the following questions within \_\_\_\_\_ minutes:

1. \_\_\_\_\_  
surname, initials of the commission member and the question asked
2. \_\_\_\_\_  
surname, initials of the commission member and the question asked
3. \_\_\_\_\_  
surname, initials of the commission member and the question asked
4. \_\_\_\_\_  
surname, initials of the commission member and the question asked
5. \_\_\_\_\_  
surname, initials of the commission member and the question asked

General characteristics of the student's answers to the questions asked

During the defense of the thesis (project) / master's thesis (project), the student showed

\_\_\_\_\_ what is the level of knowledge in general theoretical and special training

Recognize that the student has completed and defended his thesis (project) / master's thesis (project) with a grade \_\_\_\_\_

grade according to a point -rating letter system for assessing knowledge

Special opinions of commission members \_\_\_\_\_

Chairman \_\_\_\_\_ signature  
Members of the commission \_\_\_\_\_ signature  
Secretary \_\_\_\_\_ signature

**Appendix 9**

to the Rules for organizing and conducting control of academic achievements

Sample protocol of the AC meeting on awarding the "Bachelor" / "Master" academic degree

PROTOCOL № \_\_\_\_\_  
 decision of the attestation commission  
 on awarding the "Bachelor" / "Master" academic degree  
 " \_\_\_\_\_ " \_\_\_\_\_ 20\_\_ from \_\_\_\_\_ (hh.min) until \_\_\_\_\_ (hh.min)

Present:

Chairman of the Attestation Commission \_\_\_\_\_  
Full Name

Commission members \_\_\_\_\_  
Full Name  
 \_\_\_\_\_  
Full Name

Student \_\_\_\_\_  
Full name, name of educational program or field of study

Passed a comprehensive exam with grades:  
 \_\_\_\_\_  
Grade according to a point -rating letter system for assessing knowledge, the exam date

and defended his thesis (project), master's thesis (project) with grades:  
 \_\_\_\_\_  
Grade according to a point -rating letter system for assessing knowledge, date of delivery

Recognize that the student has passed the comprehensive exam and thesis (project), master's thesis (project).

Award the student \_\_\_\_\_  
surname, initials  
 with the "Bachelor" / " Master" academic degree \_\_\_\_\_  
 according to the educational program or field of study \_\_\_\_\_  
code and name of the educational program or field of study

Special opinions of the commission members \_\_\_\_\_

Issue a diploma of higher/postgraduate education.

Chairman \_\_\_\_\_ signature  
 Members of the commission \_\_\_\_\_ signature  
 \_\_\_\_\_ signature  
 Secretary \_\_\_\_\_ signature

**Appendix 10**  
to the Rules for organizing and conducting  
control of academic achievements

Sample report on the results of the final attestation

Results of taking a comprehensive exam and defending a thesis (project)/  
comprehensive exam and defense of the master's thesis (project)  
for \_\_\_\_\_ year

Specialty / educational program \_\_\_\_\_

Final attestation form	Number students admitted to the final attestation	Number of students	Including those who got:				Average score	Absent	% quality	% of performance
			Excellent	Good	Satisfactory	Unsatisfactory				
Comprehensive Exam										
Thesis (project)/master's thesis (project) defense										
Total										

General results of the final attestation of bachelor's /master's graduates for  
\_\_\_\_\_ year

Specialty / Educational program \_\_\_\_\_

Number of admitted to FA	Number of absent for the FA	Number of those who passed the FA	Of these were passed to				Unsatisfactory grades	Average grade
			Only excellent	Only excellent and good	Mixed grades	Only satisfactory		

Comparative analysis of the graduates

Indicators	Previous period	Reporting period
% quality		
% academic progress		
Average grade		