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Content

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1. Purpose of the document


The higher education system in the Republic of Kazakhstan is carried out using the credit technology of education based on the choice and independent planning by students of the sequence of studying disciplines using credit as a unified unit of measurement of the amount of educational work of the student and teacher. In this regard, an important procedure in the educational process is the organization of registration of students and teachers in academic disciplines, which is called registration (Online registration).

The registration procedure is carried out by students independently with the help of the Advising Center.

The purpose of registering students for disciplines and teachers at EI “Almaty Management University” is to create conditions for maximum individualization and training and meet the needs of the student in obtaining the necessary competencies within the framework of the modular educational program being studied, taking into account the specifics of the socio-economic development of the region, the needs of the labor market and business.

The purpose of developing these Rules and introducing them into the educational process of the university are:

- 1) clear organization of the procedure for registering students in academic disciplines and teachers, aimed at complying with established deadlines, forms and rules;
- 2) providing students with freedom of choice of disciplines included in the catalog of academic disciplines (CAD), which determines the direct participation of students in the formation of an individual curriculum (IEP);
- 3) ensuring students’ free choice of a teacher;
- 4) involvement of advisers in the educational process, assisting students in choosing an educational path.

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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 students' knowledge, 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 compulsory standard of higher and postgraduate education, approved by order of the Minister of Education and Science of the Republic of Kazakhstan № 604 dated October 31, 2018.
- Rules for organizing credit technology training in educational organizations providing higher professional education, approved by order of the Ministry of Education and Science of the Republic of Kazakhstan dated April 20, 2011, №152 (as amended from October 12, 2018, № 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.

4. Terms and abbreviations

The following definitions are used in these Rules:

An individual educational plan (IEP) is a document of the established form, generated for each academic year by the student independently with the help of an adviser on the basis of the WC, including a list of compulsory, academic and additional disciplines, internships, indicating the number of credits for them and determining the student's educational trajectory for the academic period.


Credit (Credit-hour) is a unified unit of measurement of the amount of educational work of a student/teacher.

Credit technology of education is education based on the student's choice and independent planning of the sequence of studying disciplines using credit as a unified unit of measurement of the amount of educational work of the student and teacher. With the introduction of credit technology of education in the higher education system, the need arose to involve academic consultants, tutors and advisors, in the educational process.

Enrollment in an academic discipline (Enrollment) - registration procedure (online registration) of students in academic disciplines.

Advising center is a center that performs the functions of an academic mentor of a student in the relevant specialty, which assists the student in the formation of an individual curriculum from the disciplines of his choice and mastering the educational program during the period of study and his registration in the chosen disciplines.

An advisor is a manager working in the Advising Center and performing the functions of an academic mentor of a student in the relevant specialty, assisting the student in the formation of an individual curriculum from elective disciplines and mastering the educational program during the period of study.

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Academic plan (AP) - a document containing a complete list of academic disciplines, grouped into cycles of general education, basic and major disciplines, both in the compulsory component and in the elective component, indicating credits necessary for students to master, is compiled in accordance with standard curricula and a catalog of academic disciplines.

Description of the discipline (Course Description) - a brief description of the discipline (consists of 5-8 sentences), including the goals, objectives and content of the discipline.

Prerequisites is a list of disciplines containing competencies necessary for mastering the discipline being studied.

Postrequisites is a list of disciplines, the study of which requires competencies upon completion of the study of this discipline.

Academic disciplines (AD) - academic disciplines included in the elective component within the framework of established credits and introduced by educational organizations, reflecting the individual preparation of the student, taking into account the specifics of the socio-economic development of the region, the needs of the labor market and business.

Educational program (EP) is a unified set of basic characteristics of education, including goals, results and content of training, organization of the educational process, ways and methods of their implementation, criteria for assessing learning outcomes.

Catalog of academic disciplines (CAD) - a list of academic disciplines offered for study in the academic year, compiled according to the developed form.

a systematized annotated list of all disciplines, including the elective component.

When drawing up the CAD, the following basic principles are observed:

The total volume of hours (credits) in academic disciplines strictly corresponds to the volume of hours (credits) of the elective component according to the State Educational Standard for specialties;

- Academic disciplines complement and deepen the competencies being formed in accordance with the direction of training, taking into account the specifics of the socio-economic development of the region, the needs of the labor market and business;

- In order to implement the 3-language training program, each course provides for the study of disciplines in English for all students, as well as the study of disciplines in the Kazakh language for groups studying in Russian and in Russian for groups studying in the state language.

5. Responsibility

5.1. The head of the registrar's office is responsible for the timely formation of lists of students transferred, reinstated and expelled.

5.2. The head of the SSC is responsible for the timely formation of contracts and additional agreements on provided discounts and grants, as well as offset tables for transferred students.


5.3. The Director of the Methodology Department, the Registrar's Office, the Student Support Center, the Schedule Coordination Office, the Applicant Recruiting Department, the Accountants department and the Dean's offices are responsible for the methodological support of advisors.

5.4. The advisor is responsible for the timely registration of students in the AIS "HeRo Study Space".

6. Potential Inconsistencies

- untimely familiarization of students, staff and teaching staff of departments with the requirements of these Rules;

- late registration of students in the AIS "HeRo Study Space" for disciplines and teachers.

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7. General provisions for registration in disciplines and teachers with credit technology of education

7.1 During the process of registration for disciplines and teachers and the formation of the IEP, the student carefully studies the academic plan (AP), educational programs (EP), the catalog of academic disciplines (CAD), the rules for registering students for disciplines and teachers.

7.2 In order to prevent a chaotic choice of academic disciplines and the implementation of educational programs developed by the university, schools offer students a choice of several educational trajectories - lists of academic disciplines and the sequence of their study, allowing the student “at the exit” within the framework of a higher education specialty to master an educational program focused on a specific scope of activity taking into account the needs of the labor market and employers.

7.3 Enrollment of students to study disciplines (Enrollment) is organized by the Advising Center. At the same time, the functions of an academic mentor of a student in the relevant specialty, assisting the student in the formation of an individual curriculum from the disciplines of his choice and mastering the educational program during the period of study, are carried out by advisors.

When compiling their IEP, students:

- 1) get acquainted with the rules for organizing the educational process on credit technology of education;
- 2) comply with the established deadlines for registration in academic disciplines and making changes to the IEP;
- 3) enroll in no less than the established number of credits per academic year to master the educational program of the appropriate level.

7.4 Students on a paid basis, depending on their solvency, form of study, individual abilities, can form their own IEP with fewer credits than is established for mastering the educational program of the appropriate level, but not less than 30 ECTS credits in a half-year. At the same time, the period of study increases, and the annual amount of tuition is set equal to the product of the number of credits planned in the IEP by the approved cost of one credit.

7.5 The IEP is automatically generated in the students’ personal account at the time of registration for disciplines in electronic form.

8. Algorithm for pre-registration for the disciplines of the next academic year

8.1 By the end of January, Schools/Centers, under the leadership of the Methodology Department, must ensure the relevance and reliability of the current Curricula in the AIS “HeRo Study Space”.

8.2 Before the end of January, the Director of the Methodology Department provides advisors with AP, map of academic disciplines, catalog of Free Electives disciplines for control purposes advisors for the correctness of the preliminary registration of students for the disciplines of the next academic period.


8.3 School deans, before the end of January, formulate a schedule and conduct a presentation of disciplines according to the AD catalog for the next academic period.

8.4 In the first week of February, advisors conduct explanatory events on learning paths.

8.5 Until the end of February, students choose teachers and disciplines that they will learn in the next academic period in the AIS “HeRo Study Space”, and submit preliminary applications.

8.6 As a result, in AIS “HeRo Study Space” their IEP is formed in the context of specialties, courses of study and language departments.

8.7 During March, advisors check whether all students have submitted applications and completed pre-registration. For these purposes, advisors upload a report on the results of pre-registration in

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Excel form in the AIS “HeRo Study Space”, conduct an analysis of students who did not register, and notify such students through group leaders and by calling.

8.8 By the end of March the final report on the results of preliminary registration for the disciplines of the next academic period is uploaded from the AIS “HeRo Study Space”.

8.9 Until the end of August, the head of the registrar’s office provides orders for the enrollment of 1st year students.

8.10 Until the end of August, the Head of the SSC provides orders for the provision of grants and discounts for 1st year students and ID cards for 1st year students.

8.11 In the first week of September, the IT department creates a student account and corporate emails for 1st year students, and sends logins and passwords to the emails of 1st year students.

8.12 In the first week of study, advisors give 1st year students their ID, conduct conversations with students, send instructions and memos for registration, during which they inform the student about the procedure for registering for disciplines and teachers, possible educational trajectories of study within the educational program, their relevance and prospects, taking into account specifics of socio-economic development of the region, labor market needs, etc.

8.13 For the purpose of basic registration, during the first week of study, 1st year students submit applications for disciplines of the current academic period.

9. Algorithm for registration of disciplines in the schedule and teachers

9.1 To carry out the processes of pre-registration and re-registration of students for disciplines, the Methodology Department provides electronic copies of the approved EP curricula, approved additional programs (Minor), and a catalog of Free Electives disciplines.

9.2 Schools/Centers under the leadership of the Methodology Department, until the end of April of the current academic year, ensure the formation of new approved curricula for the next academic year in the AIS “HeRo Study Space”.

9.3 Schools/Centers, under the leadership of the Methodology Department, until the end of May of the current academic year, ensure the formation of the pedagogical classroom load of teaching staff for the next academic year in the AIS “HeRo Study Space”. The teaching load is formed on the basis of the approved contingent of 2nd to 4th year students for the next academic year, provided by the Office of the Registrar, and the enrollment plan for the 1st year of the next academic year, provided by the Marketing Department.

9.4 By the end of August, Deans/Directors provide signed additional agreements, subject to changes in credits, application and Minor agreement, orders for granting deferments and other nature, EP passports and a catalog of elective disciplines.


9.5 Until the end of August, the Head of the Academic Mobility Department provides information on students who left and arrived as part of academic mobility, and IEP for foreign students.

9.6 Until the end of August, the Head of the Center for Education and Registration and the Registrar’s Office provide orders for transfers and grants and discounts for 2-4-year students, information on academic differences and information on the current academic debt of students.

9.7 The Schedule Coordination Office of the Methodology Department, two weeks before the start of the academic period, ensures the formation in the AIS “HeRo Study Space” of a schedule of classes in the disciplines of the current academic period, according to the approved teaching load of Schools/Centers.

9.8 The Schedule Coordination Office of the Methodology Department posts the approved schedule in the “Announcements” section of the AIS “HeRo Study Space” and on the university website.

9.9 Advisors, for the purpose of mandatory registration, inform students about the necessity to pay the tuition fee.

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9.10 Students are required to pay the tuition fee 10 days before the start of the current academic year.

9.11 A week before the start of the current academic semester, advisors conduct conversations with students, send memos and registration instructions to 2-4-year students.

9.12 For the purpose of basic registration, during the first week of study of each semester, students submit applications for disciplines in the schedule and teachers and check the availability of registration in the journal in their personal account in the AIS “HeRo Study Space”.

9.13 During the first week of study of the corresponding academic period, students have the right to re-register for disciplines and teachers, the student also has the right to refuse the discipline, payment for the chosen discipline is returned and the “F” grade is not given. After the second week from the start of classes, the student has the right to refuse the discipline; payment for the chosen discipline is not refunded and the “F” grade is not given. After the third week from the start of classes, the student has the right to refuse the discipline; payment for the chosen discipline is not refunded and the student is given the “F” grade for the refused discipline.

9.14 Registration for disciplines and teachers is carried out electronically through the student’s personal account on the university’s educational portal (Appendix 1).

9.15 A student cannot enroll in a discipline if he has not studied its prerequisites (academic debt or differences in curricula).

9.16 Until the end of September for the fall semester and until the end of January for the spring semester, advisers check whether all students have submitted applications. For these purposes, advisers with the AIS “HeRo Study Space” upload a report on the results of registration in Excel form, conduct an analysis of students who did not register, and notify such students.

9.17 Until the end of September for the fall semester and until the end of January for the spring semester, IT department employees transfer students from the AIS “HeRo Study Space” to Moodle if necessary.

9.18 After 3 weeks after the start of training, advisers provide lists of unregistered students to the SSC, on the basis of which orders for expulsion are created.

9.19 At the time of registration for disciplines and teachers in the AIS “HeRo Study Space”, an IEP is automatically generated for each student in the context of specialties, courses of study and language departments.

9.20 Methodology department, Schools/Centers for the purpose of forming or adjusting the teaching load can upload the Report on the results of preliminary registration and re-registration in the “Reports and Monitoring” section of the AIS “HeRo Study Space” (<https://studyspace.almau.edu.kz>). To do this, select “Registration Report”, then select “Dynamics of Student Registration by Discipline”.

Falling inside, set the registration deadlines and select the semester, then click the “Search” button, then the “Export” button. After some time, a report will be sent to the “Inbox” section (bell).

9.21 Changes to the IEP after approval are not allowed, except in cases of providing a reasoned application signed by the deans of the relevant Schools (depending on the specialty).

9.22 If a student has not registered within the prescribed period and has not created his own IEP, then the working curriculum of this course is taken as the basis for his training, and elective disciplines are determined at the discretion of the dean’s office.

9.23 The deadlines established by these rules may vary depending on the deadlines. established by the academic calendar approved for the current academic period.

Appendix 1
to the Rules for organizing student registration
for academic disciplines (Enrollment)

The procedure for registering for disciplines and teachers in the AIS “HeRo Study Space”

Registration for disciplines includes 4 steps:

1 step. View CAD, AP on a specialty/EP

Before registering for disciplines, you can familiarize yourself with the list of disciplines studied in the Catalog of academic disciplines and AP.

Step 2. Registration for an educational trajectory (if necessary)

If the specialty provides educational trajectories, then in the course where disciplines begin to differ, it is necessary to choose a specific educational trajectory within the specialty.

Step 3. Registration for disciplines and teachers

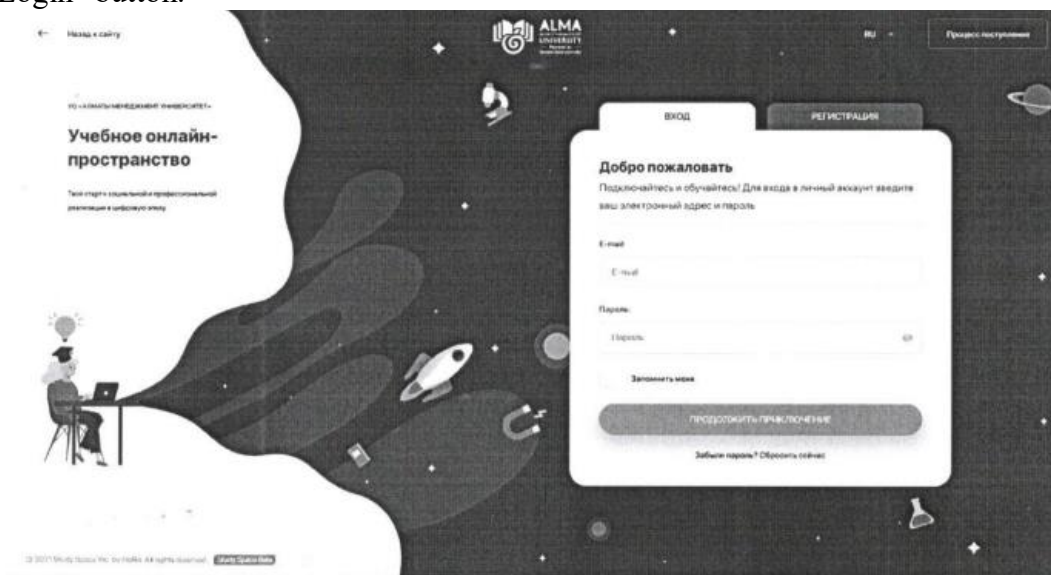
At this stage, it is necessary to select elective disciplines and teachers for the disciplines.

Step 4 Re-registration (if necessary)

If, when registering for an educational path, discipline and teacher, there is not a sufficient number of students, then re-registration is necessary. In this case, a message will be displayed indicating the need to re-register.

Electronic registration for disciplines:

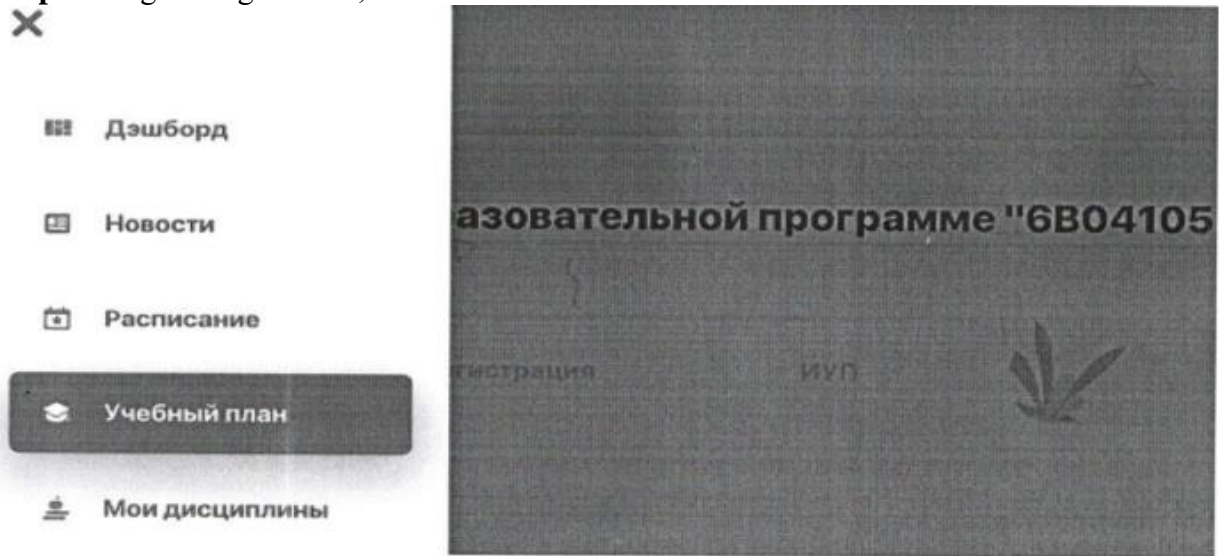
1 step. Electronic registration for disciplines is carried out through the student’s Personal Account in the AIS “HeRo Study Space” (<http://studyspace.almau.edu.kz/>). To log in the student’s Personal Account, you should enter your personal login@ almau . edu . kz and password, and click on the “Login” button.



In order to register for disciplines, you need to log into your personal account. On the main page of your account, expand the menu icon in the upper left corner.



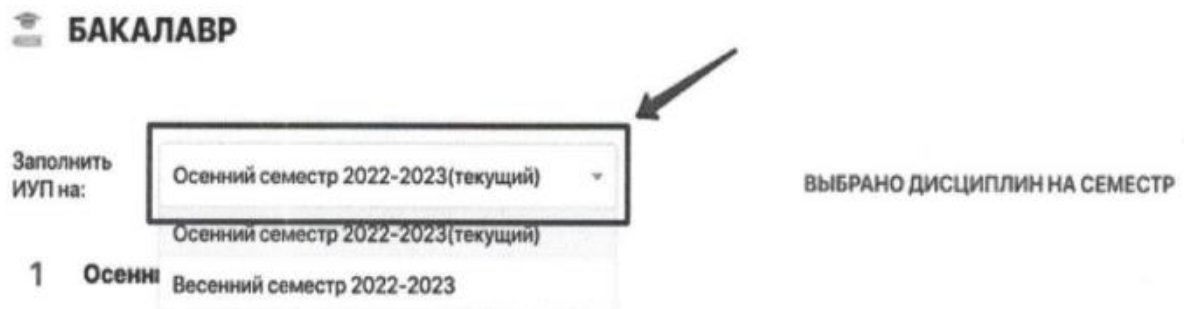
Step 2. To go to registration, select the “Curriculum” menu section on the left side.




Step 3. Activate the “Registration” tab and check out the list of disciplines presented in the course/semester.



Step 4 Please note that registration may be available for several semesters; in order to change the semester for which registration takes place, you must click on the list “Fill out the IEP for:” and select the desired semester.



Step 5 Register for compulsory and elective disciplines of the course/semester from among those available by clicking on the green icon next to each of them.

Обязательные дисциплины									
ИДЕНТИФИКАТОР	НАЗВАНИЕ ДИСЦИПЛИНЫ	СЕМЕСТР РЕГИСТРАЦИИ	ФОРМА ВОСПРОИЗВЕДЕНИЯ	ЗАН	КРЕДИТЫ	ПРЕДПОСЛОВАНИЯ	ПОСЛЕДСТВИЯ	СТАТУС	ДЕЙСТВИЕ
SP 1109	Средневековая история Казахстана	Семестр № 3 2022 - 2023	-	3	5	-	-	в процессе	
SP 1117	Физическая культура 1	Семестр № 3 2022 - 2023	-	3	4	-	-	в процессе	
FE2	Free Electives	Семестр № 3 2022 - 2023	-	2	5	-	-	в процессе	
AS1263	Предпринимательство и стартап 1	Семестр № 3 2022 - 2023	-	2	5	-	-	в процессе	
ES1211	Логистика товародвижения	Семестр № 3 2022 - 2023	-	2	5	-	-	в процессе	
FE 0446	Free Electives	Семестр № 3 2022 - 2023	-	2	5	-	-	в процессе	

Please note that disciplines that have an active green icon and a “failed” status are available for registration, and disciplines with an “In Progress” status are those for which you have already registered automatically or independently. But if necessary, you can decline registration for them.

Обязательные дисциплины

ИД ДИС	НАЗВАНИЕ ДИСЦИПЛИНЫ	СЕМЕСТР РЕГИСТРАЦИЯ	ФОРМЫ КОНТРОЛЯ	ЗНН	КРЕДИТЫ	ПРОКОНДИТЫ	ПОСТРАВИЛИТЫ	СТАТУС	ДЕЙСТВИЕ
SP 11609	Современная история Казахстана	Семестр № 3 2022 - 2023	-	3	5	-	-	В ПРОЦЕССЕ	Удалить дисциплину
SP 11571	Физическая культура 1	Семестр № 3 2022 - 2023	-	3	4	-	-	НЕ ПРОСЯДИ	Удалить дисциплину
FE2	Free Election	Семестр № 3 2022 - 2023	-	2	3	-	-	НЕ ПРОСЯДИ	Удалить дисциплину
AEST083	Предпринимательство и стартап 1	Семестр № 3 2022 - 2023	-	2	3	-	-	НЕ ПРОСЯДИ	Удалить дисциплину
EST071	Личность менеджера	Семестр № 3 2022 - 2023	-	2	2	-	-	НЕ ПРОСЯДИ	Удалить дисциплину

Обратите внимание! Возможность перевыбора дисциплин открыта только до окончания срока регистрации!

Учебный план **Регистрация** ИУП


⚠ Период регистрации с 11.04.2022 по 23.04.2022.
Для формирования ИУПа, обязательно зарегистрируйтесь на дисциплины.

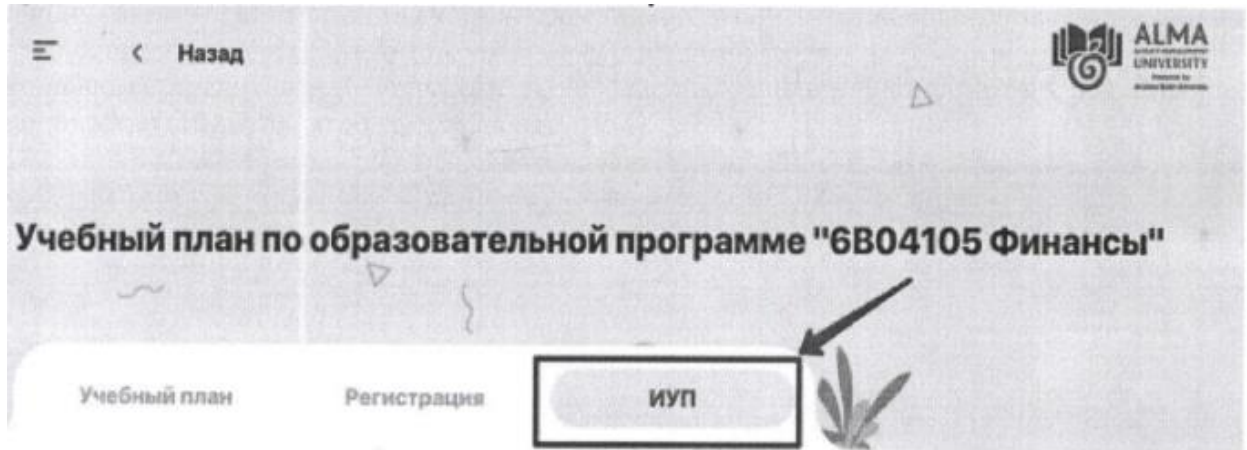
Step 6 Pay attention to the counter with credits for the semester given below: - the plan is the total number of credits that need to be earned per semester; - fact - the closed number of credits depending on the added disciplines - balance - the missing number of credits to form the IEP.

	ПЛАН	ФАКТ	ОСТАТОК
Количество кредитов за семестр:	35	4	31

Thus, you need to register for disciplines, focusing on the credit plan.

Step 7 After registration is completed, each of the selected disciplines receives the “In Progress” status and automatically falls into the “IEP” fold.

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Step 8 Go to the IEP tab to check whether you are enrolled in the disciplines for which you registered. If necessary, you can download and print the finished IEP.