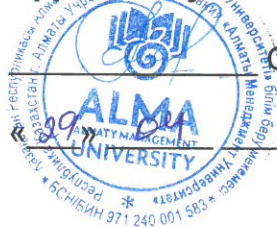




**ALMA**  
ALMATY MANAGEMENT  
UNIVERSITY

Approved by



G. Kurenkeyeva

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### 1. Purpose of the document

These Rules establish a uniform order and procedure for the transfer and reinstatement of students at the Educational Institution "Almaty Management University" (hereinafter referred to as the University).

### 2. Scope of the document

These Rules are intended for use by the heads and employees of the University's structural divisions involved in the process of transfer and reinstatement of students, as well as by the students themselves.

### 3. References

These Rules have been developed on the basis of regulatory documents:

- Law of the Republic of Kazakhstan dated July 27, 2007 №319-III "On Education";
- State compulsory standard of higher and postgraduate education, approved by order of the Minister of Science and Higher Education of the Republic of Kazakhstan №2 dated July 20, 2022;
- The standard 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.
- The rules for organizing the educational process using credit technology of education were approved by order of the Minister of Education and Science of the Republic of Kazakhstan №152 dated 20.04.2011.
- Standard rules for admission to study 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 №600 dated October 31, 2018.

Internal normative documents:

- Regulations for consideration of student requests (R-URS-01)
- Regulation on the recognition of learning outcomes in formal and non-formal education (P-AKD-04)

### 4. Terms and abbreviations

The following definitions are used in these Rules:

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

**The point-rating letter system for assessing academic achievement** is a system for assessing the level of academic achievement in points, corresponding to the letter system with a digital equivalent accepted in international practice, and allowing for the establishment of a rating for students;

**Internal regulatory document (IRD)** is a document that establishes rules, regulations or standards within the University to regulate its activities;

**Documentolog** - a program for electronic document management of an organization

**The Unified National Testing (UNT)** is one of the forms of selection examinations for admission to higher and/or postgraduate education institutions;

**Final attestation of students (Qualification Examination)** is a procedure carried out with the aim of determining the degree of mastery of the volume of academic subjects, academic disciplines and (or) modules provided for by the state compulsory standard of the corresponding level of education;



**Kandas** is an ethnic Kazakh and (or) members of his family of Kazakh nationality, who were not previously citizens of the Republic of Kazakhstan, who arrived in their historical homeland and received the corresponding status in the manner established By law "On population migration";

**Complex testing (CT)** – a form of examination conducted simultaneously in several academic disciplines using information and communication technologies;

**Credit technology of education** – education based on the choice and independent planning by the student of the sequence of studying disciplines and/or modules with the accumulation of academic credits;

**The Registrar's Office** is a structural subdivision that is responsible for registering the history of students' academic achievements, taking into account the credits they have earned, organizing midterm and final assessments of students, and calculating their academic rating;

**An educational program (EP)** is a documented plan of study that includes a list of courses, methods, and assessments, as well as the objectives and goals that students must achieve.

**Higher Education Programs (HEP)** – This is a program for training highly qualified personnel in accordance with the needs of economic sectors with the award of a bachelor's degree

**Prerequisites** – disciplines and (or) modules, and other types of academic work containing knowledge, abilities, skills and competencies that are mandatory for mastering a discipline and (or) module before starting to study it.

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

**The Student Support Center (SSC)** is a center (structural division) that operates on the "Single Window" principle. Services for students (undergraduates, master's students, listeners and doctoral students) are provided in the following areas: consultation on academic issues, financial and/or visa support for students.

**Elective disciplines** are academic disciplines included in the university component and the elective component within the 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, and established scientific schools.

**AIS** – Automated Information System

**Face ID** - University pass system.

## 5. Responsibility

5.1. **The Head of the SSC** is responsible for:

- familiarization of employees of departments with these Rules;
- compliance with the requirements of these Rules.

5.2. **The Dean of School / Principal of School** is responsible for:

- familiarization of students with these Rules;
- compliance with the requirements of these Rules by graduating schools.

5.3. **The Program leader** is responsible for:

- familiarization and compliance with these Rules by school employees and teaching staff;
- transfer tables in the language of instruction within three working days after receiving transcripts.

5.4. **The Director of Legal Department** is responsible for coordinating and checking the position in terms of compliance with the law.

5.5. **The translator** is responsible for the quality of the translation of documents.

5.6. **The teaching staff** is responsible for compliance with the requirements of these Rules.



**5.7. The Head of the Registrar's Office** is responsible for:

- timely issuance of an order on transfer and reinstatement.

**5.8. The Head of the Advising Center is responsible for:**

- correct entry of academic differences into the transcript.

**5.9. The ITD employee is responsible for:**

- timely provision of logins and passwords
- timely creation of Face ID.

## **6. The order of the process execution**

### **6.1. Basic Provisions**

Transfer of students is carried out in the following cases:

- from one higher education organization to another;
- from one form of education to another;
- from one language department to another;
- from one educational program to another;
- from a fee-based basis to training under a state educational order.

Transfer and reinstatement of students is carried out during the vacation period, but no later than 5 working days before the start of the academic period.

To ensure transfer or reinstatement, the student must submit an application in paper or electronic form through the automated information system (AIS). This application is submitted to the Student Support Center (SSC). The consideration of received applications, decision-making and familiarization of the student with the results is carried out in accordance with the regulations for consideration of student applications.

When a student requests transfer or reinstatement, the SSC manager sends a transcript to the school via e-mail for a preliminary decision. The school's subject committee creates a table of transfers in the language of instruction (Appendix 2), based on which the school sends its response to the SSC via e-mail.

In case of a positive decision, the SSC manager accepts the student's application. The school's subject committee signs the transfer table and transfers it to the SSC. In case of a negative decision, the SSC notifies the student of the reason for the refusal.

Based on the received application, the SSC employee forms an application for issuing an order in the "Documentolog" system. When approving, the school dean attaches to the application a table of mutual offsets, compiled in accordance with the Regulation on the recognition of learning outcomes in formal and informal education (clause 6.4). The application for issuing an order is sent to the Registrar's Office. An extract from the signed order is filed in the student's personal file by an employee of the Registrar's Office.

### **6.2. Procedure for transfer and reinstatement of students**

**6.2.1.** Students are transferred during the vacation period from one educational organization to another, from one form of education to another, from one language department to another, from one educational program to another, from a fee-based basis to education under a state educational order (based on the results of a competitive selection if there are vacancies), including within the University. Transfer and reinstatement of students occur on the basis of the student's application submitted to the SSC/AIS. When transferring or reinstating students, the school's subject committee determines the academic difference in the disciplines, modules, credits and/or learning outcomes of the curricula studied by them in previous academic periods. The school creates a table of mutual offset in the language of instruction, and when approving the order for transfer or reinstatement, the dean of the school attaches it to the order.



A university student can be transferred or reinstated after expulsion if he or she has fully completed the first academic period of the program being mastered.

6.2.2. The academic difference in disciplines, modules, credits and/or learning outcomes of curricula is determined by the host educational organization based on the list and volume of studied disciplines, modules or credits reflected in the transcript or certificate (hereinafter referred to as the certificate).

6.2.3. To eliminate the academic difference in disciplines, modules, credits and/or learning outcomes of the curricula, the student enrolls in these disciplines, modules, credits in addition to his/her main workload, attends all types of classes during the academic period, passes all types of current assessments and receives admission to the final assessment.

6.2.4. The Advising Centre, together with the student, enters the academic difference in disciplines, modules, credits and/or learning outcomes into the transcript as an academic difference.

6.2.5. Transfer from a fee-based education to education under a state educational order is carried out on the basis of a student's application and a decision of the Academic Council of the University, after the issuance of an order by the authorized body (the Ministry of Science and Higher Education of the Republic of Kazakhstan).

6.2.6. In the event of available grants (state) during the studies, the registrar's office provides a list of applicants from among the students (according to the year of admission, GOP and GPA) for consideration at a meeting of the Academic Council for the transfer of students from fee-based education to education under the state educational order (grant) at the University. Applications for the transfer of students from fee-based education to education under the state educational order (grant) are accepted for consideration at a meeting of the Academic Council held in August and January of the current academic year.

6.2.7. If a student has entered into an individual agreement for the provision of educational services (hereinafter referred to as the agreement), then his transfer from one educational program (EP) to another, as well as from one language department to another, is carried out after changing the said agreement on the basis of an additional agreement.

6.2.8. The decision to transfer from one educational program (EP) to another or from one form of study to another within one University is made by the Rector or the person replacing him, based on the student's application and the application generated by the SSC employee for issuing an order in the "Documentolog" system.

6.2.9. When transferring from one educational organization to another, an order is issued on the acceptance of the transferred student. After the order on transfer is issued, the Registrar's Office sends a request to the organization where the student previously studied to obtain his personal file. The organization where the student studied is obliged to send his personal file within five working days.

6.2.10. When transferring or reinstating from a foreign educational organization to an educational organization of the Republic of Kazakhstan, an order is issued on the transfer or reinstatement of the student to the educational organization within five working days from the date of registration of the application.

6.2.11. Persons who previously studied in educational organizations may be reinstated in the previous or another educational organization. A mandatory condition for reinstatement is the completion of the first academic period by the student. The issue of reinstatement is considered only on the basis of his/her personal application.

6.2.12. Reinstatement of those previously studying in other educational institutions is permitted to the same course if there is an academic difference of no more than 30 credits:



- in the presence of appropriate study groups for courses and educational programs, subject to the completion of the existing academic difference in academic disciplines, modules, credits and/or learning outcomes;
- in the absence of a corresponding group for courses and EPs, reinstatement to other EPs is allowed on the condition of passing the existing academic difference in academic disciplines, modules, credits and/or learning outcomes. If there is an academic difference of more than 30 credits, the student is accepted with the loss of the course.

6.2.13. When reinstating a student who previously studied in another educational organization, the head of the organization where the student studied, based on a written request from the receiving party, forwards his personal file, while keeping copies of the forwarded documents and their inventory.

6.2.14. When reinstating a previously enrolled student in another educational organization, the head of the educational organization, within 10 working days from the date of submission of documents, issues an order to reinstate the student in the educational organization, indicating the educational program, course, and language of instruction.

6.2.15. When reinstating students on a fee-paying basis who were expelled during the semester for non-payment of tuition, in the event of payment of the arrears of payment within four weeks after the day of expulsion, reinstatement is possible on the basis of an application.

6.2.16. In the event of a state of emergency, the occurrence of emergency situations of a social, natural or man-made nature, wartime, as well as in the conditions of armed conflicts in the country of study, the transfer and reinstatement of citizens of the Republic of Kazakhstan (candidates) from foreign educational organizations (FEO) is carried out during the academic year.

6.2.17. If the authorized body makes a decision to suspend, revoke or deprive a license and/or an annex to a license to engage in educational activities, the student of this higher education institution shall be transferred to another higher education institution to continue education during the current semester, starting from the day the authorized body makes the decision.

6.2.18. In case of voluntary termination of the license and/or supplement to the license to engage in educational activities or liquidation of the higher professional education institution, the student of this higher professional education institution is transferred to another higher professional education institution to continue their studies during the current semester from the moment of the voluntary return of the higher professional education institution on the termination of the license and/or supplement to the license or liquidation of the higher professional education institution.

In case of suspension, deprivation or expiration of accreditation, the student of this higher professional education institution is transferred to another higher professional education institution to continue their studies within one month from the moment of the decision on suspension, deprivation or expiration of accreditation. Transfer and reinstatement of students in higher professional education institutions is carried out if specialized accreditation is available.

6.2.19. Transfer of students receiving an educational grant from one language department to another and within a group of educational programs is carried out only with the consent of the dean. The dean has the right to refuse the transfer for the following reasons:

- the group of students studying in the educational program (EP) from which the student is transferred is small;
- the group of students in the EP to which the student is transferred is small and is subject to disbandment. Transfer with retention of the state educational grant is carried out only



once during the entire period of study within the framework of the state educational program (SEP).

6.2.20. The transfer of a student from groups of higher education educational programs requiring creative training to other groups of educational programs is carried out upon the availability of a Unified National Testing (UNT) certificate with a score not lower than the established threshold score in accordance with the Rules for Admission to Study at the Educational Institution "Almaty Management University", implementing educational programs of higher and postgraduate education, approved in accordance with subparagraph 11) of Article 5 of the Law "On Education".

6.2.21. The transfer of a student to higher education programs requiring creative training is carried out on the basis of an interview. The interview is conducted by the school on the basis of a protocol. The protocol with signatures is transferred to the SSC for attachment to the personal file.

6.2.22. The student shall attach the following documents to the application for reinstatement or transfer:

- original transcript or academic certificate with signature and seal (the document must be in the language of instruction; if there is no document in the language of instruction, a notarized translation must be attached);
- a copy of the certificate or document on previous education;
- a copy of the UNT/CT certificate;
- a copy of the document confirming enrollment in the university. The student, on the basis of a state educational order, additionally attaches a copy of the certificate of assignment of the state educational order.

6.2.23. The credits previously acquired are transferred by the subject committee based on a comparison of educational programs, the content of the list of subjects acquired, the number of credits, and learning outcomes (Appendix 2).

6.2.24. Transfer and reinstatement of a student is carried out for the same academic period (without changing the duration of study), if the difference in the curricula is no more than 30 credits.

6.2.25. If a student has registered for a course to eliminate an academic difference, but has not eliminated it, then in the future it will be considered as an academic debt.


6.2.26. After the order for transfer/restoration has been issued, the SSC manager forms an application to the UIT for the provision of logins and passwords, as well as the creation of a Face ID for all students who have completed a transfer or restoration.

6.2.27. After the end of the transfer period, the SSC manager provides a list of students who have transferred or reinstated their credits and a copy of the transfer tables to the Advising Center to enter the differences into the transcript.

### 6.3. Final Provisions

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



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## Appendix 1

### To the Rector of EI "Almaty Management University"

\_\_\_\_\_  
(Full name)  
From \_\_\_\_\_  
(Full name)  
Contact phone number \_\_\_\_\_

### Application

Please admit me by transfer from \_\_\_\_\_  
(indicate the university from which you are transferring)  
to EI "Almaty Management University" for the \_\_\_\_ year of the educational program  
"\_\_\_\_\_" language of instruction, \_\_\_\_\_ form  
of study.

I am aware of the elimination of academic differences and registration for disciplines.

Date, signature.

*In the application, a student on a state grant must indicate with retention of the grant/without retention of the grant – in his own hand.*

**Note:** It is necessary to attach:

- 1) official transcript (in the language of instruction; if there is no document in the language of instruction, a notarized translation must be attached);
- 2) original application with permission to transfer from another university (signed by the rector or vice-rector for academic affairs, stamped);
- 3) copy of UNT (CT) certificate;
- 4) copy of ID;
- 5) copy of the certificate (diploma).



**To the Rector of  
EI "Almaty Management University"**

\_\_\_\_\_  
(Full name)

From \_\_\_\_\_

(Full name)

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

**Application**

I ask you to reinstate me as a student in the \_\_\_\_ year of the educational program  
" \_\_\_\_\_ " \_\_\_\_\_ department \_\_\_\_\_ form of  
study.

I am aware of the elimination of academic differences and registration for the  
disciplines of the year.

Date, signature.

**Note :** The following must be attached to the application:

- 1) Academic transcript (in the language of instruction; in the absence of a document in the language of instruction, a notarized translation must be attached) ;
- 2) Copy of ID;
- 3) Copy of UNT/ CT certificate;
- 4) Copy of the certificate (diploma).



**To the Rector of  
EI "Almaty Management University"**\_\_\_\_\_  
(Full name)from a \_\_\_\_\_ year student /master's student/  
doctoral student

EP \_\_\_\_\_

\_\_\_\_\_ department

Kazakh/Russian/English

\_\_\_\_\_ form of study

(full-time, DL)

\_\_\_\_\_  
Surname, name, patronymic

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

**Application**

I ask you to give me permission to transfer to another university \_\_\_\_\_

\_\_\_\_\_  
(indicate the name of the university)

Date, signature.

*In the application, a student on a state grant must indicate with retention of the grant/without retention of the grant – in his own hand.*

**Note:**

- 1) a transcript must be attached;
- 2) a copy of the certificate (diploma);
- 3) a copy of the UNT (CT) certificate.



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