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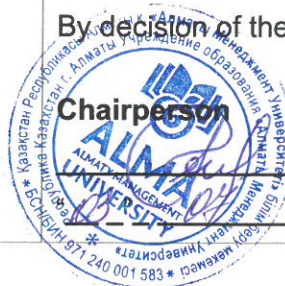
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By decision of the Academic Council

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### 1. Purpose of the document

This document defines the procedure for conducting ongoing monitoring of students' academic performance at the Educational Institution "Almaty Management University".

### 2. Scope of the document

The requirements of these Rules are mandatory for implementation 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 Science and Higher Education of the Republic of Kazakhstan:

- 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.
- State compulsory standards 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 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 04.20.2011, as amended on 10.12.2018, order № 563.
- Classifier of areas of training of personnel with higher and postgraduate education, approved by order of the Minister of Education and Science of the Republic of Kazakhstan dated October 13, 2018 № 569.
- 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 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 honesty of a student in learning when completing written work (tests, essays, diploma and master's projects, dissertations), answering exams, in research, expressing one's position, in relationships with academic staff, teachers and other students, as well as in assessment.

**Academic probation** - a student who has satisfactory academic performance, when the cumulative GPA for the academic year is above 2.00, is considered to be in satisfactory academic status (good standing). A student whose GPA is below 2.00 at the end of the academic year is transferred to the status of " academic probation " and will be on academic probation. Such a student, when planning an individual educational plan, must necessarily receive advice from an advisor, undergo training in the direction of "Academic



skills in higher education", and include in his/her educational plan the disciplines for which an unsatisfactory grade was previously received.

**Academic period (Term)** – 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 days of rest (vacations and holidays).

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

**Academic hour** is a unit of measurement of the volume of classes or other types of academic work; 1 academic hour is equal to 50 minutes. It is used in drawing up the academic calendar, the schedule of classes, in planning and recording the educational material covered, as well as in planning the teaching load and recording the work of the teacher.

**Academic rating of a student (Rating)** is a quantitative indicator of the level of mastery of the curriculum of disciplines and (or) modules and other types of educational activities by a student, compiled based on the results of midterm assessment.

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

**Enrollment** is the procedure for registering students for academic disciplines.

**An individual curriculum** is a curriculum that is developed for each academic year by a student independently with the help of an advisor based on the educational program and the catalog of elective disciplines and/or modules.

**And the 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 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 education technology** is learning 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 an academic service that records the history of students' academic achievements, taking into account the credits they have earned, organizes midterm and final assessments of students, and calculates their academic ratings.

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

**Interim assessment of students (exam, session)** is a procedure carried out with the aim of assessing the quality of students' mastery of the content of part or the entire volume of one academic discipline after completing its study.



**Retake** - retaking a course in the event of receiving a final grade of "unsatisfactory" ("F") or Academic withdrawal;

**Midterm assessment** is the assessment of students' academic achievements upon completion of a major section (module) of one academic discipline in accordance with the Academic Calendar.

**Grade Point Average (GPA)** – weighted average assessment of the level of academic achievements of a student for a certain period in a selected program (the ratio of the sum of the products of credits by the digital equivalent of the points of the final assessment 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 average score (GPA): the sum of the products of the digital equivalent of the assessment by the number of credits assigned to the discipline is divided by the total number of credits.

GPA calculation:

Discipline	Number of credits	Letter Grading	Digital equivalent
Informatics	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 credits / total credits  $= 24.0 / 11 = 2.18$ ;

**Current monitoring of students' academic performance** is a systematic testing of students' knowledge in accordance with the professional curriculum (Syllabus), conducted by a teacher during classroom and extracurricular activities 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 relevant period of study, indicating credits and grades.

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

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

**Examination session** – a period of interim assessment of students at the University;

**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.

**SSC** is a Student Support Center, operating on the principle of "One Window", where services for students are provided by: financial service, consultation on academic issues, financial support and visa support for students.

## 5. Responsibility

5.1. **Department heads** are responsible for:

- familiarization of the division's employees with these Rules;
- compliance with the requirements of these Rules.

5.2. **The Dean of the School / Director of the Centre** is responsible for:

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

5.3. **EP Program Leader** is responsible for:

- familiarization and compliance with these Rules by the employees and teaching staff of the School/Center.

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

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

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

## 6. Basic Provisions

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

6.2. Students' academic achievements 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). Also, AlmaU uses the following types of assessments: Incomplete, Withdrawal, Academic Withdrawal.

6.3. Monitoring of students' academic achievements is carried out by checking the level of students' knowledge using various forms of monitoring (current, midterm and intermediate) and conducting final assessment. The main tasks of the University are to identify students' academic achievements based on an effective and transparent monitoring procedure.

6.4. The periods of midterm and final assessments are reflected in the academic calendar.

6.5. The academic achievements of students in all types of academic assignments and tasks are assessed using a point-rating letter system for assessing knowledge, which is carried out in accordance with Appendix 1 to these Rules.



6.6. The academic 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 according to Appendix 2 to these Rules.

6.7. Evaluation is based on the principles of academic honesty in accordance with the Rules of Academic Honesty, which are approved by the Academic Council of the University. During evaluation, clear evaluation criteria are established, which are communicated to students through the syllabus, to ensure transparency and fairness of the evaluation process.

6.8. Violation of the rules of academic honesty is regulated by the Rules of Academic Honesty and is reflected in the transcripts and personal files of students.

6.9. A student who is not admitted to study a discipline due to absences from classes, lack of a rating for admission to midterm assessment (low current academic performance and attendance), has the right to re-study this discipline in the next academic period on a paid basis, and to receive admission to midterm assessment. To do this, the student again goes through the registration procedure for the academic discipline.

6.10. Payment made for studying a discipline that was not mastered due to poor academic performance or absences is not refundable.

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

## **7. Assessment of students' academic achievements**

7.1 The academic achievements (knowledge, abilities, skills and competencies) of students are assessed in points on a 100-point scale, corresponding to the internationally accepted letter system with a digital equivalent (positive grades in descending order from "A" to "D" and "unsatisfactory" - "FX", "F") and grades according to the traditional system.

7.2 The academic achievements of students in all types of academic assignments are assessed using a point -rating letter system for assessing knowledge, the translation of which into a traditional grading scale is carried out in accordance with Appendix 1. The assessment criteria for current and final assessments are specified in the discipline syllabus.

7.3 The grade "F" (Fail) – "unsatisfactory" is given:

- 1) if students miss more than 30% of the total number of classroom sessions for a discipline;
- 2) if the student has scored less than 50% of the total number of required semester points during the semester;
- 3) if the student scored 24.4 or less points on the final exam;
- 4) when using cheat sheets during an exam and other violations by a student of the rules of conduct during an exam, with mandatory recording of the fact of violation of the norms of academic honesty;
- 5) if a student with an "FX" grade receives an unsatisfactory grade when retaking the final test;
- 6) in case of failure to appear for the exam without a valid reason.



7.4 If students have cheat sheets, or in other cases of violation of the rules of conduct during the exam (cheating, using electronic means of communication, etc.), the student is removed from the exam. In this case, the student is given a final grade of "F" for the discipline, regardless of the number of points scored during the semester.

7.5 If the student is found to have used cheat sheets during an exam again, disciplinary action will be taken against them, including expulsion from the University.

7.6 In the event of receiving an "F" grade in a compulsory component discipline, the student is required to retake the discipline (retake) on a fee-paying basis.

7.7 A student who has received an unsatisfactory grade in an elective course has the right to repeat it or replace it with another elective course. The replacement of the course must be agreed upon with the advising center and the program leader.

7.8 Re-taking a course is carried out for an additional fee both for students of the fee-paying department and for students studying at the expense of a state educational grant.

7.9 Rating "FX" - unsatisfactory

If a student scores 25 to 49 points on the final assessment, he/she is given one opportunity to retake the final exam without re-taking the course program within the timeframe specified in the Academic Calendar. The grade "FX" cannot be given for the discipline "Physical Education", "History of Kazakhstan" and for the final assessment.

7.10 If a student receives an "unsatisfactory" grade on a retake of the final exam, the final grade for the course is "F". In this case, the student is required to retake the course on a fee-paying basis (retake).

7.11 In order to comply with the principles of credit technology of education, AlmaU has adopted the following types of assessments: "P" (Pass), "NP" (No Pass), "I" (Incomplete), "W" (Withdrawal), "AW" (Academic Withdrawal).

7.12 For disciplines that do not provide for a final assessment in the form of a final exam (such as "Physical Education"), the course results are summarized during classes during the last week of the semester. For successful completion of the discipline (for example, "Physical Education"), the student receives a grade of " Pass ", which is not taken into account when calculating the GPA. Upon receiving a grade of " No Pass » (fail) - the student must re-register to take the course.

7.13 **Grade " I " (Incomplete)** – the course is not completed. During the examination session, the grade " I " is given to a student who does not appear for the exam for the following reasons:

- due to a serious illness (for more than 3 days);
- in connection with the birth of a child;
- in connection with the death of close relatives (close relatives include: parents, children, adoptive parents, full and half siblings, grandparents, guardians of orphans);
- due to a business or educational trip (which must be approved by the school dean or the center director no later than a week before the start of the examination session).

All reasons stated must be supported by supporting documents. Medical certificates must be certified by the AlmaU medical service within 3 working days from the date of discharge.



7.13.1 A student who missed an exam for one of the above reasons, or his/her official representative (parent or guardian) writes an application addressed to the dean of the school/director of the center with all supporting documents attached. If the reason for missing the exam is recognized as valid, the student is awarded the grade "I" subject to the above conditions. Otherwise, the student is awarded the grade "F".

7.13.2 Retaking of the grade "I" by students and making changes to the standard grade ("A", "B", "C", "D", "F") in a discipline is carried out in accordance with the academic calendar and the established schedule.

7.13.3 To change the grade "I" to a standard grade, the student must come to the exam according to the schedule approved by the AMD and the RO. The exam is conducted by a commission created at the school or center. If the teacher who previously gave the student the grade "I" is absent from the University, the school or center recommends another teacher to the commission. If the student scored less than 50 points on the exam, the OR, based on the examination sheet signed by the teacher, converts the grade "I" to "F", i.e. "unsatisfactory".

7.13.4 If a student is expelled from the University for any reason before the end of the established period for correcting the grade "I", then this grade remains unchanged in the transcript. The grade "I" is not credited and is not taken into account when calculating the GPA.

#### **7.14 Grade "W" (Withdrawal) – refusal to study the discipline**

7.14.1 A student may refuse a course during the first two weeks of the semester in the following order:

- 1) the student writes a statement at the student support center addressed to the school dean/center director, justifying the reasons for his/her decision to refuse the discipline;
- 2) if the decision is positive, the application, which must be signed by the dean of the school or the director of the center, is transferred to the advising center for deregistration for the discipline in the AlmaU information system;
- 3) the original application is transferred to the accounting, reporting and finance department, a copy remains in the advising center.

7.14.2 Students on the basis of a state educational grant (SEG) who refuse a course in the fall semester must register for a number of credits equal to the course volume in addition to those stipulated by the curriculum in the spring semester or summer trimester. If a student refuses to study a course in the spring semester or summer trimester, the student independently covers the costs of studying this course in future periods, since the refusal of the course may extend the term of study.

7.14.3 For students of the fee-paying department, in the event of refusal from a discipline, registration is allowed in the next semester within the current academic year for additional disciplines.

7.14.4 The student's examination report for the discipline is given a grade of "W". This grade may be changed by the teacher only if the student re-registers and passes the discipline.

7.14.5 Refusal to study a course **after** the end of **the second week** of the semester is **not allowed**. Refusal to study a course is possible no more than once per academic year. The grade "W" is not taken into account when calculating the GPA.

**7.15 Grade "AW" (Academic Withdrawal)** – administrative removal from a discipline (removal from a discipline for academic reasons).



7.15.1 "AW" is a grade given to a student who has been removed from a course by a teacher or the University administration. "AW" has a numerical equivalent of 0 points and is taken into account when calculating the GPA.

7.15.2 Reasons for administrative removal from discipline may be:

- systematic violation of rules of conduct in class;
- systematic violation of the norms of academic honesty.

7.15.3 Administrative removal from a discipline is formalized by a protocol decision of the school/center's academic quality committee upon submission by the teacher of the relevant discipline.

7.15.4 A student who has received an "AW" grade is not allowed, by decision of the committee, to continue taking the course and exam in the relevant course in the current academic period/semester.

7.15.5 Payment made for the course is not refunded to the student.

7.15.6 Upon receiving an "AW" grade for a course included in the list of compulsory courses, the student must re-register for the course and take it on a fee-paying basis.

7.15.7 If a student is given an "AW" grade in more than one subject, disciplinary action will be taken against that student.

7.15.8 Teachers are required to indicate in the syllabuses the main conditions under which the grade "AW" is assigned for a course.

7.16 A student has the right to study a compulsory discipline no more than three times, except for disciplines related to general education (GED) and elective components (EC). If, after studying a discipline for the third time, a student receives an "unsatisfactory" grade (corresponding to the "F" mark), he/she is expelled from the university for academic failure.

7.17 In this case, he has the right to be reinstated during the subsequent holidays to an educational program in which this academic discipline is not included.

7.18 In the event of receiving an "F" grade for an elective component (EC), the student has the right to re-study it no more than three times on a fee-paying basis or replace it with another elective component with the permission of the program leader. The student's transcript reflects all previously received "F" grades, but the last grade in the course is taken into account when calculating the average academic performance (GPA).

7.19 A student who has financial debt or other types of debt to the University will have their access to the AlmaU information system blocked.

## 8. Bell Curve

8.1 A normal distribution diagram is used to analyse the quality of teaching and grading. The distribution curve of grades is based on the level of learning outcomes of the student in a particular assessment and is used to analyse the student's work within the discipline in relation to other students.

8.2 The maximum permissible number of "excellent" (A, A-) and "unsatisfactory" (F, FX) grades may not exceed 15%, respectively (in total no more than 30%). The permissible deviation from the norm is no more than 5%.

8.3 After the end of the academic period, schools and centres conduct an analysis of the quality of assessment using a normal distribution diagram and consider it at a meeting of the School/Center Council.



8.4 When passing the certification of employees and (or) the competition committee for filling vacant positions, one of the criteria for assessing the pedagogical skills of a teacher is compliance with the Gaussian distribution of grades.

## 9. Requirements for attending classes

9.1. Attendance at classes is mandatory for all students of the University. Attendance at classes is reflected in the journal in the AIS on a regular basis (but not later than 7 days after the class).

9.2 If a student has missed more than 30% of all planned contact hours, he/she will not be allowed to take the midterm assessment and will be given a grade of F.

9.3 If a student misses a class on the day of submitting a work/project/assignment, then within the deadlines specified in the syllabus, he has the right to submit the relevant work during the SRO, subject to agreement with the teacher.

9.4. If a student provides false documents, including medical certificates, disciplinary measures will be applied to the student, including expulsion from the University.

9.5. Attendance records for classes are regularly (no later than seven days after the class) recorded by teachers in the AIS. Absences due to illness are included in the permissible 30% of absences; medical certificates are not required. If 30% is exceeded, it is recommended to issue an academic leave.

## 10. Procedure for conducting current control

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

10.2. When studying a discipline, various forms of ongoing monitoring of students may be provided, which is determined by the teacher independently and must be indicated in the syllabus.

10.3. During the current monitoring of academic performance, the students' academic achievements are assessed on a 100-point scale for each completed task (answer in current classes, homework, independent work of students (hereinafter - SWS), as well as for each type of control (including midterm control). The final exam is also assessed on a 100-point scale. The final calculation of academic performance in the discipline is as follows:

$$\text{Final grade} = \text{Rating} \times 0,6 + E \times 0,4$$

Where:

E – final exam grade;

Rating is a grade that is made up of grades for current academic performance, tests, and midterm tests. The admission rating is calculated using the formula:

$$\text{Rating} = \frac{P_{K1} + P_{K2}}{2}$$

Where:

Рк 1 - the average score automatically calculated by AIS, equal to the arithmetic mean of academic performance for the first half of the academic period;

Рк 2 - automatically calculated AIS average score, equal to the arithmetic mean of academic performance for the second half of the academic period.

10.4. All types of work and tests reflected in the syllabus must be entered in the teacher's journal in a timely manner, where students become familiar with them. It is important that the teaching staff assign a "zero" for missed and unrepaired types of tests and assignments to correctly calculate the arithmetic mean from the current performance journal.

## **11. Procedure for conducting border control**

11.1. The terms and procedure for midterm assessments are determined by the Academic Calendar of the University.

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

11.3. After the teacher/tutor has entered a grade in the electronic report card, no changes to the results of the midterm assessment are permitted.

## **12. Procedure for conducting interim certification**

12.1. Each academic period ends with an interim assessment (exam, session) of students.

12.2. Procedure for conducting interim certification is determined Rules organization and conduct of interim certification.

12.3. Students of all levels who have not achieved an admission rating of at least 50 points in a discipline are not allowed to take the midterm assessment (to take the final control/exam).

12.4 If a student has missed more than 30% of all scheduled contact hours, he/she will not be allowed to take the midterm assessment and will be given an F grade.

12.5. In case of receiving an "unsatisfactory" grade, corresponding to the " F " mark, the student must re-enroll in this discipline or another discipline in compliance with the principle of their profile and relatedness (except for disciplines of the compulsory component, the replacement of which by other disciplines is unacceptable) , complete its entire program, complete all assignments, receive admission to the final assessment in the established manner, and pass the midterm assessment (exam). Re-enrollment in an academic discipline is carried out only on a paid basis in the next academic period or in the summer semester.

12. 6. After completing the exam for each discipline, the student is given a final grade, which serves as an assessment of his/her academic achievements. The transcript includes all of the student's final grades, including positive results for retaking exams.



12. 7. A positive final grade serves as the basis for supplementing the acquired credits with the established number of credits in the relevant discipline and is entered into the student's transcript.

12.8. If a student receives an "unsatisfactory" grade for the midterm assessment (exam), the final grade for the discipline is not calculated.

12.9. For students, master's degree students and doctoral students studying on a state educational grant, a stipend for the first half of the year is assigned based on the results of the winter session and for the second half of the year based on the results of the spring and summer sessions.

12.10. For a student (under a state educational grant) who has retaken the "FX" for a positive grade (" excellent " or " good ") and for other disciplines having grades "A", "A-", "B+", "B", "B-", " C+" a scholarship is awarded.

### **13. Transfer from course to course**

13.1 Based on the results of the midterm assessment 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 academic achievement.

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

13.3 Students who have missed a semester or have an academic difference due to academic mobility or being in the status of "academic break" may be left for a repeat year of study on the basis of a personal application with the visas of the dean of the school/director of the center; an additional agreement to the contract with the university on the provision of educational services.

13.4 A student who has completed the academic period program in full but has not received the minimum transfer grade (GPA 2.00), in order to increase his or her grade point average (GPA), is given the opportunity to re-study individual disciplines in the next academic period on a fee-paying basis and re-take exams in them while in a repeat year of study.

13.5 A student who has earned the minimum transfer credit and transferred to the next academic period of study, in the presence of academic debt, re-studies these disciplines or other disciplines in compliance with the principle of their profile and relatedness (except for disciplines of the compulsory component, the replacement of which by other disciplines is unacceptable), on a fee-paying basis and eliminates academic debt in any academic period. At the same time, to transfer to the final year of study, the student must not have more than 30 ECTS credits of unmastered academic debt (in addition to the condition of achieving the transfer GPA).

13.6 A student who has achieved an average annual grade point average (GPA) of less than 2.0 is assigned the status of "Academic probation". The information is communicated by the dean's office to the parents by sending an electronic notice to the postal address



specified in the student's card. The student restrictions are set on the number of disciplines registered: no more than 30 ECTS in the autumn/spring semester, and no more than 20 ECTS for the summer academic period, including Retake disciplines.

13.7 A student may have the status "Academic probation" for no more than one academic year. In the event that a student does not improve his or her academic performance, the school or center has the right to recommend the student for expulsion. The exception is students with special educational needs, for whom there is no limit on the duration of the "Academic probation" status.

13.8 Registration for an individual educational plan (IEP) for students with the "Academic probation" status is carried out through an advising center, which provides advice on filling the IEP with the most priority disciplines from the point of view of prerequisites, as well as disciplines from the retake category for the most effective debt liquidation.

13.9 A student with the "Academic probation" status is required to complete the Academic Support Program, which requires the student to participate in motivational seminars, mandatory meetings with the academic dean of the school/center, the EP program leader, monitoring of academic performance by the dean's office, and receiving references from teachers.

#### **14. The procedure and grounds for filing and considering appeals**

14.1. Based on the results of the midterm and final assessment, the student has the right to submit a reasoned written statement regarding the violation of the established procedure for conducting knowledge assessment or disagreement with its results.

14.2. The procedure for conducting appeals for interim and final certification is provided in the Rules for organizing and conducting interim certification and in the Rules for organizing and conducting final certification, respectively.

#### **15. Coordination, approval, registration and commissioning**

15.1. The approval of these Rules is carried out in the Documentolog system.

15.2. The approved documents are registered by the UISM in the **Register of Internal Regulatory Documents (RG-REK-01-F1)**, placed in the Documentolog system.

15.3. After registering the document, the Responsible DISM scans the document of these Rules in \*.pdf format with a scanned title page for use and places it in the Documentolog system.

15.4. These Rules shall 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 measures necessary for the implementation of the document.

15.5. In their activities, University employees are required to use only the Rules posted in the electronic database of the IRD in the Documentolog system.

15.6. For ease of use, University employees may print out the Rules from the electronic database of internal regulatory documents. Such copies are in uncontrolled conditions and, to ensure their relevance, before use, employees must check the version of the



document on paper with the data on the approval of the latest version in the Register of internal regulatory documents or in the Documentolog system.

The priority is to apply the Rules in electronic form, posted in the Documentolog system.

## **16. Familiarization procedure**

16.1. After the Rules have been approved in the 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 the Documentolog system.

16.2. The mailing list is determined based on the following criteria:

- system-wide documents are sent to all employees;
- Documents with a limited scope of distribution are sent to employees included in the scope of distribution and having the corresponding area of responsibility within the framework of the document.

The distribution list for review may be specified upon agreement and approval of the document.

16.3. The Director of the Student Service Center monitors students' familiarization with these Rules during the adaptation period and when changes are made.

16.4 School deans and center directors monitor familiarization with these Rules among faculty members.

## **17. The procedure for storing, revising, updating the document and making changes**

17.1. The approved original of the Rules is kept by the DISM.

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

17.3. When the requirements for the design of the Rules change, changes to the design are made as they are revised within the established timeframes, or when the content changes.

17.4. In the absence of any changes, the revision period shall be:


- for internal income – 2 years;

17.5. If, upon expiration of the revision period, these Rules remain in compliance with the University's activities and the external and internal regulatory documents on the basis of which they were developed, their validity may be extended until the next revision period, which the Responsible UMU shall make a note of on the cover of the original document.

17.6. Changes to these Rules may also be made at the initiative of the heads of departments and employees of the University.

17.7. Amendments to the current version are not permitted. All changes are made by issuing a new version of the Rules.

17.8. The development, coordination, approval and publication of a new version of the document is carried out in accordance with the procedure determined for the development of the internal regulatory documents.

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17.9. Of the Rules that are cancelled without issuing a new version, the Responsible AMD removes the document from the Documentolog system and notifies of the cancellation of the document in accordance with the document distribution list by means of notification via the University's corporate mail.

## **18. Ensuring document protection**

18.1. The security of the Rules data on electronic media is ensured by backup copying and provision of appropriate access rights.

18.2. The protection of these Rules on paper media is ensured by compliance with the requirements for the storage and archiving of documents.

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

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

## **19. Final Provisions**

19.1. 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.



Appendix 1  
to the Rules of organization and conduct  
monitoring of educational achievements

Point -rating letter system for assessing the accounting of educational  
achievements of students with their translation into a traditional grading scale  
and ECTS

Letter Grading	Numeric equivalent	Points (percentage)	Traditional system of assessment	General description of evaluation criteria
A	4.0	95 – 100	Excellent	The student has knowledge of the subject in the full scope of the curriculum, understands the discipline deeply enough; demonstrates a high level of knowledge, exceeding the volume provided by the syllabus, gives an exhaustive answer
A-	3.67	90 – 94		The student has knowledge of the subject in the full scope of the curriculum, understands the subject deeply enough; gives a comprehensive answer
B+	3.33	85 – 89	Good	The student demonstrates complete, sufficiently substantiated knowledge of the subject, however, the answers did not always highlight the main points, rational calculation methods were not always used; the answers were mostly brief and not always clear.
IN	3.0	80 – 84		
IN-	2.67	75 – 79		
C+	2.33	70 – 74	Satisfactory	The student demonstrates sufficient knowledge of the subject, but without the necessary depth and justification; the answers are unclear and without the necessary logical sequence;
C	2.0	65 – 69		
WITH-	1.67	60 – 64		
D+	1.33	55 – 59		
D	1.0	50 – 54	Unsatisfactory	The student demonstrates insufficient knowledge of the subject; positive answers were not given to certain questions.
FX	0			
F (fail)	0	0 – 24	Passed	The student demonstrates a very low level of knowledge of the subject.
P (pass)				Pass / fail grades are not expressed in points and are not taken into account when calculating the GPA. Credits for a course are counted in the event of receiving a grade of "P".
NP (non-pass)			Non passed	Credits for the course are not counted in the event of receiving an "NP" grade.

This document is intended for internal use by employees of EI "Almaty Management University". The document may be transferred to external interested parties upon an internal written request with the Rector's permission.

Appendix 2  
 to the Rules of organization and conduct  
 monitoring of educational achievements

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

Level and description of Language proficiency by pan-European competencies (hereinafter referred to as OEK)	Letter Grading	Numeric equivalent	Points (percentage)	Traditional system of assessment
A1 or A2 or B1 or B2 or C1 or C2	A	4.0	95-100	Excellent
	A-	3.67	90-94	Good
	B+	3.33	85-89	
	B	3.0	80-84	
	B-	2.67	75-79	
	C+	2.33	70-74	
	C	2.0	65-69	Satisfactory
	C-	1.67	60-64	
	D+	1.33	55-59	
	D-	1.0	50-54	
	FX	0.5	25-49	Unsatisfactory
	F	0	0-24	