



ACADEMIC POLICY

Approved by the Decision of the Academic Council
JSC "Narxoz University"
dated October 29, 2019, protocol No. 3
Changes made by the Decision of the Academic Council
NJSC "Narxoz University"
dated March 31, 2020, protocol No. 8,
dated June 26, 2020, protocol No. 11,
dated August 25, 2020, protocol No. 1,
of April 27, 2021, protocol No. 10.

2021

CONTENT

ABBREVIATIONS:	4
1. GENERAL PROVISIONS	5
2. POLICY OF ADMISSION TO THE UNIVERSITY OF NARXOZ	6
3. RULES FOR TRANSFER OF STUDENTS, RESTORATION, DISCHARGE OF STUDENTS. PROVIDING ACADEMIC LEAVE	6
3.1. TRANSFER FROM/TO ANOTHER HIGER EDUCATION INSTITUTION, TRANSFER WITHIN THE UNIVERSITY (FORM, SPECIALTY/EDUCATIONAL PROGRAM, LANGUAGE DEPARTMENT)	6
3.2. TRANSFER FROM COURSE TO COURSE	10
3.3. RESTORATION OF STUDENTS	10
3.4. DISCHARGE FROM THE UNIVERSITY	11
3.5. ACADEMIC LEAVE RULES	12
4. EDUCATIONAL PROGRAMS	13
4.1. FORMATION OF CONTENT	13
4.1. QUALITY ASSURANCE OF EDUCATIONAL PROGRAMS	16
5. STUDENT ACHIEVEMENT HISTORY REGISTRATION	16
6. EDUCATIONAL TRAJECTORIES OF STUDENTS	17
6.1. ACADEMIC FREEDOM OF STUDENTS	17
6.2. ACADEMIC CONSULTING	18
6.3. REGISTRATION FOR DISCIPLINES	19
7. ACADEMIC HONESTY POLICY	21
8. ORGANIZATION OF THE ACADEMIC PROCESS	23
8.1. GENERAL PROVISIONS OF THE ORGANIZATION OF THE EDUCATIONAL PROCESS	23
8.2. LEARNING FOREIGN LANGUAGES	23
8.3. INTEGRATION OF THE EDUCATIONAL PROCESS WITH THE MOODLE EDUCATIONAL PLATFORM	24
8.4. APPLICATION OF INFORMATION EDUCATIONAL TECHNOLOGIES	24
8.5. ORGANIZATION OF AN EXTRA SEMESTER	25
8.6. TRAINING LOAD OF STUDENTS	26
9. INTERMEDIATE CERTIFICATION OF STUDENTS	26
9.1. PROCEDURE FOR ORGANIZING AND CARRYING OUT RUNNING CONTROL OF PROGRESS	26
9.2. PROCEDURE FOR ORGANIZING AND CARRYING OUT INTERMEDIATE CERTIFICATION OF STUDENTS	27
9.3. PROCEDURE FOR CONDUCTING FINAL EXAMINATIONS INTERMEDIATE CERTIFICATION	28

<u>9.4.</u>	<u>APPEAL PROCEDURE</u>	<u>29</u>
<u>10.</u>	<u>INTERNSHIP</u>	<u>30</u>
<u>11.</u>	<u>FINAL ATTESTATION OF THE STUDENTS</u>	<u>31</u>
<u>11.1.</u>	<u>PROCEDURE FOR ORGANIZATION AND CONDUCTING THE FINAL CERTIFICATION OF STUDENTS, FORMS OF STATE EXAMS AND PROCEDURE OF SAC MEETINGS</u>	<u>34</u>
<u>11.2.</u>	<u>PROCEDURE FOR ORGANIZATION AND CONDUCTING THE FINAL CERTIFICATION OF POSTGRADUATE EDUCATION, PROCEDURE OF SAC MEETINGS</u>	<u>35</u>
<u>12.</u>	<u>ACADEMIC PROCEDURES ON PHD DOCTOR PROGRAMS</u>	<u>37</u>
<u>12.1.</u>	<u>RULES AND PROCEDURE FOR ADMISSION OF STUDENTS TO DOCTORATE PROGRAMS</u>	<u>38</u>
<u>12.2.</u>	<u>EDUCATIONAL TRAJECTORY OF THE STUDENT</u>	<u>40</u>
<u>12.3.</u>	<u>ORGANIZATION OF THE EDUCATIONAL PROCESS</u>	<u>40</u>
<u>12.4.</u>	<u>ORGANIZATION AND TRAINING</u>	<u>41</u>
<u>12.5.</u>	<u>ORGANIZATION OF RESEARCH WORK OF DOCTORS</u>	<u>42</u>
<u>12.6.</u>	<u>INTERMEDIATE CERTIFICATION OF DOCTORS</u>	<u>43</u>
<u>12.7.</u>	<u>FINAL CERTIFICATION OF DOCTORS</u>	<u>44</u>
<u>13.</u>	<u>ACADEMIC MOBILITY</u>	<u>45</u>
<u>13.1.</u>	<u>ORGANIZATION OF ACADEMIC MOBILITY</u>	<u>45</u>
<u>13.2.</u>	<u>FINANCING ACADEMIC MOBILITY</u>	<u>46</u>
<u>14.</u>	<u>PROCEDURE FOR DEVELOPMENT AND IMPLEMENTATION OF DOUBLE-DEGREE EDUCATION PROGRAMS AND JOINT EDUCATIONAL PROGRAMS</u>	<u>47</u>
<u>15.</u>	<u>CONCLUSION</u>	<u>48</u>

ABBREVIATIONS:

ADD/DROP - week of re-registration

IELTS - International English Language Testing System

AIS - Automated information systems

MAC - Medical Advisory Commission

HigherEdIns – Higher education systems

SAC – State attestation commission

SGSE – State general standard of education

DET - Distance educational technology

UNT – Unified National Testing

ISP – Individual study plan

CED – Catalogue of elective disciplines

SRWD – Scientific Research Work of Doctorates

SED – Scientific educational department

NLA – Normative legal acts

SPM – Scientific pedagogical master’s study

AMD – Academic mobility department

HigherEd – Higher education institution

EP – Educational program

OR – Office Registrar

PM - Professional Master’s

FM – Faculty members

SIW - Student’s independent work

SMM – Study of methodology management

CDL – Center of distance learning

SSC – Student service center

1. GENERAL PROVISIONS

This Academic Policy (hereinafter referred to as the Policy) was developed in accordance with the Law of the Republic of Kazakhstan dated July 27, 2007. No. 319-III "On Education", the current regulatory documents of the Ministry of Education and Science of the Republic of Kazakhstan and internal documents of NJSC "Narxoz University" (hereinafter referred to as the University).

The policy is developed for three years. By the end of the three-year period, the University is revising the policy based on the results of the audit of educational activities.

The policy can also be revised in the event of changes in the regulations governing educational activities in the Republic of Kazakhstan, changes in the University Charter, the Strategic Development Concept (Strategy), changes in the requirements for educational programs, force majeure, as well as in the framework of recommendations based on the results of an international institutional or program accreditation.

In the event of force majeure, the University develops instructions on the specifics of the implementation of the educational process in specific conditions.

The policy is intended for students, faculty, managers and employees of the University's structural divisions, organizing the academic process, and other stakeholders.

Training in educational programs for bachelor's, master's and doctoral studies is carried out by scientific and educational units that are part of the Schools.

The academic policy of the University is aimed at the implementation of student-oriented learning and continuous improvement of the quality of education.

The University defines the following BASIC PRINCIPLES IN ACADEMIC ACTIVITIES:

- The University does not allow discrimination against students on racial, national, ethnic, religious, sex grounds, as well as on the basis of social status, marital status, physical capabilities, age or other criteria;
- The University provides all students with equal opportunities to receive high-quality and affordable education that meets international standards;
- The University implements training in three languages: Kazakh, Russian and English;
- The University supports talented applicants and students through the launch of special scholarship programs;
- The university is changing the theoretical approach to teaching for an innovative one. We are reforming our educational programs, focusing on developing students' practical skills necessary for further successful employment;
- The university graduates are professionals who are able to think critically, and most importantly, to think independently. This skill will help our graduates to get an interesting job and move up the career ladder;
- University for integrating research into the educational process. Research skills are taught to students and are constantly developing in the process of mastering the educational program;
- The university promotes academic integrity. We say: "NO" to plagiarism, "NO" to cheating, "NO" to falsification, "NO" to sabotage, "NO" to corruption, "NO" to libel, "NO" to insults;
- The University actively integrates online technologies into the educational process and into teaching methods, successfully using the latest technologies to make education even more accessible and effective;

- The university is expanding partnerships with universities in other countries, providing students and teachers with the opportunity to study and undergo internships abroad, integrate foreign experience into the educational process of the university, harmonize the content of educational programs. We develop internal and external academic mobility, and processes of internationalization of education;
- The university builds close relationships with the Kazakh and international business community in order to involve them in the process of continuous improvement and updating of educational programs, providing internships and further employment for our graduates.

2. POLICY OF ADMISSION TO THE UNIVERSITY OF NARXOZ

The admission procedure to NJSC "Narxoz University" is based on the principles of openness and transparency. The University strives to ensure that all appeals are considered impartially, fairly and as conveniently as possible for all visitors.

The rules and procedure for admission, entrance requirements are regulated in accordance with the Model Rules for Admission to the programs of higher, postgraduate education, approved by the Ministry of Education and Science of the Republic of Kazakhstan, as well as internal documents approved by the decisions of the Academic Council of NJSC "Narxoz University".

Undergraduate programs are accepted for persons with general secondary, technical and vocational (primary and secondary vocational, post-secondary), higher education.

Persons with higher (higher professional) education are admitted to master's programs.

Persons with postgraduate education (magistracy) are admitted to PhD doctoral programs.

Admission of persons entering the University is carried out by placing a state educational order (educational grants), as well as paying for tuition at the expense of citizens' own funds, scholarships from corporate partners of the university, ordering third-party organizations and other sources.

The selection committee implements a comprehensive admission process, adhering to the principle of an individual approach to the wishes of each university visitor / applicant.

Enrollment in the number of students is carried out by the selection committee in accordance with the terms established by the Ministry of Education and Science of the Republic of Kazakhstan.

The decision to establish additional conditions for admission for all levels of education is made by the Academic Council.

3. RULES FOR TRANSFER OF STUDENTS, RESTORATION, DISCHARGE OF STUDENTS. PROVIDING ACADEMIC LEAVE

3.1. TRANSFER FROM/TO ANOTHER HIGER EDUCATION INSTITUTION, TRANSFER WITHIN THE UNIVERSITY (FORM, SPECIALTY/EDUCATIONAL PROGRAM, LANGUAGE DEPARTMENT)

The student has the right to transfer from Narxoz University to another higher education institution, from another higher education institution to Narxoz University, from one specialty / educational program to another within Narxoz University, from one form of study

to another, from one language department to another, from a paid basis of study to training under the state educational order and vice versa.

Mandatory conditions for all types of transfer to Narxoz University are:

- No cases of violation of academic integrity by students;
- completion by the student of the first academic period in accordance with the individual curriculum or the curriculum of the specialty/educational program and the presence at the time of transfer of the current specialty/educational program, the form of study to which the student wishes to transfer, as well as the official recognition of higher education institution at the country level;
- availability of a certificate of passing the UNT/CT with a passing score for citizens of the Republic of Kazakhstan, undergraduate students who receive their education for the first time in the Kazakh higher education institution and who want to continue their studies;
- the presence of a transcript or other official document (educational certificate, official letter) confirming study at a foreign university.

All transfers are carried out during the winter and summer holidays.

The transfer of a student from a paid basis of education to training on a state educational order is carried out in the manner prescribed by subparagraph 5) of Article 4 of the Law of the Republic of Kazakhstan dated July 27, 2007 No. 319-III "On Education".

A student enrolled in an educational grant is, if desired, transferred with the preservation of the educational grant to another higher education institution.

When transferring a student, Narxoz University takes into account the direction of preparation and the profile of the educational program, the educational achievements of the student. For this purpose, the learning outcomes and the acquired academic disciplines are recalculated within the framework of formal and non-formal education. The procedure for making a transfer is determined by the relevant local act.

The procedure for transferring from another HigherEd to Narxoz University:

1) The student submits an application for transfer to the name of the rector of Narxoz University.

2) The application and the attached documents are submitted by applicants for transfer to Narxoz University at the Student Service Center of the Registrar's Office (hereinafter - SSC OR). The following documents are attached to the application for transfer to the name of the Rector:

2.1) The list of documents for the transfer of students of Kazakh HigherEd who are citizens of the Republic of Kazakhstan to Narxoz University

- an official transcript signed by the head of the OR HigherEd, in which the student studied, sealed;
- copy of the UNT/CT certificate;
- a copy of the certificate of the holder of the educational grant (if any);
- copy of the HigherEd license

2.2) The list of documents for the transfer of students of Kazakh HigherEd, who are not citizens of the Republic of Kazakhstan, to the Narxoz University:

- official transcript;
- a copy of the document on previous education;
- copy of the HigherEd license.

2.3) List of documents for transferring students from foreign universities to Narxoz University:

- an official transcript, or a similar document;
- an extract from the enrollment order or a similar document;
- a copy of the document on previous education.

3) When transferring a student, Narxoz University takes into account the direction of preparation and the profile of the educational program, the educational achievements of the student. For this purpose, the learning outcomes and the acquired academic disciplines are recalculated within the framework of formal and non-formal education. The procedure for making a transfer is determined by the relevant local act.

4) The academic manager of the SSC OR within 3 (three) working days submits the collation report, drawn up on the basis of the submitted academic transcript or official transcript, for consideration by the transfer commission of the corresponding school. Within 5 (five) working days, the transfer commission makes a decision on the transfer of disciplines and the secretary of the transfer commission transfers the decision to the academic manager of the SSC. The academic manager of the SSC OR, in accordance with the decision of the commission, sets the course of study, carries out the recalculation of the disbursed credits in accordance with the specialty / educational program.

Based on the results of the work, the academic manager transmits information to the applicant and the financial manager to calculate the amount for tuition and for the academic difference. Translations carried out on a paid basis are made at the rates approved for the current academic year. If the applicant agrees and the payment is made, an order is issued for enrollment by transfer to the number of students at Narxoz University.

Transfer of students, undergraduates, doctoral students studying on the basis of a state educational grant from other HigherEd is carried out subject to additional payments by students of the difference in the cost of an educational grant.

Rules and procedure for transfer from Narxoz University to another HigherEd:

A student wishing to transfer from Narxoz University to another HigherEd submits an application to the SSC of the OR in the name of the rector of Narxoz University. A prerequisite for submitting an application is the presence of a visa for the dean / deputy dean or director of the CDL/SED "Doctorate".

An application for a transfer to another HigherEd is considered provided that there is no financial debt of the student.

If the decision is positive, the student at the SSC OR receives:

- original statement signed by the supervising vice-rector and stamped;

- the official transcript with the visa of the supervising vice-rector and the head of the PR, certified by the seal;
- a copy of the certificate of the holder of the state educational grant (if any),
- copy of the license from Narxoz University,
- a copy of the document on previous education.

Upon receipt of a request from the HigherEd, to which the student is transferred, about the direction of the personal file, the Registrar's Office issues an order to expel the student from Narxoz University in connection with the transfer to another HigherEd.

Transfer within the university (form, specialty / educational program, language department):

The transfer of students from one educational program / specialty to another is carried out only for paid education at tariffs approved for the current academic year, according to the following procedure:

The student submits an application for transfer to the name of the Vice-Rector for Academic Affairs. An academic transcript, stamped with a registration number and date of issue, is attached to the application.

The academic manager of the SSC OR within 3 (three) working days submits the collation report, drawn up on the basis of the submitted academic transcript or official transcript, for consideration by the transfer committee of the corresponding school. Within 5 (five) working days, the transfer commission makes a decision on the transfer of disciplines, the secretary of the commission transfers the decision to the academic manager. The academic manager of the SSC OR, in accordance with the decision of the commission, sets the course of study, carries out the recalculation of the disbursed credits in accordance with the educational program.

Based on the results of the work, the academic manager transmits information to the applicant and the financial manager to calculate the amount of tuition based on the individual curriculum (hereinafter - IC). Translations carried out on a paid basis are made at the rates approved for the current academic year. With the consent of the applicant and his payment, an order is issued for enrollment by transfer to the number of students of Narxoz University.

A student under a state educational grant who has an opinion from a medical and consulting commission on the prohibition to study in this specialty as a result of a disease acquired during the training period is transferred from one specialty to another to the existing vacant place under an educational grant.

Transfer to a vacant educational grant, freed up in the process of obtaining higher education

A student on a paid basis has the right to transfer to a vacant place of an educational grant, released in the process of obtaining higher education, in the relevant specialty / educational program on a competitive basis in the manner prescribed by the legislation of the Republic of Kazakhstan.

The following categories of students can apply for a vacancy in a state educational grant:

- not having a "satisfactory" grade during the entire period of study,

- have no academic and / or financial debt;
- having a GPA of at least 3.5.

The procedure for making a translation is determined by the relevant internal document of the Narxoz University.

3.2. TRANSFER FROM COURSE TO COURSE

The transfer of students - holders of a state educational grant to the next course of study is carried out based on the results of the academic year (taking into account the results of the summer (additional) semester) and is formalized by the order of the Rector of the University. The minimum transfer grade (GPA) and the allowed number of disciplines of academic debt are approved by the Academic Council of the University.

Students-holders of state educational grants who have received the minimum transfer score and transferred to the next course of study, in the presence of academic arrears, must re-study the relevant disciplines on a paid basis and pass an exam in them.

Holders of a state educational grant who have not received the established minimum transfer grade at the end of the academic year (taking into account the results of the summer semester) remain for a second year of study and are deprived of the state educational grant.

3.3. RESTORATION OF STUDENTS

Those who have previously studied in the organization of higher and postgraduate education have the right to reinstate (restoration) at Narxoz University, regardless of the limitation of expulsion periods.

A prerequisite for restoration is the completion of the first academic period in accordance with the individual curriculum or the curriculum of the specialty / educational program and the presence at the time of restoration of the current specialty / educational program, the form and language of instruction to which the applicant wishes to recover, the official recognition of the HigherEd at the country level as well as the absence of cases of violation of academic integrity. The university may recommend reinstatement to a related specialty / educational program as part of the course of study, subject to the repayment of the academic difference.

The number of credits mastered by the student before expulsion is included in the transcript by the University in full, credits are transferred in accordance with internal local acts.

To recover, the student must submit a certificate of the established form issued to persons who have not completed their studies (the original is mandatory) and / or an official transcript certified by a seal with a registration number and date of issue (if any), an original document of previous education, for students of for undergraduate programs in Kazakhstani HigherEd a copy of the certificate (UNT/CT).

Recovery is carried out only for a paid branch.

Restoration is carried out only during the winter and summer holidays.

Restoration procedure:

For restoration to Narxoz University, the student submits an application to the name of the rector. Attached to the application for restoration is a certificate of the established form issued to persons who have not completed training (the original is mandatory) and / or an official transcript certified by a seal with a registration number and date of issue (if any). The academic manager of the SSC OR within 3 (three) working days submits the collation report, drawn up on the basis of the submitted academic transcript or official transcript, for consideration by the transfer committee of the corresponding school. Within 5 (five) working days, the transfer commission makes a decision on the transfer of disciplines and the secretary of the transfer commission transfers the decision to the academic manager of the SSC. The academic manager of the SSC OR, in accordance with the decision of the commission, sets the course of study, carries out the recalculation of the disbursed credits in accordance with the specialty / educational program. After the conclusion of the contract and the payment made, an order is issued to reinstate the student.

A student on the basis of a contract for the provision of paid services, expelled for non-payment of the cost of training or failure to fulfill the terms of the contract for the provision of paid services, in case of repayment of this debt or fulfillment of the conditions, is restored within four weeks from the date of expulsion. In this case, the student submits an application for restoration to the SSC, attaching a receipt for payment to the application. The number of ISC points in the disciplines received by the student before the expulsion is counted in full during the restoration.

The restoration is carried out at the rates for payment of educational services approved for the current academic year.

3.4. DISCHARGE FROM THE UNIVERSITY

The student can be expelled from the University:

- 1) of their own free will (including for medical reasons, for family reasons, etc.);
- 2) for violation of academic discipline and / or the policy of academic integrity set forth in section 7 of this document as advised by the dean of the School, including non-attendance (in full-time or online) training sessions without a good reason for 15 (fifteen) days or more for during 1 (one) semester; violation of the Charter, this Policy, the Internal Regulations, the Code of Ethical Conduct, the Rules of Academic Integrity or other internal documents of the University; violation of the norms of the legislation of the Republic of Kazakhstan, the conditions of the contract for training concluded with the University;
- 3) in connection with the transfer to another HigherEd (upon receipt of a request from HigherEd for a Personal File);
- 4) for financial debt on tuition fees;
- 5) in connection with the completion of training and the award of an academic degree;
- 6) as not passed the check of the final work for the presence of unfair borrowing - plagiarism;
- 7) as not fulfilling the requirements of the educational program: not having defended the thesis (project) or master's thesis (project) or not fulfilling the requirements of the educational program: not passing the comprehensive exam.

A student wishing to be expelled from Narxoz University (with the exception of expulsion in connection with the completion of training and obtaining an academic degree, as well as for violation of the terms of the payment agreement) must write an application addressed to the rector with a request to be expelled to the SSC. The application is the basis for the preparation of an order for expulsion from the student body and the basis for termination of the contract for the provision of educational services.

Paid students expelled from Narxoz University during the semester for financial arrears in tuition fees have the right to recover within four weeks from the date of expulsion in case of repayment of arrears.

A student on a state educational grant who is expelled from the university is not eligible for reinstatement on a grant.

The originals of documents on previous education are issued to a student expelled from the university only if he has a completed bypass sheet.

3.5. ACADEMIC LEAVE RULES

Academic leave is a period for which students temporarily interrupt their studies for the following reasons:

- medical indications;
- service in the ranks of the Armed Forces of the Republic of Kazakhstan;
- caring for a child until he reaches the age of 3 years.

When granting an academic leave to a student on the basis of a state educational order, the right to further study on the basis of a state educational order remains with him, while the financing of his studies is interrupted for the period of the granted academic leave (with the exception of funding for scholarships) and renews after its end.

When granting academic leave to a student on a paid basis, tuition fees are suspended for the period of academic leave.

To obtain an academic leave, the student submits an application addressed to the Vice-Rector for Academic Activities of Narxoz University and submits documents confirming the validity of the temporary interruption of training.

Academic leave for medical reasons is provided to a student on the grounds provided for by the legislation of the Republic of Kazakhstan in the manner prescribed by a separate internal document of the University.

On the basis of the submitted documents, within three working days, an order is issued to grant the student an academic leave with an indication of its start and end dates.

After leaving the academic leave, the student submits an application addressed to the Vice-Rector for Academic Affairs of Narxoz University and submits:

- a certificate from the MAC about the state of health from the medical organization that observed the patient, with a conclusion about the possibility of continuing education in this specialty - when the student is on academic leave due to illness;
- a copy of the military ID - while on academic leave in connection with service in the ranks of the armed forces of the Republic of Kazakhstan;

- a copy of the child's birth certificate - while on academic leave to care for a child.

On the basis of the submitted documents, within three working days, an order is issued on the withdrawal of the student from academic leave with an indication of the specialty / educational program and course.

If the date of leaving academic leave or leaving on academic leave does not coincide with the beginning or end of the semester, then the student, according to the individual schedule, completes all study tasks and gains the points necessary for the admission rating, or is recorded in the summer semester for the disciplines for which he was formed. The academic difference resulting from changes in the curriculum of the university is rented free of charge.

The student is obliged to issue a withdrawal from the academic leave strictly within the time specified in the order for granting the academic leave, otherwise, Narxoz University reserves the right to be expelled for the loss of connection with the University.

4. EDUCATIONAL PROGRAMS

4.1. Formation of content

The methodological basis of modular training is the principles, methodology and procedure for the development of modular educational programs.

The effectiveness of learning outcomes is achieved by observing an integrated approach, when both educational programs themselves and curricula and academic disciplines are formed according to the modular principle. Learning outcomes are determined based on the Dublin descriptors of the relevant educational level, the National Qualifications Framework, the industry framework and professional standards (if any), best practices and industry needs, international / national training programs and certification of professional qualifications (if any). Learning outcomes describe the measurable level of mastery of a competence by learners, taking into account the context of its mastery and / or application. Learning outcomes should be measurable and assessed during the educational process. The learning outcomes of the educational program are formulated using active verbs from Bloom's taxonomy and are focused on the formation of professional functions and competencies, contain a clarifying context.

The content and conditions for the implementation of educational programs at least once a school year are monitored for compliance of disciplines and learning outcomes with best practices, the needs of the industry, the National Qualifications Framework, the industry framework and professional standards (if any), relevant training programs and certification of international professional qualifications including, but not limited to, FRM, CFA, ACCA, CIMA.

The planning of the content of the University's educational programs is based on modular and competency-based approaches. In addition, a model is used for constructing an educational program according to blocks of disciplines being mastered: each educational program consists of disciplines of the General blocks (mandatory at the state and / or university level, which forms "soft" and "hard" skills), Major (forms the basic and professional competencies of educational programs) and Minor / Free (forms additional competencies for both professional and personal development of the student). If necessary, a practice-oriented module can be built into educational programs.

General and Major are the main educational program defined by the student to study in order to form key competencies. The disciplines of this block form the main core of the educational program and are represented by a university component and an optional component, while covering all the declared learning outcomes. Students are registered for the disciplines of these blocks, taking into account the prerequisites.

The University supports the implementation of educational programs with practice-oriented learning by integrating practice-oriented modules into educational programs. This way of organizing the educational process gives the student the opportunity to gain not only theoretical knowledge, but also practical and applied skills and competencies on the basis of enterprises in the field of training. Practice-oriented modules of educational programs should be built taking into account the individual interests of students, their needs in maximizing learning outcomes and building a successful career.

Practice-oriented modules can be presented both by the disciplines of the Major block and by the disciplines of the Minor block, while the educational process is organized on the basis of enterprises in the areas of training in accordance with the contracts (agreements) concluded by the University with enterprises.

Minor is an additional educational program, which is a set of disciplines or modules or other types of educational work, determined by the student for study in order to form additional competencies.

As a rule, in the educational programs of the University bachelor's degree, additional educational programs are provided for Minor. Minor-disciplines are represented by separate connected blocks, consisting of four disciplines, and have a volume of 20-24 academic credits, disciplines are offered for sequential study in the third and fourth years of study.

In general, students are free to choose any additional educational program Minor offered by any School of the University, while the student can choose Minor of his own School. For individual proposed blocks of Minor disciplines, restrictions on prerequisites or availability for certain educational programs may be provided.

In order to strengthen professional competencies, deep immersion in key competencies, the student can also choose the Minor of his own educational program. At the same time, the possibility of registering students on the Minor of their own educational program is determined by the Commissions for Quality Assurance of Schools and is formalized by the corresponding decision.

Minor catalogs are formed at the University level and posted on the University portal. Students need to carefully read the description of the proposed Minor blocks, select one of the available ones, taking into account the prerequisites and existing restrictions, and register for it. If necessary, the student can seek advice from the advisor. Minor is considered valid and is held subject to registration of at least 16 students in one language of instruction.

The student is obliged to master all disciplines of the Minor block, presented in the catalog, upon completion of the study of all disciplines of the Minor block, the student is issued a certificate of mastering the additional educational program Minor.

In the case when a student, having mastered credits of one or more disciplines of the Minor block, does not have the possibility of further development, by the decision of the School's Quality Assurance Commission, he has the right to master the missing credits within the disciplines of any other Minor block (in the absence of restrictions on prerequisites),

disciplines of the component at the choice of their own educational program or disciplines of free choice Free, while credits for mastered disciplines are counted, but a certificate of mastering the additional educational program Minor is not issued.

Free - a discipline of free choice, any of the disciplines offered by the University for registration in the corresponding academic period, determined by the student for study in order to form additional competencies.

In individual educational programs of the University's bachelor's degree, disciplines of free choice are provided for by the curriculum of development. The learning outcomes in these disciplines are an addition to the professional and personal development of the student, both within the framework of their field of study and any other.

Students are free to choose the discipline offered by any educational program of the University. The basis for access to registration is the presence of mastered prerequisites required to study the chosen discipline.

A prerequisite for the content of the educational program is the ability to build a flexible individual student plan that reflects the educational trajectory that contributes to the development of all envisaged learning outcomes by each graduate.

Each undergraduate educational program contains, as a rule, large modules, which are formed from several disciplines or types of additional education: contains at least 240 credits, while the disciplines of the SED cycle are presented in the amount of 56 credits; disciplines of the DP cycle, including educational and industrial practice, in the amount of 112 credits; disciplines of the PD cycle, including industrial and / or pre-diploma practice, in the amount of 60 credits; the final certification is 12 credits.

Each educational program of the magistracy of the scientific and pedagogical direction contains at least 120 credits, while the disciplines of the BD cycle are presented in the amount of 35 credits; disciplines of the PD cycle, including research practice, in the amount of 49 credits; research work of a master's student in the amount of 24 credits; the final certification is 12 credits.

Each master's degree program of a profile direction: contains a minimum (the number of credits by modules varies depending on the duration of study 1 or 1.5 years) 60 or 90 credits (for terms of 1 and 1.5 years, respectively), while the disciplines of the BD cycle are presented in the volume of 10 or 15 credits, respectively; disciplines of the PD cycle, including industrial practice, in the amount of 25 or 45 credits, respectively; experimental research work of a master student in the amount of 13 or 18 credits, respectively; the final certification is 12 credits.

Each MBA educational program contains a minimum of 120 credits, while the disciplines of the block for the formation of professional competencies, including industrial practice and an exit module, contain 58 credits; disciplines of the block of personal development and the formation of leadership qualities are represented by 20 credits; experimental research work of the undergraduate contains 30 credits; the final certification is 12 credits.

Each Executive MBA (EMBA) educational program contains at least 60 credits, while the disciplines of the block for the formation of professional competencies contain 20 credits, including an exit module; disciplines of the block of personal development and the formation of leadership qualities are represented by 10 credits; experimental research work of the undergraduate contains 18 credits; the final certification is 12 credits.

Each educational program of doctoral studies includes an educational module, a module of research / research work of a doctoral student, a final certification module and contains a minimum of 180 credits, while:

- for PhD doctoral studies, the cycle of basic and major disciplines, including teaching and research practice, is represented by 45 credits, the doctoral student's research work contains 123 credits, the final certification is 12 credits;
- for doctoral studies in DBA, disciplines of the block on the formation of professional competencies, including research practice (including an exit module / internship abroad) contain 43 credits; disciplines of the block of personal development and the formation of leadership qualities are represented by 10 credits; research work of a doctoral student contains 115 credits; the final certification is 12 credits.

The form, structure, procedure for the development and approval of educational programs in NJSC "Narxoz University" is determined by the corresponding internal document of the University.

4.1. QUALITY ASSURANCE OF EDUCATIONAL PROGRAMS

On the basis of the University School, Commissions for Quality Assurance are formed, which make decisions on the content and conditions for the implementation of educational programs, on the assessment policy and other academic issues of the School. The commissions organize a survey of students for the conformity of the quality of educational programs and (or) disciplines / modules, for the presence of facts of violation of academic integrity.

The Quality Assurance Commission includes teachers, students, undergraduates and doctoral students, representatives of the administrative and managerial staff and other academic staff of the University. The work of the Quality Assurance Commissions is regulated by the relevant internal document of the University.

5. STUDENT ACHIEVEMENT HISTORY REGISTRATION

The Registrar's Office (hereinafter referred to as the RO) is a service that keeps the history of educational achievements of students during the entire period of study and fixes it in the academic transcript (hereinafter referred to as the transcript).

A transcript is a document of the form established by Narxoz University, containing a list of the disciplines passed for the corresponding period of study, indicating the grades and the number of credits according to the curriculum.

The transcript indicates:

- last name, first name, patronymic, student identification number;
- name of the school / faculty, specialty, course;
- duration and form of training;
- Disciplines passed, indicating the number of credits and grades, GPA for each semester and general GPA;
- numbers of student movement orders (transfer from course to course, repeated year of study, etc.);
- number and date of issue of the transcript;

- address and contact numbers of Narxoz University.

All final marks of the student are recorded in the transcript, including positive results of repeated exams.

The University records any student's achievements in the field of personal growth, acquired additional skills through active participation in student organizations, events, etc. Upon graduation from the University or at the request of the student, the University may issue an additional supplement indicating all the student's achievements during the period of study at Narxoz University.

The transcript is issued by the staff of the SSC OR at the request of the student for any period of his studies at the Narxoz University.

For transfer to another HigherEd, the transcript is signed by the head of the OR and the Vice-Rector for Academic Affairs, the transcript is certified by the seal of Narxoz University.

The student has the right at any time to address any questions about the transcript to the staff of the SSC of the OR, who are obliged to provide information in full within the prescribed time frame.

6. EDUCATIONAL TRAJECTORIES OF STUDENTS

6.1. Academic freedom of students

The curriculum of the educational program is drawn up for the entire period of study with the fixation of the number of credits for academic periods on the basis of a modular-competence-based approach and consists of mandatory and elective components. The student's individual curriculum is drawn up for the upcoming academic period.

The principles of student academic freedom include:

- formation of an individual educational trajectory;
- the formation of academic groups according to the principle of registration for a discipline, and the optional discipline is considered to be held when registering for its study at least 16 students in one language of instruction, for disciplines related to the use of software - when registering at least 12 students. If there is an insufficient number of students, the discipline is considered not to have taken place and students must register for any of the disciplines, in the absence of re-registration, the OR together with the head of the SED / EP has the right to re-register the student for the disciplines that have taken place. For a small contingent of educational programs, decisions on the formation of academic groups are made by the dean of the school;
- as part of the development of the educational trajectory, students are required to collect the minimum number of credits corresponding to the SP in compliance with the prerequisites. Students can register for fewer credits as decided by the Quality Assurance Commission. In order to meet educational needs, students can master additional academic disciplines implemented at the University within the framework of other EP. At the same time, when registering for disciplines, they are given the opportunity to choose the time (and place) of the discipline from the options offered by the schedule.

The key features of this approach for Narxoz University are:

- the student gets the opportunity to form an individual educational trajectory;

- the student gets the opportunity to satisfy his educational needs outside the main educational program;
- the student gets the opportunity to manage the individual schedule within the semester within the limits that are allowed by the main schedule of the university, through flexible registration for disciplines;
- the duration of training for students financed from the republican budget is preserved;
- the cost of one loan may fluctuate depending on the profitability of the discipline, its specifics, the language of instruction, the number of students registered for the discipline, and the hourly payment of the teaching staff (for example, in the case of invited teachers). At the same time, before the start of registration, students will receive information about the cost of a loan for specific disciplines of the semester;
- the link between the learning outcomes and the acquired academic degree in the specialty / EP is preserved.

The student is responsible for the preparation of the IC and the completeness of the development of the training course in accordance with the requirements of the State Educational Standard of Education.

6.2. ACADEMIC CONSULTING

An inseparable part of the academic process is academic consulting or support of students in the process of their studies at the University. This task is solved by advisers.

The activities of advisers at the University are due to the need to establish communications with students in order to create conditions for them to receive quality education, to make a conscious choice of the direction of training within the educational program, to develop research abilities, as well as to involve students in the social life of the University, to realize the creative abilities of students.

The teachers of the SED issuers are appointed as advisers. The main goal of advisers is to help students determine their individual learning paths and when registering for disciplines. For this, a certain number of students is assigned to each advisor.

Advisors are appointed and assigned to groups of students by order of the dean of the School.

Drawing up the IC and registering for disciplines is a joint work of a student and an adviser.

In the process of this work, the adviser must:

- know the requirements of the EP, the policy and procedures of the University;
- to help in choosing the trajectory of training and to orientate on the choice of skills, abilities and competences necessary for the future profession;
- regularly hold individual and collective meetings with attached students;
- advise on improving the personal competitiveness of the student;
- be available to students during office hours according to the schedule of stay at the University;
- carry out their activities in accordance with the work plan.

The formed individual curriculum (IC) in 3 copies is signed by the student and provided to the adviser for approval. The adviser, in the absence of comments, signs the IC, coordinates it with the Registrar's Office. After approval by the dean of the school, one copy remains with the student, the second copy is transferred by the advisor to the Registrar's Office for use in the process of recording educational achievements, and the third is kept by the adviser in the issuing SED and serves as the basis for monitoring the implementation of the student's curriculum.

The deadline for the delivery of the IC to the Registrar's Office is the 1st week of the semester. The student's IC is registered under his personal identification number ID.

6.3. REGISTRATION FOR DISCIPLINES

The student independently builds his educational trajectory in the form of an individual curriculum (IC), compiled within the framework of the EP passport or a typical curriculum of the specialty and the catalog of elective disciplines (CED). To master the appropriate level of education, the student is obliged to complete his IC, gaining the required SES number of credits, and also to ensure that the mastered disciplines of the SP correspond to the corresponding EP.

Trainees on a paid basis can form their own IC with fewer or more credits than is established in the SP for mastering the educational program of the corresponding level, while the period of study increases or decreases. Students on the basis of a state educational grant have the opportunity to study additional disciplines (in addition to those specified in the SP curriculum) on a paid basis.

IC is formed for the academic year by semester with the advice of an adviser.

The student is responsible for the compilation of the IC and the completeness of the development of the training course in accordance with the requirements of the standard curriculum of the specialty / EP.

IC is formed for the academic year by semester with the advice of an adviser. The list of advisers is approved by the order of the dean of the school.

When compiling his IC, the student must:

- familiarize yourself with the Academic Policy of the University;
- familiarize yourself with the instructions posted on the university website for registration in the AIS system;
- comply with the established deadlines for registration.

The student has the right to change the IC in the composition of disciplines within the framework of the working curriculum of the specialty in elective disciplines during the Add / Drop period (the first week of the semester).

Registration of students for the disciplines of the semester is organized by the Office of the Registrar and the Center for Information Technologies with the methodological and advisory assistance of the Educational and Methodological Administration, advisers, heads of EP, scientific and educational departments and dean's offices.

Students are obliged to register for disciplines online in the automated information system (AIS) of Narxoz University strictly on time.

Prior to registration, the student must contact the advisors to develop their individual trajectory. The adviser advises and gives explanations to students on the choice of disciplines, according to the curriculum and the catalog of elective disciplines.

The student is registered in the University's AIS for disciplines for the academic year separately for each semester, where the student has the opportunity to choose a discipline, a language of instruction, a description of the discipline is available.

By the beginning of the academic year, the student receives on his page in the University AIS the schedule of training sessions in the disciplines for which he has registered.

Students newly admitted to the university are registered by the staff of the OR for the current schedule by semesters. For the second and subsequent courses, registration for disciplines is carried out in the prescribed manner.

Students of the second and subsequent years of study are registered for the disciplines of the next academic year and re-passing disciplines at the end of the academic year during the registration period.

The basis for access to registration is the presence of mastered prerequisites required for the study of a particular discipline.

During the re-registration period "Add / Drop" (first week of the semester), students are required to form the final version of the IEP. Attendance at classes during the "Add / Drop" period is strictly required.

In the first week of classes (Add / Drop), the student has the right to change the disciplines of his choice, time and teacher. A student can make a change to the schedule only by contacting the Office of the Registrar, for this the student fills out an application for changing the discipline or time of class in the SSC OR. Changes in the student's schedule are possible provided that there are no conflicts in the student's schedule and there are free places for registration in the declared disciplines.

Applications are considered only during the "Add / Drop" re-registration period.

Late registration. Students arriving on academic mobility can register in the second week of the academic period (late registration period), when groups are formed and training sessions are already taking place.

In this case, the student needs to consult with the teacher how he can restore the material passed during the missed classes and pass the test / mini-exam confirming the assimilation of this material. Continuation of the study of the chosen course is allowed only if the student successfully passes the test / mini-exam.

Transferred / reinstated students are registered for courses by the staff of the OR, immediately after the release of the order, on the current schedule.

Dismissal from the discipline. The University makes every effort to provide students with all the information they need to make an informed decision about which courses to enroll in next semester.

If a student decides not to study the academic discipline for which he registered, without objective reasons, an unconditional transfer of a student to another academic discipline is impossible. If a student leaves the course after more than half of the lessons, the student does not receive a rating for admission to the final exam in the discipline, credits for this course will not be counted.

Academic streams of students are formed on the principle of a sufficient number of students who have enrolled in this discipline, with the exception of disciplines of specialties with a small contingent of students. For elective disciplines, the minimum group size is usually 16 students. The organization of groups with less filling is possible, provided that profitability is ensured and the cost of mastering this discipline changes.

7. ACADEMIC HONESTY POLICY

The University considers academic honesty and integrity as a set of values and principles that develop personal honesty in teaching and assessing each participant in the academic process, as a constant obligation of participants in the educational process and educational institutions to act in accordance with the values and principles that exclude corruption risks and manifestations that form and strengthen professional an environment that allows them to adhere to this behavior.

The fundamental criteria for promoting academic integrity and integrity at the University are:

- academic integrity, which is a key value in the educational and research process. The University creates an academic environment that provides educational, social and psychological support to students, which prevents the manifestation of academic dishonesty;
- adherence to clear, fair and objective standards of academic integrity, citation and conduct rules. Narxoz University adheres to high ethical principles in relation to all academic work, both students and teachers. This means that cheating, plagiarism and other forms of unethical behavior are unacceptable;
- all types of students' written works are checked for plagiarism. The rules and procedure for conducting a plagiarism check are determined by the relevant internal document of the University;
- determination by the teacher of a clear policy of the discipline, the expected requirements from the student and the policy of clear parameters for assessing the educational achievements of students;
- ensuring a consistent and continuous trajectory of student learning by defining a clear mechanism and procedure for transferring student credits based on verified transcripts from other educational organizations;
- responsibility of the student for his violation of the principles and standards of academic honesty;
- the imposition of increased requirements for students in the framework of internal approaches to a fair and objective assessment of learning outcomes;
- providing only the best students with the opportunity to complete their studies;
- responsibility for the quality of personnel training, confirmed by a diploma;
- ensuring the high responsibility of the teacher as a mentor, instilling the principles and standards of academic honesty, mutual respect and fairness, encouraging and stimulating participants in the educational process for the promotion and protection of academic honesty. Employees, teachers and students must comply with generally accepted norms of ethics, morality and ethics, perceive criticism correctly, and try to combine high discipline,

diligence and initiative. They must not create conflict situations that can damage the reputation and image of the University, the reputation of employees and teachers, etc., employees, teachers and students of the University are prohibited from conducting political or religious propaganda within the walls of the University;

- recognition that the promotion and protection of academic integrity is the result of mutual efforts of all students and employees of the University. Employees and teachers must adhere to the norms of professional and scientific ethics, form and maintain a culture of business communication at the University, create a favorable moral and psychological atmosphere and observe correctness in resolving conflict situations;

- Conscientious fulfillment of the assigned obligations by each student and employee of the University to comply with the principles of academic honesty.

The official account of a student and employee of the University is an analogue of an electronic digital signature within the Narxoz University. All statements, messages, decisions and other actions carried out by logging into the official account and sent by corporate mail are considered committed by the account owner. Passing the password to another person is not allowed.

The following actions are related to academic dishonesty:

Plagiarism - intentional or reckless, full or partial illegal use, appropriation or disposal of the protected results of someone else's work, the results of academic, scientific, research, journalistic and analytical activities, which is accompanied by bringing to other persons false information about oneself as a real author, appropriation or reproduction other people's ideas, statements, research results without appropriate reference to the sources of borrowing;

Cheating - providing knowingly false information to colleagues, teachers, students;

Sabotage - an attempt to prevent other people or the whole team from doing their work or completely blocking processes or procedures (for example, improper performance of functions and tasks at its stage, which led to the stoppage of the work of other departments or groups; tearing out pages from library literature, preventing other students from obtaining the necessary information, not doing their part of the study in about project, resulting in a delay in the execution of the project or tasks, etc.);

Duplication is the presentation of the same work in the framework of different assessment and requirements, including an attempt to present it as one's own, in part or in full, any work that was previously assessed in another course without the prior permission of the teaching staff, even if the student is its author;

Falsification - falsification of academic records or other documents; data (observations during a scientific experiment, fake records, survey results); signatures in academic work; intentionally falsifying or damaging academic work, changing any data, officially presented information as part of requests, assignments related to the academic and / or research process;

Slander - the spread of deliberately false information defaming the honor and dignity of another person or undermining his reputation;

Cheating is an unfair behavior of a student or employee, implying copying someone else's intellectual product, any attempt to use cheat sheets, mobile phones and other prohibited technical means.

Concealment - suppression and concealment of information about the unscrupulous presentation of fictitious information in an academic product; substitution of data and results of research and experiments; presentation of false information obtained during the research;

Collusion is a mutual agreement between the subjects of the educational process to perform any academic work that is subject to verification and assessment for another student.

If any of the above facts are revealed, the University takes disciplinary actions, up to the expulsion of a student, dismissal of a teacher or employee.

The plagiarism check system is used by the SED and structural divisions of the University to detect and prevent plagiarism. The procedure and rules for detecting plagiarism are regulated by the relevant internal document of the University.

8. ORGANIZATION OF THE ACADEMIC PROCESS

8.1. GENERAL PROVISIONS OF THE ORGANIZATION OF THE EDUCATIONAL PROCESS

The university carries out educational activities at three levels: bachelor's - master's - doctoral studies in the state, Russian and English languages.

The organization of the educational process at the University within one academic year is carried out on the basis of the academic calendar approved by the Academic Council. The academic calendar for the current academic year can be found on the university's website.

Changes may be made to the Academic calendar on the basis of a reasoned decision of the Academic Council, including in the event of force majeure.

The academic year consists of academic periods, periods of intermediate certification, vacation and practice. On the graduation course, the period of final certification is included in the academic year. In general, the University uses a semester form of an academic period of 15 weeks, decades of 10 weeks and quarters of 7-8 weeks are also applicable.

The mid-term certification period is usually 1-3 weeks in duration. Vacations are provided to students after each academic period, and are at least 7 weeks in the academic year, with the exception of the graduation course.

Academic streams and groups at the University are formed according to the principle of a sufficient number of students.

The duration of study at the University is determined in the student's individual curriculum and depends on the pace of mastering the educational program and the results of recognition of the results of previous formal and non-formal education.

8.2. LEARNING FOREIGN LANGUAGES

The process of teaching foreign languages at the University is based on a modular teaching technology, which is based on the following principles:

1) the principle of compulsory, continuous English-language training, i.e. the transition of a student from level to level takes place taking into account the prerequisites;

- 2) the principle of differentiating students and dividing them into levels, that is, at the entrance, students undergo a compulsory test (Placement test), according to the results of which they are divided into groups corresponding to their level of language proficiency;
- 3) the principle of individual learning paths. The student determines for himself an individual trajectory of training based on the results of the entrance compulsory testing;
- 4) the principle of transparency and objectivity of the student achievement assessment system, correlated with international standards.

When entering a university for undergraduate educational programs, an applicant - a school graduate must have a minimum level of at least Beginner and be ready to start studying level A1. An applicant - a college graduate must have a minimum level of at least A2 and be ready to study level B1 according to the Common European Framework of Reference for Languages (CEFR).

8.3. INTEGRATION OF THE EDUCATIONAL PROCESS WITH THE MOODLE EDUCATIONAL PLATFORM

The academic policy of the university is aimed at the active use of information technologies in the learning process.

The educational process at the University is closely integrated with the educational platform MOODLE in order to provide support for students through its provision in a variety of ways.

Educational, educational, methodological and informational materials are posted on the MOODLE educational platform (<https://narxoz.online>) in the public domain for students registered for this academic discipline.

The student is obliged to fulfill all discipline requirements within the framework of training. Requirements for disciplines are spelled out in the Syllabus for each discipline, which are posted on the educational portal Moodle.

The educational portal Moodle, together with corporate Google mail, Google Hangouts and ZOOM video conferencing applications, are the basis for organizing the work of students using distance technologies.

8.4. APPLICATION OF INFORMATION EDUCATIONAL TECHNOLOGIES

The use of information educational technologies at the university is regulated by the relevant internal document of the University. Information and educational technologies at the university are used to organize and support various forms and levels of education. The learning process with the use of educational and information technologies is described in a syllabus, characterized by the ratio of the volume of compulsory classroom and online classes, the organization of the educational process, and learning technology.

The teaching staff has the right to apply and adapt information educational technologies in full or in part in the implementation of educational programs of any level for all forms of education provided for by the current legislation or their combination in conducting any types of classes, practices, consultations, laboratory work, monitoring, intermediate certification (if it does not contradict the internal requirements of the university).

The format of application of information educational technologies is described in the syllabus. In the event of a change in the policy of the course, including in the event of force majeure, the school management informs students about the change in the use of information and educational technologies.

When conducting an online session in the format of distance learning or when using information educational technologies, attendance is taken into account by the teacher based on the video broadcast of the stream from the account of each student, as well as according to the data (logs) on the actions of the participants in the online session, regardless of the platform and service used (Moodle, LMS, Hangouts, ZOOM, etc.). In the absence of constant contact with the learning tools of the information and educational technologies used and the failure to complete the tasks, the teacher records the absence of the lesson for the student for an unjustified reason. If there are technical problems that make it impossible to broadcast a video stream, confirmation of the student's actual participation in the lesson is the responsibility of the teacher (periodic voice survey, content survey for engagement, etc.).

Teachers and students of Narxoz University, when conducting an online session (broadcasting a video stream) in the format of distance learning, using information and educational technologies or participating in videoconferences, must observe visual and speech etiquette, namely: comply with the requirements for a neat appearance, do not allow the demonstration of open parts body, obscene, provocative or violating the norms of the legislation of the Republic of Kazakhstan images, including on clothes and background, do not involve persons who are not students of this course in the broadcast, do not show pets, do not perform any other actions that may entail a distraction or disruption of the normal course of a class or other activity of an academic nature. If a student violates these requirements, the teacher or any other person with academic administrative authority must stop or block the student's access to this lesson / event and record the fact of missing the lesson without a good reason. Depending on the nature of violations of these rules, the university administration, teachers and students have the right to apply to the management of the university / school / faculty / educational program in order to bring the violator to disciplinary responsibility.

8.5. ORGANIZATION OF AN EXTRA SEMESTER

To meet the needs for additional training, liquidate academic debt or differences in curricula (except for the graduation course), study, in agreement with other HigherEd, study disciplines and master credits by students with their obligatory transfer in their HigherEd, an additional semester of 6 weeks in the manner prescribed by the order of the first head of the University. An additional semester is held on a paid basis within the time frames determined by the Academic Calendar of the University.

The University, if necessary, has the right to change the terms of the additional semester.

The number of credits and the list of disciplines selected for study in the additional semester are entered into the student's IC.

The following categories of students are allowed to register for the disciplines of an additional semester:

- participants in academic mobility programs;

- students who have academic debts in the disciplines of previous academic periods;
- educators who have not completed training for a good reason, with an I grade;
- students who have a need for additional training, mastering a related or additional educational program,
- students wishing to additionally master academic disciplines;
- students of international programs, double degree programs;
- students transferred from other HigherEd, transferred from specialty to specialty within Narxoz University, who have academic debts due to the difference in disciplines of the working curriculum;
- students from other HigherEd wishing to master the disciplines of Narxoz University with the issuance of a transcript or certificate;
- students on the basis of a contract for the provision of services for a fee and planning to speed up the learning process at the University.

Registration for an additional semester is carried out annually according to the terms established by the Academic calendar.

8.6. TRAINING LOAD OF STUDENTS

The study load of students is determined by the duration of the academic hour and the amount of study hours (50 minutes each) accompanying the academic hours for different types of academic work; the academic hours of the student's classroom work are supplemented by the corresponding number of SIW hours. Physical education classes are not accompanied by additional SIW hours.

Independent work of students at the University is an extracurricular type of work of students, which is carried out by them both independently and in contact with the teacher. SIW is not included in the general schedule of training sessions and contains advice on the most complex issues of the curriculum, homework assignments, term papers, control of semester papers, reports and other types of SIW assignments.

9. INTERMEDIATE CERTIFICATION OF STUDENTS

9.1. PROCEDURE FOR ORGANIZING AND CARRYING OUT RUNNING CONTROL OF PROGRESS

The current control of students' progress is carried out on each topic of the academic discipline or a certain block of topics and includes control of knowledge in classroom and extracurricular activities.

The assessment of the current control of progress (assessment of the admission rating) consists of the assessments of the current / midterm control in classroom and extracurricular classes, which form the assessment of intra-semester control (ISC).

Tasks for conducting, current and / or midterm control of knowledge are determined by the syllabus of the discipline. In the syllabus, tasks of the current / midterm control are prescribed without fail, indicating the assessment criteria and the proportion of tasks in the assessment of ISC.

Teachers keep a log of the results of the current progress of students in accordance with the requirements stated in the syllabus of the discipline.

NJSC "Narxoz University" determines that intra-semester control is carried out: 2 times during the academic period for all forms and levels of education; the timing is regulated by the academic calendar for the academic year, approved by the Academic Council of the University; in some cases, an individual schedule for the ISC can be drawn up, depending on the specifics of teaching individual disciplines or interdisciplinary modules, while this schedule is also submitted for approval by the Academic Council of the University. The form and procedure for conducting the ISC are determined by the syllabus of the discipline. The share of one ISC in the final grade for the academic discipline is 20%; the assessment of the admission rating, as the arithmetic mean of two ISC, is 40% in the final grade for the academic discipline.

Teachers 2 times in the academic period form the assessment of the ISC as the accumulated result of the completed tasks of the current / midterm control and submit it to the AIS of the University within the terms regulated by the academic calendar or the individual schedule of exposure for the academic period / academic year.

9.2. PROCEDURE FOR ORGANIZING AND CARRYING OUT INTERMEDIATE CERTIFICATION OF STUDENTS

Intermediate certification of students at the University is carried out in accordance with the academic calendar, working curriculum and curricula developed on the basis of the State Educational Standard of Higher and Postgraduate Education and curricula (syllabuses) of disciplines.

Intermediate certification of students is carried out in the form of passing exams, defense of term papers (projects) and reports on professional practice with obligatory grading and is defined as an examination session. The assessment of the final control in the discipline "Physical culture" is made up of the assessments of the current and midterm control and is displayed by the teacher on a cumulative basis.

The university has the right, if necessary, to postpone the terms of the final exams and change the form of their conduct in the prescribed manner, including during an additional semester.

Assessment of educational achievements in the framework of the final control consists of assessments of intra-semester control and intermediate certification, while in the final assessment in the discipline the weight of intra-semester control is 40%, the weight of the final exam is 60%. To assess educational achievements, a point-rating letter system for assessing the accounting of educational achievements of students in accordance with the Standard Rules for the Activities of Organizations of Higher and (or) Postgraduate Education is used.

A student may also be temporarily assigned a grade "I" in cases when he has fulfilled all the requirements set by the training program (syllabus), but has not started intermediate certification due to lack of sufficient technical means and (or) lack of limited access to the Internet, health conditions or other valid reasons. The postponement timeline for the exam to convert the "I" grade to the standard letter grade) is usually set on the basis of the presentation of the dean of the school.

The procedure for organizing and conducting intermediate certification of students is regulated by the relevant internal documents of the University.

The exam form for each academic discipline is determined by the working curriculum (syllabus) of the discipline.

The organization and conduct of intermediate certification (examination session) of students is carried out by deputy deans for academic affairs in conjunction with the Office of the Registrar and the Educational and Methodological Department of the University.

Examinations are held according to the schedule and serve as a form of verification of educational achievements of students throughout the professional curriculum of the discipline and are aimed at assessing academic achievements over the academic period.

The University conducts winter, spring and summer exam sessions for students.

The frequency and duration of examination sessions for all forms of study at the University are determined by the academic calendar approved annually by the Academic Council of the University.

9.3. PROCEDURE FOR CONDUCTING FINAL EXAMINATIONS INTERMEDIATE CERTIFICATION

The purpose of the final exam is to control the educational achievements of students. The main purpose of the final exam is to assess the level of mastering by students of academic discipline programs. If the discipline is studied over several academic periods, the final control is carried out in that part of the discipline that was studied in a specific academic period.

Students of the University who have received a positive assessment of the admission rating (over 50 points) are allowed to take the exams. The maximum possible mark for passing the final control is 100 points.

The educational achievements of students in all types of educational tasks are assessed according to the point-rating letter system for assessing knowledge.

For the final control in accordance with the approved form of the final control, scientific and educational departments / educational programs / centers develop questions / topics, essays / cases.

Questions / tasks for the final control are subject to a selective pre-moderation procedure in accordance with the established procedures. Students' written works are also subject to post-moderation within the established procedures.

When conducting the final control, all exam results must be entered into the AIS of the University no later than five working days from the date of the exam.

Each student must strictly adhere to the Rules of Conduct for the exam.

The university, in case of force majeure, has the right to change the format and form of the final control, notifying students before the time of its holding. The process of the final control under these conditions is described in the local act of the university.

9.4. APPEAL PROCEDURE

Students who disagree with the results of the final control have the right to submit an appeal to the SSC addressed to the Chairman of the Appeal Commission of the School, which includes the relevant scientific and educational department / EP or center within which the relevant discipline is implemented.

The appeal is filed no later than 18.00 on the next working day after the day of announcement / submission of marks to the AIS of the University.

The rules for considering an appeal are determined by the relevant internal documents of the University.

Technical issues are not grounds for appeal.

9.5. The procedure for holding the state exam in the discipline "Modern history of Kazakhstan"

The state exam in the discipline "Modern history of Kazakhstan" is held during the period of intermediate certification, according to the academic calendar of the University. Students of all undergraduate specialties, with the exception of those studying for reduced terms on the basis of higher education, pass the state exam in the discipline "Modern history of Kazakhstan" upon completion of its study, in the same academic period.

Admission to the State exam in the discipline "Modern history of Kazakhstan" is carried out in two stages:

at the first stage, by the general order of the Registrar's Office, students who do not have arrears in tuition fees, are not on academic leave or on long-term treatment are admitted to the examination session. The order is formed by the specialists of the Registrar's Office, in the AIS of the University no later than three days before the date of the exam. Lists of subgroups for passing exams are formed at the Registrar's Office and brought to the attention of students;

at the second stage, automatic admission to the exam in the discipline is carried out based on the assessment of the admission rating, determined by the results of the current and midterm progress control. This admission is carried out by the Registrar's Office at the AIS University with a corresponding mark opposite the name of each student. The order is formed no later than two days before the date of the exam. On the basis of the order, the lists of the state examination by commissions are formed.

The state examination process is fully coordinated by the SED of general education disciplines.

A student who does not agree with the result obtained at the state exam in the discipline "Modern history of Kazakhstan" submits an appeal in accordance with the Rules for the appeal. The results of the appeal are recorded in the minutes of the meeting of the appeal commission.

If the student receives the grade "unsatisfactory" "F" on the state exam in the discipline "Modern history of Kazakhstan", he re-enrolls in this discipline on a paid basis, re-attends all types of studies in the next academic period or summer semester, fulfills the requirements of current control, gets admission and passes the state exam.

If a student receives an “unsatisfactory” “FX” grade on the state exam in the discipline “Modern History of Kazakhstan”, he has the right to take the exam again.

In the event of force majeure, the University has the right to change the format of the state exam, including conducting it remotely, using appropriate information and educational technologies, ensuring collegial assessment.

10. INTERNSHIP

Professional practice is a compulsory component of all educational programs of the university and is carried out in accordance with the approved academic calendar and the student's individual curriculum.

The University defines the following main types of professional practices: educational, industrial, pre-diploma, pedagogical, research.

Professional practice undergraduate.

The educational practice of students is carried out both at the university on the basis of the issuing scientific and educational departments, and in third-party organizations, its content is determined by the program of educational practice.

For the specialty "Tourism" it is envisaged to participate in a multi-day tourist trip, car or walking excursions, in order to get acquainted with the tourist and excursion resources of the city and its environs, to obtain an initial qualification in sports tourism and excursion business.

The practical training of students is carried out with the aim of consolidating the theoretical knowledge gained in the learning process, acquiring practical skills, competencies and experience of professional activity in the specialty being taught, as well as mastering advanced experience. Industrial practice is organized in the periods determined by the curriculum of specialties / educational programs and the academic calendar of the university.

Pre-diploma practice is organized for graduate students who, according to the individual curriculum, carry out a diploma project (work) in order to complete the diploma project (work). During the period of pre-diploma practice, the student collects factual material on the professional activities of the relevant practice base, practical material on the topic of the diploma project (work).

Professional practice of magistracy.

Professional practice of the magistracy of the scientific and pedagogical direction includes two types of practices: pedagogical - in the organization of education and research - at the place of the dissertation. The professional practice of the master's degree in the profile direction includes industrial practice.

Pedagogical practice is carried out with the aim of developing practical skills and teaching methods. Pedagogical practice can be carried out during the period of theoretical training without interrupting the educational process. At the same time, undergraduates can be involved in conducting classes on undergraduate programs.

The research practice of the undergraduate is carried out with the aim of acquainting with the latest theoretical, methodological and technological achievements of domestic and foreign science, with modern methods of scientific research, processing and interpretation

of experimental data. The content of research / industrial practice is determined by the topic of the dissertation research.

The industrial practice of the undergraduate is carried out with the aim of consolidating the theoretical knowledge gained in the learning process, acquiring practical skills, competencies and experience of professional activity in the specialty being taught, as well as mastering advanced experience.

Professional practice and scientific internships for doctoral students are carried out with the aim of developing practical skills in scientific and professional activities.

The internship is carried out on the basis of internship programs developed by the scientific and educational departments and approved by the deans of the Schools.

Students of a higher educational institution, based on the results of each type of professional practice, submit a report, which is checked by the head and defended before the commission created by the order of the director of the SED.

In the event of force majeure, the university has the right to organize the passage of all types of internships and the protection of reports remotely, the content of the internship can be changed in accordance with the established procedure. The criterion for completing the practice is the mastering of the intended learning outcomes by the student.

11.FINAL ATTESTATION OF THE STUDENTS

The final certification of the University's undergraduate students is carried out according to the forms established by the State Educational Standard of Education, the duration and timing of which are provided for by the academic calendar and curricula of educational programs.

The University has the right, if necessary, to postpone the terms of the final certification and change the form of its conduct in accordance with the procedure established by the legislation of the Republic of Kazakhstan or the internal documents of the University.

Students who have completely completed the educational process in accordance with the requirements of the working and individual curriculum and working curricula are allowed to the final certification.

The main criterion for the completeness of the educational process is the development by students of the required volume of the theoretical course of study and professional practice in accordance with the requirements of the State Educational Standard of Higher and Postgraduate Education and the curriculum of the corresponding EP.

Students of the final year who have not fulfilled the requirements of the working and individual curriculum and working curricula are not allowed to the final certification and remain for a second course of study without passing the summer semester.

Themes of theses / projects, master's theses / projects should be devoted to the study of problems relevant to the economy and society of the country.

Students, when writing their graduation papers, must undergo a plagiarism check procedure. The check is carried out in accordance with the Regulations approved by the University.

The students and scientific advisers on the university portal are presented with documents regulating the process of preparation and defense of diploma theses / projects, master's theses / projects; Regulations for the detection and prevention of plagiarism.

11.1. PROCEDURE FOR ORGANIZATION AND CONDUCTING THE FINAL CERTIFICATION OF STUDENTS, FORMS OF STATE EXAMS AND PROCEDURE OF SAC MEETINGS 34

The procedure for organizing and conducting the final certification of students is regulated by the Academic Policy, an internal document of the University and an order for the University.

The final certification of students in a bachelor's degree is carried out in the form of writing and defending a diploma project (work) or passing a comprehensive exam.

The form of the comprehensive exam is approved by the School Council on the basis of the submissions of the scientific and educational departments. At the same time, the form of conducting is usually determined by a written examination.

Complex exam procedure.

Before written exams, students are provided with an approved list of examination questions for the comprehensive exam in strict accordance with the approved working curriculum. Review lectures are held, as well as consultations both on explaining the content of the written exam program, and on the procedure for conducting, the amount of time allotted, the requirements, systems and assessment criteria, the rules of student conduct in written exams.

Before the start of the exam, in the presence of the state certification commission, a sealed envelope with examination tasks is opened, which are handed out in the presence of members of the certification commission, the time allotted for the exam (3 hours) is announced, the beginning of the exam is recorded.

The student is obliged to appear at the beginning of the written examination, determined by the schedule, and present the commission an identity document.

Written examination papers are performed on special sheets with a stamp from the university office, which are issued to each student by the technical secretary of the commission. The student numbers and signs each sheet of the written answer (surname, name, patronymic - in full, signature), and also indicates the ticket number.

Students who are late for the start of the written exam may be admitted to take it only with the permission of the chairman of the State Attestation Commission. A late mark is put on the title page of the student's written work and is taken into account when setting the final grade. Being late for the exam does not give you the right to extend the exam time.

During the exam, students must work independently; students can use the curriculum, as well as with the permission of the commission, reference books and other manuals. The list of accessories required by the student in the classroom (including technical equipment) is determined by the commission.

For the use of additional materials, without the permission of the State Attestation Commission and other violations of the procedure for conducting written exams (for example, conversations, the use of prohibited materials), the student is removed from the exam, about which the commission makes an appropriate note on the title page. In these cases, the student is given an "unsatisfactory" grade.

Students write the text of the answer with their own hand (paste / ink should be blue or black), while legible writing of the text, accuracy and clarity of the presentation of the material are required.

After the end of the exam, written works are submitted for verification to members of the State Attestation Commission. For the work of the State Attestation Commission, a special audience is allocated to which access to unauthorized persons is prohibited.

Answers to exam tasks are graded in accordance with the approved comprehensive exam program. When determining the grade, the literacy of the written answers provided, the style of presentation and the general design are taken into account.

The exam score is the arithmetic mean of the score for each exam question. Each question on the ticket is assessed in accordance with the score-rating letter system of knowledge assessment.

After setting the examination mark on the answer sheet for each written work, the sheets are drawn up. The technical secretary of the State Attestation Commission enters the examination marks into the list of the state examination of the final attestation. The statement is signed by the chairman and members of the commission.

All meetings of the State Attestation Commission are recorded in minutes and are valid if attended by at least half of its members. The forms of the minutes of the meeting of the State Attestation Commission must be numbered, laced and sealed with the seal of the Registrar's office. The minutes of the meetings of the State Attestation Commission are kept individually for each student in the prescribed form. The minutes are signed by the chairman and members of the state attestation commission who participated in the meeting.

The results of the comprehensive exam must be communicated to the students no later than 24 hours after the end of the exam.

In case of disagreement with the grade obtained for the comprehensive exam, students have the right to submit an appeal application within 24 hours from the moment the grade is announced. An application for an appeal is considered by the appeal commission for the final state certification, approved by the order of the rector / vice-rector for academic activities.

In the event of force majeure, the conduct of a comprehensive exam is regulated by the relevant internal local act, taking into account the specifics of a particular situation. This local act is approved in the prescribed manner.

Thesis / project defense procedure

The thesis / project is submitted to the SED in paper and electronic form after checking for plagiarism and receiving feedback and reviews.

The defense of the thesis / project is carried out publicly at an open meeting of the SAC with the participation of at least 50% of the members of the commission.

At the request of the customer, preliminary protection of works / projects can be organized on the basis of the customer company.

For the organization of public protection of interdisciplinary projects, a general commission can be created at the university level, with the participation of representatives of the SAC in the relevant specialties, representatives of the administration and representatives of

customers / partners. At the same time, protection protocols are drawn up in commissions for specialties.

Scientific supervisors can invite representatives of customers to the meetings of the SAC for the protection of works / projects.

Defense can be carried out in any of the teaching languages used at the University.

The defense can be attended by all interested persons who can take part in the discussion of the thesis / project in the form of questions and speeches.

The duration of the presentation in front of the SAC of the results of work on the thesis / project is 15-20 minutes. Time for questions and answers is 10 minutes.

The scientific supervisors of the work / project provide written feedback on the project. External reviews of the work / project are submitted by reviewers and / or customer representatives.

Based on the results of the defense of the thesis / project, an assessment is given according to the point-rating letter system. If the project was carried out in a group, the level of performance by each of the members of the project team in their sections, the ability to defend the results obtained, to answer questions, and also taking into account the opinion of the supervisor and the reviewer assessment are taken into account.

The results of the defense of theses / projects are documented in the minutes of the meeting of the State Attestation Commission (SAC) in the specialty and announced on the day of their holding.

In case of disagreement with the grade received for the defense of the graduate work, students have the right to submit an application for appeal within 24 hours from the date of the announcement of the grade. An application for an appeal is considered by the appeal commission for the final state certification, approved by the order of the rector / vice-rector for academic activities.

In the event of force majeure, the defense of thesis / projects is regulated by the relevant internal local act, taking into account the specifics of a particular situation. This local act is approved in the prescribed manner.

Based on the results of the final state certification, the SAC makes a decision on awarding an academic degree and issuing a diploma. A student in a specialty / educational program of higher education who has final grades in academic disciplines and other types of educational activities: A, -A (excellent), + B, B, - B, + C (good) with an average GPA score of at least 3.5 , as well as those who defended their graduation work or passed the state exam in their specialty with grades A, -A (excellent), a diploma with honors is issued. A student who has, during the entire period of study, retakes or retakes the final control (exam), a diploma with honors is not issued.

In the appendix to the diploma, the last marks obtained during training in the relevant academic discipline are indicated, while the mandatory criterion for obtaining a diploma with honors is the absence of marks below + B, B, - B, + C (good) for the entire period of study.

11.2. PROCEDURE FOR ORGANIZATION AND CONDUCTING THE FINAL CERTIFICATION OF POSTGRADUATE EDUCATION, PROCEDURE OF SAC MEETINGS

Students who have completed the educational process in accordance with the requirements of the working curriculum and working curricula are allowed to the final certification.

The final attestation of students in the master's and doctoral studies of the University is carried out in accordance with the State Educational Standard of Education in the form of passing a comprehensive exam and defending a master's thesis (project), or a doctoral dissertation (for those who entered before 2019) and in the form of defending a master's thesis (project), or a doctoral dissertation (for those enrolled in 2019 and beyond).

Verification of final master's theses for borrowing without reference to the author and the source of borrowing is carried out in accordance with the state compulsory education standards for postgraduate education and in accordance with the University Regulations.

The procedure for organizing and conducting the final certification of graduate students is regulated by the Academic Policy, an internal document of the University and an order for the University. In the event of force majeure, the final certification of graduate students is also regulated by the corresponding internal local act, taking into account the specifics of a particular situation. This local act is approved in the prescribed manner.

The comprehensive examination is carried out in writing in the amount of the approved program. The comprehensive exam is taken no later than 1 month before the defense of the master's thesis. Retaking a comprehensive exam with a positive mark in order to increase it to a higher one is not allowed.

Procedure for defending a master's thesis / master's project

The defense of a master's thesis / project should be in the nature of a scientific discussion and take place in an atmosphere of high demands, adherence to principles and adherence to scientific ethics.

In one meeting of the SAC, no more than 6-8 works can be heard and accepted for defense.

The defense of a master's thesis / project, at the request of the master, is carried out in Kazakh / Russian / English.

The defense of a master's thesis / project is carried out using electronic resources in the form of multimedia presentations based on modern technical means and achievements in the field of information and communication technologies.

The presence and presentation of the scientific advisor and the official reviewer at the meeting of the State Attestation Commission is not necessary, but desirable.

The master's thesis / project must be assessed by the SAC taking into account the following criteria:

- the amount of work performed;
- research independence;
- completeness of the literary review and the modernity of the sources used;

- the possibility of using the results obtained in scientific research, practical work or in the educational process;
- literacy and clarity of presentation of the material;
- the quality of the presentation at the defense;
- the correctness and completeness of the master's student's answers to the questions asked during the defense by the members of the SAC.

The decision on the results of the defense of a master's thesis / project is made by the SAC at a closed meeting and is drawn up in a protocol of the established form.

The master's thesis / project, based on the results of the defense of which the SAC made a negative decision, must be revised and can be submitted for re-defense not earlier than in a year. In case of re-defense, the entire procedure for admission to defense is repeated, the official reviewer must be replaced.

The master's thesis / project, admitted by the supervisor to the defense, but assessed by the reviewer for grade F - "unsatisfactory", is defended on general terms.

Commission regulations:

- the meeting is chaired by the chairman of the commission;
- defense of each master's thesis / project includes a report and the master's student's answers to questions from members of the commission, a scientific discussion on the problems raised in the work, reading out the review of the scientific supervisor and reviewers of the work. If the supervisor or third-party reviewers are present at the defense, the reading of their feedback may be replaced by an oral presentation;
- based on the results of the discussion of the members of the commission, a general decision is made on the results of the defense;
- the duration of defense of one master's thesis / project should not exceed 50 minutes;
- the course and results of the defense are documented in the protocol.

Terms of reference for a master's student:

- the master's student's report must correspond to the content of the master's thesis / project. The report should reflect: the purpose and objectives of the work, its relevance and practical value, the main idea and the most important conclusions with a brief justification. It is unacceptable to simply list chapters with a brief indication of the problematic or to go too deeply into the details of the work. It is obligatory to use demonstration materials in the form of slides, handouts, etc.
- the duration of the report is no more than 10-15 minutes.

In case of disagreement with the score received for the defense of a master's thesis, students have the right to submit an application for appeal within 24 hours from the date of the announcement of the score. An application for an appeal is considered by the appeal commission based on the results state certification, approved by the order of the rector / vice-rector for academic activities.

If the master's student fails to appear for the defense for a good reason, the SAC decides to postpone the defense to a later date (but no later than the end of the calendar year).

In case of non-appearance of the undergraduate for defense for an unjustified reason, the SAC has the right to decide on the adoption of disciplinary measures against him.

The most successful works, with the consent of the authors, can be recommended for publication in the open press and for use (implementation) in the educational process or in production.

It is forbidden to transfer the originals of master's theses / projects to third-party organizations and individuals.

12.ACADEMIC PROCEDURES ON PHD DOCTOR PROGRAMS

The implementation of doctoral educational programs at Narxoz University is carried out in accordance with the Law of the Republic of Kazakhstan "On Education", the Law "On Science", State Compulsory Standard (SCS) of postgraduate education, Curricula (working curricula), Individual curricula for doctoral students, Academic calendar and other normative and educational-methodical documents.

The standard duration of doctoral studies is three years. Training is carried out only on a full-time basis.

The main feature of doctoral programs is to ensure an optimal balance between teaching and research activities, obtaining a broad scientific, educational and methodological training.

The doctoral education program (PhD) contains:

- (1) an educational component (at least 45 credits), including the study of a cycle of basic and major disciplines, as well as teaching and research practice;
- (2) a scientific component (123 credits), formed from the research work of a doctoral student (SRWD), scientific publications, writing and defense of a doctoral dissertation
- (3) final certification (12 credits), which is carried out in the form of preparation and defense of a doctoral dissertation.

The standard duration of doctoral studies is three years. Training is carried out only on a full-time basis.

The academic year in doctoral studies consists of two academic semesters, including periods of theoretical study and research work, practice and internships, periods of intermediate certification, vacations and final certification (in the graduation course). The duration of one semester is 15 weeks. The terms of the organization of academic and control periods, research work, periods of practice and vacations are indicated in the academic calendar of doctoral studies.

The timing, venue and duration of the classroom work of doctoral students are regulated by the schedule approved by the Vice-Rector for Academic Affairs.

The doctoral student is obliged to attend all types of educational, practical and additional classes, scientific events; timely fulfill the Individual work plan, including research work, publication of scientific articles, writing and defense of a dissertation.

The doctoral student at Narxoz University firmly adheres to the principles of scientific ethics and academic integrity. The doctoral dissertation must pass the procedure of checking for borrowing without reference to the author and the source of borrowing (checking the thesis for plagiarism), which is carried out by the National Center for State Scientific and

Technical Expertise (NCSTE). Before submitting a dissertation at the NCSTE, a doctoral student must undergo an anti-plagiarism procedure at the university. The step-by-step procedure for anti-plagiarism of doctoral dissertations at Narxoz University is described in section 3 of the Regulations for the Detection and Prevention of Plagiarism, which defines the rules for the operation of the strikeplagiarism.com system.

The doctoral student has free access and use of the fund of educational, educational and methodological literature on the basis of the scientific library and reading rooms; computer labs, classrooms and classrooms; to international information networks and scientific databases (Web of Science, Scopus, Springer, EBSCO), to library funds, educational and methodological and scientific literature. Doctoral students have access to the Bloomberg platform, STATA, NVivo, GRETL, R, SmartPLS computer programs (for statistical data processing and work with graphics).

The current control of students' progress is carried out on each topic of the academic discipline or a certain block of topics and includes control of knowledge in classroom and extracurricular activities. Intermediate certification of doctoral students (final control) is carried out in the form of passing exams, defense of reports on research work and practice with the obligatory assessment.

In the event of force majeure, academic procedures for doctoral programs, including final certification, are regulated by the relevant internal local acts, taking into account the specifics of a particular situation. These local acts are approved in accordance with the established procedure.

12.1. RULES AND PROCEDURE FOR ADMISSION OF STUDENTS TO DOCTORATE PROGRAMS

The procedure for admitting citizens to doctoral studies is established in accordance with the "Standard rules for admission to training in educational organizations that implement educational programs of postgraduate education", approved by Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018 No. 600.

Admission to doctoral PhD at Narxoz University is carried out for the following educational programs: Economics, Management, Finance, Accounting and Audit, State and Local Government, Marketing.

When submitting documents to the selection committee, the applicant must immediately decide on the educational program. After the documents have been submitted and an application has been signed indicating a specific educational program, a change in the direction of training (educational program) is not allowed.

Admission to doctoral studies is carried out on a competitive basis based on the results of entrance exams for groups of educational programs.

Persons with a Master's degree and work experience of at least 1 (one) year are admitted to doctoral studies.

Applicants to doctoral studies provide international certificates confirming knowledge of a foreign language in accordance with the common European competences (standards) of foreign language proficiency.

Persons entering doctoral studies take one entrance exam in the profile of the doctoral educational program. The exam ticket includes three questions, two of which are theoretical questions in the disciplines of the profile of the educational program, aimed at determining the real level of knowledge in the chosen field of study, and one is the defense of the prepared Research Proposal, the purpose of which is to identify the research skills and the degree of readiness of the candidate to conduct scientific research. ... The content of this question includes the following:

- research topic and relevance of the research problem;
- the degree of study of the problem (with justification based on a review of scientific literature);
- the purpose of the research and theoretical basis;
- research methodology;
- substantiation of the feasibility of the study with an indication of the schedule and potential scientific leaders.

The exam ticket includes three questions, two of which are theoretical questions in the disciplines of the specialty and one is the defense of the prepared Research Proposal.

Entrance exams are held in oral and written form in classrooms equipped with video and (or) audio recording in front of the examination committee.

The examination committee includes leading scientists - teachers with degrees of Doctor of Science, Candidate of Science, Doctor of PhD, as well as research professors from Narxoz University.

In order to ensure compliance with uniform requirements and resolve controversial issues, an appeal commission is created at the university.

Enrollment in the number of doctoral students is carried out by the admission committee of the university.

After the issuance of the enrollment order, the academic manager of the SSC, together with the SED "Doctorate", determines the prerequisites necessary for mastering doctoral students whose profile of the doctoral program does not coincide with the profile of the master's program, as well as for doctoral students who have completed the master's degree in the profile direction. The established period for mastering the prerequisites for persons enrolled in a specialty other than the profile of the master's program is 2 weeks before the start of the educational process. The term for mastering the program of the pedagogical profile of the scientific and pedagogical magistracy for persons who entered after the specialized magistracy is one academic period. The content of the program of the pedagogical profile of the scientific and pedagogical magistracy is determined in accordance with Appendix 5 to the State Educational Standard of Postgraduate Education. When determining educational courses of a pedagogical profile, it is allowed to re-enumerate the disciplines mastered by the program of the previous level of education, provided that the content and learning outcomes coincide.

Prerequisites are mastered by doctoral students on a paid basis.

The registrar's office, based on the submission of the director of the SED Doctoral School, issues Orders for the mastering of prerequisites by the doctoral student (s) (Order for Academic Difference and Order for Mastering the Pedagogical Program).

12.2. EDUCATIONAL TRAJECTORY OF THE STUDENT

The workload of a doctoral student includes theoretical training (lectures, seminars, group sessions), research work, practice (pedagogical and research), scientific internship, writing and defense of a doctoral dissertation.

The doctoral student is trained on the basis of an individual work plan, which is drawn up under the guidance of scientific consultants.

The doctoral student independently forms an individual learning path based on the curriculum of the educational program, as well as the Catalog of disciplines and the attainability matrix of the formed learning outcomes. The selected disciplines are included in the IC section of the individual doctoral students work plan. When drawing up the IEP, the doctoral student adheres to the advice and recommendations of scientific consultants.

The curriculum of the doctoral educational program is drawn up for the entire period of study, indicating the number of credits for academic periods on the basis of a modular-competence approach. The curriculum contains a cycle of basic and major disciplines, including a university component and an optional component, as well as all types of practice, research work, incl. writing a doctoral dissertation and final certification.

The main criterion for the completeness of the educational process for the preparation of doctors of philosophy (PhD) is the mastering of at least 180 academic credits by a doctoral student, including all types of educational and scientific activities.

12.3. ORGANIZATION OF THE EDUCATIONAL PROCESS

The PhD doctoral educational program has a scientific and pedagogical focus and involves fundamental educational, methodological and research training and in-depth study of disciplines in the relevant areas of science for the system of higher and postgraduate education and the scientific sphere.

The organization of the educational process in PhD doctoral studies at Narxoz University meets the requirements of the state compulsory standard of postgraduate education and provides for the creation of the most favorable conditions for the development of educational programs by students.

The organization of the educational process in doctoral programs within one academic year is carried out on the basis of the academic calendar approved by the Academic Council.

Educational programs for doctoral studies are developed on the basis of studying the experience of leading foreign universities that implement accredited PhD programs. SED "Doctorate" attracts professors with doctoral degrees from leading foreign universities to the educational process. Training sessions for doctoral programs are conducted mainly in active creative forms with the use of modern educational technologies.

Planning and organization of educational activities are carried out on the basis of curricula. SED "Doctorate" develops the Catalog of disciplines and the matrix of attainability of the formed learning outcomes for each educational program, which is a systematized annotated list of all academic disciplines, including the university component and the optional component. The catalog provides doctoral students with an alternative choice of elective academic disciplines.

On the basis of the curriculum of the educational program, the doctoral student draws up an Individual Curriculum (IC). On the basis of the curriculum of the educational program and individual plans of doctoral students, a working curriculum for doctoral studies is developed.

More details about the requirements for the content of the doctoral program and the organization of the educational process can be found in the "Regulations on the implementation of doctoral programs at Narxoz University".

12.4. ORGANIZATION AND TRAINING

The practice of students in doctoral programs is an integral component of the professional training of scientific and pedagogical personnel. The PhD doctoral educational program includes teaching and research practice.

Pedagogical practice is carried out with the aim of acquiring new knowledge, skills and practical skills in the field of teaching methods in the higher education system. Pedagogical practice is carried out during the period of theoretical training without interrupting the educational process. Pedagogical practice is organized by the SED "Doctorate" together with the SED in the direction of training a doctoral student from among the most experienced teachers with a high academic culture.

The teaching practice is carried out, as a rule, on the basis of the scientific and educational departments of the Narxoz University. Doctoral students studying on a targeted grant are allowed to undergo pedagogical practice at the HigherEd, which sent him to study.

The complexity of teaching practice is 10 credits, or 300 hours. The duration of the practice is 15 weeks, therefore, the weekly workload of a doctoral student is 20 hours, of which 6 hours are contact (classroom) and 14 hours are allocated to the SRD.

If a doctoral student has more than 5 years of teaching experience in the HigherEd in the relevant field of training and at the time of his teaching practice works part-time as a SED teacher, his teaching activity can be credited in terms of contact (classroom) hours of teaching practice.

The content of pedagogical practice is determined by the program, which is developed by the head of the practice in accordance with the Regulations on the pedagogical practice of doctoral students, taking into account the level of training of the doctoral student, the schedule of training sessions and the plan for the implementation of scientific and research work, as well as the scientific and educational interests of the department. The terms of teaching practice are established by the SED "Doctorate" in accordance with the approved academic calendar.

The research practice of a doctoral student is carried out with the aim of studying the latest theoretical, methodological and technological achievements of domestic and foreign science, as well as consolidating practical skills, applying modern methods of scientific research, processing and interpreting experimental data in the dissertation research. The content of research practice is determined by the topic of the doctoral dissertation. The head of the research practice, as a rule, is the national scientific consultant of the doctoral student.

The complexity of research practice is 10 credits (300 hours). The duration of the practice is 15 weeks. The weekly workload of a doctoral student is 20 hours, which includes consultation meetings with the head of the practice.

The research practice program is developed by the doctoral student together with the head of the practice in accordance with the "Regulations on the research practice of students in PhD doctoral programs."

Research practice of doctoral students is carried out on the basis of organizations, enterprises, institutions and research organizations that are the object of doctoral research.

More detailed information on the requirements for teaching and research practice is set out in the Regulations of Narxoz University (Regulations on Pedagogical Practice and Regulations on Research Practice of Doctoral Students at Narxoz University).

12.5. ORGANIZATION OF RESEARCH WORK OF DOCTORS

The scientific component of the educational program of doctoral studies is formed from the research work of a doctoral student (SRWD), scientific publications, writing and defense of a doctoral dissertation.

The main scientific results of the thesis for the degree of Doctor of Philosophy (PhD) are published before the defense of the thesis in scientific publications included in the List of scientific publications recommended for publication of the main results of scientific activity, approved by the authorized body in accordance with subparagraph 121) of paragraph 16 of the Regulation on the Ministry of Education and Science Of the Republic of Kazakhstan, approved by the Resolution of the Government of the Republic of Kazakhstan dated October 28, 2004 No. 1111 (hereinafter referred to as the List of Publications), and (or) in an international peer-reviewed scientific journal.

At the same time, depending on the level of indexing of the international peer-reviewed journal in which the article is published, the following publication format is possible:

4 articles - if a doctoral student published 1 (one) article in an international peer-reviewed scientific journal that has an impact factor according to JCR data (or indexed in the Web of Science Core Collection database (Arts and Humanities Citation Index, Science Citation Index Expanded, Social Sciences Citation Index or CiteScore percentile at least 25 (twenty five) in the Scopus database, and 3 (three) journals from the CCSES Recommended Editions List.

2 articles - if there is 1 (one) article in a journal that has an impact factor according to JCR data or a CiteScore percentile of at least 25 (twenty five) in the Scopus database and 1 (one) article in a journal included in the first three quartiles of the JCR database or having a CiteScore percentile of at least 50 (fifty) in the Scopus database, publish articles in scientific journals included in the List of Publications, not required.

1 article - if there is 1 (one) scientific article in a journal included in the first quartile of the JCR base, no other publications are required.

Within the framework of the research and development work, the individual work plan of a doctoral student to familiarize himself with innovative technologies and new types of production provides for a mandatory scientific internship in scientific organizations or organizations of relevant industries or fields of activity, including abroad. The terms of passing a foreign internship are determined by the SED "Doctorate".

The final result of SRWD is a completed doctoral dissertation.

12.6. INTERMEDIATE CERTIFICATION OF DOCTORS

Intermediate certification of doctoral students is carried out in the form of passing exams, defense of reports on pedagogical and research practices with the obligatory grading and is defined as an examination session.

The examination session is held within the time frame established by the academic calendar according to the approved schedule.

The organization and conduct of intermediate certification (examination session) of students is carried out by the Office of the Registrar together with the director of the SED "Doctorate".

Doctoral students with an overall ISC score in the discipline below 50 points are not allowed to take the exam in the relevant discipline.

If a doctoral student who has completed the discipline program in full did not appear for the exam, in the examination sheet, a mark "did not appear" is made in front of his name.

If there is a valid reason (if there are supporting documents), an individual schedule for passing the exam is established by the order of the director of the Doctorate Study Center. In the absence of a valid reason, failure to appear for the exam is equivalent to an "unsatisfactory" grade.

Retaking a positive mark on the final control with the aim of increasing it is not allowed.

If a doctoral student receives an "unsatisfactory" mark on the final control (exam), the final mark on the discipline is not calculated. A doctoral student who has received a grade of "unsatisfactory" re-enters the training on a paid basis, receives admission and passes the final control.

The doctoral student has the right to appeal the results of the exam. Applications for an appeal based on the results of the intermediate attestation of doctoral students are accepted at the doctoral office on the day of the exam upon the student's personal application.

A doctoral student who has not received the established transfer GPA score remains for a second course of study. A student left for a second course of study has the right to study according to a previously adopted individual curriculum or form a new individual curriculum developed in accordance with the established procedure.

A doctoral student who scored a transfer point and transferred to the next course of study, in the presence of academic debt, re-studies the relevant disciplines on a paid basis.

Doctoral students - holders of state educational grants, left for a second course of study, are deprived of the educational grant and continue their further education on a paid basis.

Doctoral students - holders of educational grants who have received a transfer point and transferred to the next course of study, have academic arrears without losing an educational grant, must re-study the relevant disciplines on a paid basis and pass exams in them.

The assessment of the results of a doctoral student's internship is equated to the marks for theoretical training, is taken into account when calculating the total GPA and transferring students to the next course of study.

The final mark on the practice is given according to the results of the defense by the trainee of the report on the passage of the practice and the examination presented by the leaders of the practice of recall and the characteristics of the trainee.

Students who did not show up for practice without good reason and who received the final grade in practice "F" must undergo practice in the next academic period on a paid basis.

Students who did not show up for practice for a good reason, on the basis of an application addressed to the director of the SED "Doctorate", endorsed by the head of the SED, the supervisor and the head of the practice from the University, are allowed free admission to the internship in the next academic period.

The current control of the research work of doctoral students is carried out by the scientific supervisors of doctoral students. To assess the current control at the end of each semester, the doctoral student submits a report on the results of the research and development work.

Every year, at the end of the academic year, the doctoral student undergoes academic certification for the implementation of an individual work plan. At the university, by order of the rector, an Attestation Commission is created.

Every year, at the end of the academic year, the doctoral student undergoes academic certification for the implementation of an individual work plan. Attestation is carried out by the Attestation Commission, which is appointed by the order of the rector of the university. The commission is headed by the vice-rector for academic activities; the commission includes the head of the director of the SED "Doctorate", professors and researchers of doctoral studies. Scientific consultants of doctoral students are present at the defense. Doctoral students defend the report to the commission on the implementation of the research plan. The commission evaluates the result of the implementation of the individual plan, gives an assessment, which is entered into the SRWD certification sheet and is taken into account when determining the transferable GPA.

After completing the first year of study, doctoral students submit a scientific justification for the research proposal and defend it before the Attestation Commission, which, if approved, is approved by the Vice-Rector for Academic Activities.

12.7. FINAL CERTIFICATION OF DOCTORS

The purpose of the final certification is to assess the scientific-theoretical and research-analytical level of a doctoral student, formed professional and managerial competencies, readiness to independently perform professional tasks and the compliance of his preparation with the requirements of the professional standard and the educational program of doctoral studies.

The defense of doctoral dissertations is carried out at a meeting of dissertation councils, the composition of which is approved by the authorized body in the field of education.

Dissertation work for the degree of Doctor of Philosophy (Ph.D.) undergoes a preliminary examination for SED and a check for plagiarism.

The defense of a doctoral dissertation is carried out in the presence of:

- positive feedback from scientific consultants;
- at least 7 scientific publications, including 3 publications on the topic of the dissertation in scientific publications recommended by the CCSEC MES RK; 1 publication in an international scientific journal that has a non-zero impact factor according to the Thomson Reuters

database (ISI Web of Knowledge) or included in the Scopus database, and has a CiteScore percentile of at least 25 in the relevant scientific field; 3 publications in the materials of international scientific conferences, including 1 in the materials of a foreign conference.

- extracts from the minutes of the extended meeting of the issuing department on the recommendation for protection;
- two reviews by 2 official reviewers, containing a comprehensive description of the dissertation work and a reasoned conclusion about the possibility of awarding the degree of Doctor of Philosophy (Ph.D.).

Doctoral students who have received a negative review from a scientific consultant are not allowed to defend a dissertation.

More details about the rules and procedures for final certification are in the Regulations on the Dissertation Council of NJSC "Narxoz University".

13. ACADEMIC MOBILITY

Academic mobility of students - the movement of students for training or research for a certain academic period (semester or academic year) to another higher educational institution (domestically or abroad) with the obligatory transfer of the acquired educational programs in the form of loans at their higher educational institution or for continuing their studies at another higher educational institution.

The goals of academic mobility are to improve the quality of education, introduce new forms and technologies of education, participate in the international education system, create conditions for the subsequent expansion of employment areas for university graduates, ensure their competitiveness in the international labor market, as well as increase the prestige of the university (hereinafter the base university) on educational market.

13.1. ORGANIZATION OF ACADEMIC MOBILITY

Academic mobility of students is carried out on the basis of international agreements (international programs, memorandums and agreements on cooperation, exchange and scholarship programs) and agreements between educational organizations of the Republic of Kazakhstan and foreign countries <https://global.narxoz.kz/global-network/partners/>. The partner university and its educational programs must be accredited in their country and included in the register of accredited educational organizations and accredited educational programs. The implementation of the academic mobility program is advisable for students of 2-3 courses of bachelor's degree, for students in master's degree - in accordance with the profile and terms of study.

AMD disseminates information on accepting applications for each semester under open programs: for the spring semester, admission is carried out in October and November, for the fall semester - in March and April via email academic.mobility@narxoz.kz.

Students submit to the SSC the required package of documents <http://portal.narxoz.kz/index.php/site/academMob> by the specified time. The requested documents may differ depending on the chosen program and university.

After receiving a complete package of documents, AMD organizes the work of the Commission for holding a competition among students. The organization of the

Commission's work is described in the Regulations on the Commission for Academic Mobility Programs. The main criteria for the competitive selection are: completion of one academic semester at the University, GPA at least 3.0, professional knowledge of the relevant foreign language (availability of a certificate of passing a foreign language test) at least B1.

AMD, together with the academic manager, assists students in choosing and agreeing programs, drawing up an ECTS Learning Agreement. Further, the "Agreement for training" is signed by the department of academic mobility, the dean of the sending and receiving university, the student.

Before leaving, the student must be familiar with the transfer rules and be aware that the disciplines studied in the course of mobility programs must be from related specialties or disciplines at the base university. The academic manager determines how the disciplines offered by the host institution for study correlate with the curriculum for the same period of study.

AMD confirms the student's participation in the academic mobility program;

- Center "Physical Culture and Sports" confirms the possibility of passing the discipline "Physical culture" in the summer semester or upon arrival;
- The director of the distance learning center confirms the possibility of passing disciplines using DLT and conducts instructions on the format of training.

Students at the military department need to write an application addressed to the head of the military department indicating the period of study within the framework of academic mobility for individual training at the military department.

Students at the host institution independently go through the administrative admission procedures in accordance with the rules of the host institution.

Students within the framework of academic mobility in the event of force majeure are obliged to regularly inform about the location, the measures and decisions taken.

After completing their studies at the host university, students submit a transcript and an advance report to their University (in the case of studying at the expense of a state grant or other scholarship programs). On the basis of the transcript, the student in accordance with the Kazakhstani system of credit transfer of ECTS type is carried out obligatory transfer of credits. The student is responsible for the learning outcomes at the host institution. When recalculating, the grade is given, which was obtained according to the results of training. In cases of unsuccessful passing of exams at the host university, the student assumes the responsibility and costs of covering the repeated period of study.

At the end of the academic year, the University provides the Ministry of Education and Science of the Republic of Kazakhstan with information on the number of students enrolled in academic mobility programs and information about the partner university, indicating data on the accreditation of the university, educational programs and their duration (upon request).

Read more in the "Regulations on the academic mobility of students"

13.2. FINANCING ACADEMIC MOBILITY

Funding for academic mobility can be carried out through:

- funds of the state budget;
- extra-budgetary funds of the University;
- grants from national companies, social partners, international funds;
- own funds of participants of academic mobility, etc.

Students traveling on academic mobility programs at the expense of the republican budget conclude a bilateral agreement on the compulsory implementation of the training plan, scientific or educational internship and the targeted use of budget funds. Failure to fulfill the approved training plan, as well as improper use of budget funds, serves as the basis for holding the student accountable and returning the used budget funds.

14. PROCEDURE FOR DEVELOPMENT AND IMPLEMENTATION OF DOUBLE-DEGREE EDUCATION PROGRAMS AND JOINT EDUCATIONAL PROGRAMS

Double degree programs are programs based on the comparability and synchronization of educational programs of the organization of higher and (or) postgraduate education-partners and characterized by the acceptance by the parties of common obligations on such issues as the definition of the goals and content of the program, the organization of the educational process, the degrees or qualifications awarded.

Double-degree programs / joint educational programs are developed on the basis of an agreement between two partner universities.

At the same time, the mandatory conditions for the implementation of such are:

- 1) development and approval of agreed educational programs;
- 2) mastering by students included in double-diploma education, part of the educational program in the organization of higher and (or) postgraduate education-partner;
- 3) mandatory recognition and automatic recalculation of periods and learning outcomes based on agreements, general principles and standards for quality assurance;
- 4) the involvement of teachers in double-diploma education, joint development of an educational program, teaching, participation in general admissions and certification commissions;
- 5) students who have fully mastered the programs of double-diploma education are awarded a degree from each organization of higher and (or) postgraduate education-partner, or one joint degree for

The inclusion of a student in the program of double-diploma education is carried out on the basis of his application and in accordance with the concluded agreement (agreement) with the partner university. The student undergoes admission procedures at the partner university.

Foreign students included in the double-degree education program undergo similar procedures for enrolling in the general contingent of students with a special mark "included education" and indicating the period, duration of study, the number of disciplines and the volume of credits to be mastered.

The student's individual curriculum includes a list of academic disciplines, their labor intensity (in credits and hours), distribution by semester, organizations of higher and (or) postgraduate education - partners, where they will be mastered, the transfer procedure.

The educational program of double-diploma education takes into account the requirements of the state compulsory standards of higher and postgraduate education of the Republic of Kazakhstan and the requirements of the organization of the partner university.

The list of disciplines of educational programs of both sides is taken into account when drawing up an individual student's curriculum. Also, the student undergoes all types of practices and final certification in full.

When studying under double-diploma education programs, it is possible to use various teaching technologies, including distance learning.

At the end of each academic year, the partner university implementing the corresponding module of the program issues a transcript to the student.

Upon completion of training and fulfillment of all requirements for each of the programs, the student is issued two diplomas of established samples for the award of an academic degree and two transcripts or one joint diploma based on agreements.

15.CONCLUSION

Changes and additions to this document can be made by the Academic Council of the University as necessary, after a preliminary discussion in working groups

The document is open and accessible to everyone and reflects the general approaches of the university to the formation of academic processes and procedures.

Academic policy audits are conducted at least once every three years.