



"APPROVED"
by the decision of the Academic Council
NPJSC "Narxoz University"
Protocol No. 2 dated "28" 08 2022



REGULATION
ON THE PROCEDURE FOR RECOGNITION OF LEARNING OUTCOMES OF
FORMAL AND NON-FORMAL EDUCATION

Almaty, 2022

Document passport

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Approval sheet:

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1. Area of use

1.1. This Regulation on the procedure for recognizing the learning outcomes of formal and non-formal education at Narxoz University NJSC (hereinafter referred to as the “Regulation”) has been developed in accordance with the requirements defined in the legal documents in the field of education of the Republic of Kazakhstan.

1.2 The Regulation regulates the procedure for recognizing the results of formal and non-formal education by students of all levels of higher education in the Non-Commercial Shareholder Company Narxoz University (hereinafter referred to as the "University") and is introduced to replace the Regulation on the recognition of learning outcomes of formal and non-formal education, approved by the decision of the Academic Council dated October 27, 2020 years, protocol No. 3.

2. Normative references

The regulation was developed on the basis of the Law of the Republic of Kazakhstan dated July 27, 2007 “On Education”; Rules for organizing the educational process on credit technology of education, approved by order of the Minister of Education and Science of the Republic of Kazakhstan dated October 12, 2018 No. 563; Model rules for the activities of educational organizations of the relevant types, approved by order of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018 No. 595; State obligatory standards of higher education, postgraduate education, approved by order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated July 20, 2022 No. 2; Rules for the recognition of organizations providing non-formal education and the formation of a list of recognized organizations providing non-formal education, approved by order of the Ministry of Education and Science of the Republic of Kazakhstan dated 04.10.2018 No. 537; Rules for the recognition of learning outcomes obtained by adults through non-formal education provided by organizations included in the list of recognized organizations providing non-formal education, approved by order of the Minister of Education and Science of the Republic of Kazakhstan dated September 28, 2018 No. 508, Academic Policy of the University.

3. Responsibility and authority

3.1. The regulation is approved by the decision of the Academic Council of «Narxoz University».

3.2. Responsibility for organizing and coordinating application activities of this Regulation and the quality of the final results are borne by the Vice Provost for

Academic Affairs, directors of high schools, heads of scientific and educational departments (hereinafter - SED) and heads of structural divisions of the University.

3.3. This Regulation regulates the procedure for recognizing the results of formal and informal education of students on educational programs of higher and postgraduate education at the University.

3.4. This Regulation is used for the internal activities of the University.

4. Glossary

The Regulation uses the following terms:

4.1. **Formal education** – is a type of education in which the process acquiring knowledge takes place in an organized hierarchically ordered context, culminating in the issuance of a form of a document on education of a state or own sample - a diploma of primary / secondary vocational or higher education or a school leaving certificate. This process has a duration set for different programs, based on the state curriculum and state education standards, which is organized mainly by formal, registered organizations.

4.2. **Non-formal education** – a type of education in which the process of acquiring new knowledge often takes place outside the specialized educational space, while there are specific goals, methods and techniques, and most importantly, the result of learning. It can be conducted by educational or public organizations, various clubs and circles, sections, while training with a teacher or trainer individually, and is a variety of trainings, courses, seminars, round tables, which are accompanied by the issuance of a document confirming additional professional development - a certificate, a diploma of advanced training, testimony.

4.3. **Learning outcomes** – expected and measurable specific achievements of students and graduates, expressed in the language of abilities, competencies, and which describe what the student / graduate will be able to do upon completion of all or part of the educational program. Learning outcomes and competencies required for the award of educational and / or professional qualifications can be achieved and acquired in both formal and non-formal education systems.

4.4. **Recognition of learning outcomes** – the process of formalizing the results of educational experience, a set of competencies and knowledge.

4.5. **Academic achievement** – the result of assimilating information through training, which is determined by a set of facts, principles, theories and practices in the relevant field of work or educational activity.

4.6. **Acquired competencies** – a dynamic combination of knowledge, understanding, skills and abilities acquired by learners. Their development is the

goal of educational programs, they are formed in different course units and are assessed at different stages.

5. General provisions

5.1. This Regulation applies to students at the University:

- enrolled in the University for higher or postgraduate education on the basis of secondary, technical vocational, post-secondary and higher vocational education;
- graduates of AEO Nazarbayev Intellectual Schools and international baccalaureate within the framework of formal education on the basis of the Appendix to the high school graduation certificate and non-formal education on the basis of course completion certificates;
- persons transferred from one educational organization to another, from one educational program to another;
- persons reinstated after expulsion from the University;
- persons restored to the University from other higher educational institutions to continue their studies;
- persons confirming the results of formal and non-formal education in the framework of educational programs implemented at the University;
- persons trained in the framework of academic mobility.

5.2. Students are obliged to coordinate training with the advisor, reflect the types of training in the IEP. Recognition of the results of the obtained education (credit) must be made no later than one month from the beginning of the academic period (autumn and spring semesters or decades, this norm does not apply to additional semesters, incl. summer).

6. The procedure for the recognition of learning outcomes obtained through formal education

6.1. As part of the implementation of educational activities at the University, modular educational programs have been developed based on the current curriculum of each educational program with a full term of study.

6.2. A number of disciplines of the educational program can be recognized on the basis of diplomas of previous formal education (technical, vocational, post-secondary and higher), supplement to the certificate of completion of secondary school within the framework of formal education of graduates of AEO "Nazarbayev Intellectual Schools", or certificates of additional formal education (retraining courses). The results of formal education are confirmed by the procedure for

transferring academic disciplines, considering additional modules of educational programs within the framework of MINOR, FREE.

6.3. Transfer is the recognition of academic disciplines, types of professional practices, educational modules passed by students while receiving previous technical and vocational, post-secondary education, higher professional education, additional programs of Nazarbayev Intellectual Schools, as well as the results of final control obtained from them and their transfer into the transcript.

6.4. The main documents on the basis of which the transfer of disciplines can be made are documents issued by organizations of technical and vocational, post-secondary and higher education and organizations included in the list of recognized organizations providing formal education, including:

- a certificate issued to persons who have not completed their studies;
- diploma and supplement to it;
- certificate and annex to it;
- transcript (when restored and transferred to the University).

6.5. Only those disciplines for which students received a final grade are subject to re-crediting. The transfer is carried out if the content is identical, as well as the correspondence of the total amount of hours and credits for graduates who studied according to the credit technology of education (at least 75%) and the total amount of hours (at least 75%) studied in a linear form. Reassessment is usually carried out before the start of training. In cases where hours are not indicated in the submitted document on previous education, the decision to re-credit the discipline is made individually and is based on the learning outcomes of the current undergraduate and graduate educational program.

6.6. If the state exam was passed in the re-crediting discipline, then the final grade for the discipline, reflected in the supporting document, is counted. When re-crediting the state exam in the discipline "Modern History of Kazakhstan", "History of Kazakhstan", the basis is both the coincidence of classroom hours and credits, and the passing of the state exam in the disciplines of the general education cycle in accordance with the previous diploma (for diplomas issued before the introduction of the mandatory state exam in discipline "History of Kazakhstan"). The basis for re-crediting is the final grade in the discipline "History of Kazakhstan" (for diplomas issued before the time of the introduction of the mandatory state exam in the discipline "History of Kazakhstan") if the number of classroom hours or credits matches.

6.7. Disciplines in the general education block and the list of disciplines in the catalog of elective disciplines can be re-read if the volume of the academic load coincides and their correspondence to the direction of educational programs.

6.8. Disciplines introduced for studying at the University, by the decision of the Academic Council of the University, can be recalculated by disciplines related to the content of the educational block of previous education with the same or greater amount of credits (contact hours).

6.9. The student has the right to refuse to transfer or recertify disciplines. In this case, he must complete all types of current, intermediate and final control in all disciplines provided by the educational program. The resulting assessment received by the student is put into the transcript.

6.10. Students who have received transfer of the disciplines of the educational program are exempted from transferring the corresponding discipline.

6.11. A commission is created by the order of the Provost of the University to recalculate the disciplines of formal education. The commission consists of: Vice Provost for Academic Affairs, representatives of School Quality Assurance Commissions, head of the Registrar's Office, head of the Advisors' Office, academic manager of the Registrar's Office. The functions of the secretary will be performed by the academic manager of the Office of the Registrar.

6.12. Commission on the basis of the student's documents on previous formal education:

- compares the list of academic disciplines (the volume of their hours, the form of control) studied by the student at the previous stage of training, with the list of disciplines contained in the educational programs of bachelor's and / or master's degrees for the corresponding areas of training;
- determines the list of disciplines for which it is possible to make a decision on transfer;
- compiles a collation sheet of transfer for each student in the disciplines of the educational program of the bachelor's and / or master's degree, in which the corresponding decisions are subsequently made
- acquaints the student with the conditions of transfer and recertification before the start of the educational process;
- on the basis of the collation sheet, the grades for the transfer disciplines are entered into the student's transcript.

6.13. The decision of the commission is drawn up in the form of a protocol and signed by the chairman, members and secretary of the commission.

6.14.

7. The procedure for the recognition of learning outcomes obtained through informal education

7.1. Recognition of learning outcomes acquired through non-formal education is permitted for educational components included in the educational program. At the same time, the recognition of the results is carried out in the semester, in which, according to the curriculum of a specific educational program, the development of the educational component is provided. The educational component can be re-read as a component of the curriculum no later than the beginning of the next semester.

7.2. Educational component - an academic discipline of a compulsory component, a university component or a component of the choice of general education disciplines, basic disciplines or major disciplines of the educational program.

7.3. Recognition of learning outcomes acquired through non-formal education extends both to the disciplines of the compulsory component, the university component, and educational components of choice, with the exception of diploma design.

7.4. The educational component can only be credited in full.

7.5. The university can recognize the learning outcomes acquired through non-formal education in the amount of not more than 25% of the total amount of credits for a specific educational program, in the case of providing documents confirming professional certification, more credits can be recognized, while the decision is made by the Quality Assurance Commission of the School.

7.6. Recognition of learning outcomes obtained through non-formal education should include the following mandatory steps:

7.6.1. A student of educational programs of higher / postgraduate education applies to the Chairman of the Commission for Quality Assurance of the School with a request for the recognition of learning outcomes acquired through non-formal education in the form established by Appendix 1 to these Regulations. Documents (certificates, certificates, etc.) are attached to the application, which determine the subject, scope and list of learning outcomes acquired during non-formal learning, as well as the results of control.

7.6.2. The Quality Assurance Commission reviews the submitted documents, analyzes their compliance with the program of the educational component, conducts an interview with the student and makes one of the following decisions:

- Do not recognize the results obtained during non-formal learning (Appendix 2 to the Regulation);
- recognize the results obtained during non-formal learning and count them as the result of the final control (exam) for the relevant educational component (Appendix 3 to the Regulations);

- assign the type of final control (oral exam on tickets, written exam on tickets, exam in the form of computer testing, exam in the form of written testing on paper, combined exam, defense of projects, presentations, cases), in accordance with the syllabus of the educational component, on the basis of the results of which a decision can be made to re-credit the learning outcomes (Appendix 4 to the Regulations).

7.6.3. If the Quality Assurance Commission considers it necessary to conduct a final control (exam), then the student is introduced to the program of the educational component and the list of questions that are submitted for the exam. Also, the student is introduced to the assessment criteria and the rules for appealing the results.

7.6.4. The Quality Assurance Commission provides the student with up to 10 (ten) working days to prepare for the final control (for each discipline) and up to 20 (twenty) working days to complete the topic / option of the individual task chosen by him (if any). The preparation period is discussed with the student. The entire transfer procedure, taking into account the preparatory work, must be completed before the start of the next academic period.

7.6.5. Based on the results of the final control, the Quality Assurance Commission issues an assessment for the corresponding educational component in points on a 100-point scale, in the letter system with a digital equivalent (positive marks from "A" to "D", and "unsatisfactory" - "FX" and "F") on the ECTS scale. If the student has received less than 50 points, then the learning outcomes acquired through non-formal education are not recognized.

7.6.6. Based on the recognition, results, the Quality Assurance Commission forms a protocol containing a decision on the recognition or non-recognition of learning outcomes obtained during non-formal learning (Appendix 5 to the Regulation).

7.6.7. In case of transfer of the educational component, the student's documents (transcript, etc.) are entered: the name of the discipline, the total number of hours / credits, the final grade and the basis for transfer (MOOC certificate, number of the minutes of the meeting of the Quality Assurance Committee). The student is exempted from studying the re-read educational component in subsequent academic periods.

8. The procedure for recognizing learning outcomes obtained as a result of mastering disciplines on the Coursera, EdX, Udacity, Future Learn platforms

8.1. Recognition of learning outcomes obtained as a result of mastering disciplines on the Coursera, EdX, Udacity, Future Learn platforms is carried out by the School Quality Assurance Commission subject to the following conditions:

- presentation of a certificate to students;

- correspondence of the learning outcomes of the completed course to the learning outcomes of the rereadable course;
- conducting an interview with a student with the involvement of specialists in a rereadable course;
- in the event that the “F - unsatisfactory” mark was previously received at the re-credited rate, re-crediting is not carried out;
- no more than 12 credits for the entire period of study are subject to transfer.

9. The procedure for the recognition of learning outcomes based on the IELTS / TOEFL certificate

9.1. Recognition of learning outcomes acquired by students and applicants is carried out by the Quality Assurance Commission of the Humanitarian School on the basis of the following correspondence table, subject to the specified credit recognition conditions:

Certificate	Disciplines Narxoz	Conditions for recognizing credits
IELTS 5,0	Foreign language	Recognition of the result and transfer of 10 credits by discipline
IELTS 7,0	Foreign language	Recognition of the result and transfer of 20 credits by discipline
TOEFL iBT 89-109 CBT 227-269 PBT 567-636	Foreign language	Recognition of the result and transfer of 10 credits by discipline
TOEFL iBT 110-120 CBT 227-269 PBT 567-636	Foreign language	Recognition of the result and transfer of 20 credits by discipline

10. The procedure for recognizing learning outcomes based on the confirmation of professional certifications ACCA, CIMA, CFA, CIA, CIM, CIPD, ICAEW, FRM GARP, ACAMS, ICSA, PMP and Bloomberg Market Concepts

10.1. Recognition of learning outcomes acquired under professional certifications ACCA, CIMA, CFA, CIA, CIM, CIPD, ICAEW, FRM GARP, ACAMS, ICSA, PMP, Bloomberg Market Concepts is carried out by the School's Quality Assurance Commission subject to the following conditions:

- presentation to students of a certificate confirming the passing of the professional certification exam within the last two years;

- the learning outcomes within the professional certification are consistent with the learning outcomes of the rereadable course;
- if the rate “F - unsatisfactory” was previously obtained at the rate being recalculated, the transferring is not carried out;
- the number of credits to be credited is determined by the Higher Schools Commission for Quality Assurance, while, in exceptional cases, it is possible to recalculate 50% of credits for Master's degree programs for holders of the following professional certifications: CIMA, ACCA, CIA, PMI, HRCI, CFA, CIPD, FRM, ICAEW, CIM;
- transfer of up to 10 credits of master's degree programs is provided for university graduates accredited by international professional certifications (CIMA, ACCA, CIA, PMI, HRCI, CFA, CIPD, FRM, ICAEW, CIM).

11. The procedure for recognizing the learning outcomes of applicants, who graduated from Nazarbayev Intellectual Schools or International Baccalaureate

11.1. Recognition of learning outcomes acquired by applicants who graduated from Nazarbayev Intellectual Schools or an International Baccalaureate is carried out on the basis of the following correspondence table, subject to the specified conditions for credit recognition:

Cycle	NIS disciplines	Narxoz disciplines	Conditions for recognizing credits
GED	English	Foreign language	Recognition of the result and transfer of 10 credits by discipline
GED	Kazakh/Russian language 1, 2	Kazakh (Russian) language	The decision of the School's Quality Assurance Commission on the recognition of the result and the recalculation of the volume of credits (5-10)
GED	Modern history of Kazakhstan	Modern history Of Kazakhstan / History of Kazakhstan	Recognition of the result and transfer of 5 credits, subject to passing the State exam. Passing the exam is possible without studying the discipline, if necessary, it is possible to study the discipline
GED	Global prospects and project work	Socio-political knowledge module	Recognition of the result and transfer of 8 credits by discipline

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GED	Global prospects and project work	Philosophy	Recognition of the result and transfer of 5 credits by discipline
GED	Computer science	Information and communication technologies	Recognition of the result and transfer of 5 credits by discipline
GED/ BD	Math	Fundamentals of Applied Mathematics / Higher Mathematics and Probability Theory	The decision of the School's Quality Assurance Commission on the recognition of the result and the recalculation of the volume of credits (5)
GED/ BD	Economy	Introduction to economy / Introduction to macroeconomics	The decision of the School's Quality Assurance Commission on the recognition of the result and the recalculation of the volume of credits (5)
BD	English	Foreign language	Recognition of the result and transfer of 10 credits in the discipline with the provision of an IELTS certificate of at least 7.0 (10)
GED	Physical culture	Physical culture	Recognition of the result and transfer of 4 credits by discipline *

* 4 out of 8 credits (50%) in the discipline "Physical culture"

11.2. The approved mechanism for recognizing learning outcomes for applicants who graduated from Nazarbayev Intellectual Schools or the International Baccalaureate can only be applied if the UNT / CT core subjects correspond to the relevant groups of educational programs.

12. Final provisions

12.1. The Regulation comes into force from the moment of its approval.

12.2. In the event of amendments or additions to the legislation of the Republic of Kazakhstan, the relevant clauses of the Regulations lose their force and the amendments come into effect.

Developers:



Umirzakov S.Y
Vice Provost for Academic Affairs;



Dalke N.V.
Director of the Department of EMC

Check mark



G.O. Abyzova head of OAD

13. Appendixs

Appendix 1 Statement

To the Chairman of the
Quality Assurance Commission

from a student /master student ____ course,
EP _____
(name of the educational program)

Full name

STATEMENT

I ask you to recognize the learning outcomes acquired by me through non-formal education as the final control (exam) in the discipline

“ _____ ”.

Documents (personally certified copies of documents) confirming the acquisition of the relevant learning outcomes are attached:

(Date)

(Signature)

I am familiar with the rules for recognizing the results of non-formal education

_____ (Signature)

Appendix 2

Protocol "Do not recognize learning outcomes"

NPJSC "NARXOZ UNIVERSITY"

PROTOCOL No. _____
dated " _____ " _____ 20__y.

of the meeting of the Quality Assurance Commission
on the recognition of the results of non-formal education

The composition of the commission:

Chairman: _____

Members: _____

Considered: Recognition of learning outcomes acquired through non-formal education by learners _____

(full name)

The following documents were submitted for the consideration of the commission:

- student's statement _____

(full name)

on the recognition of learning outcomes acquired through non-formal education as the final control of the educational component of the educational program

“ _____ ”

- documents confirming the obtaining of learning outcomes:

(Indicate: name, number and date of issue of the document, name of the organization that issued the document, link to the organization's website, course name, course volume, learning outcomes achieved, etc.).

Commission decision:

1. Based on the results of consideration of documents provided to students

_____ (full name)

confirming the receipt of learning outcomes through non-formal education, establish them **NOT COMPLIANCE** with the competencies that are formed by the educational component of the educational program

“ _____ ”

2. **DO NOT RECOGNIZE** the results obtained as a result of non-formal education as the final control of the educational component of the educational program

“ _____ ”

Commission chairman: _____
(full name)

Secretary of the commission: _____
(full name)

I am familiar with the decision of the commission _____

(full name, signature, date)

Appendix 3
Protocol "Recognize learning outcomes"

NPJSC "NARXOZ UNIVERSITY"

PROTOCOL No. _____
dated " _____ " _____ 20__y.

of the meeting of the Quality Assurance Commission
on the recognition of the results of non-formal education

The composition of the commission:

Chairman: _____

Members: _____

Considered: Recognition of learning outcomes acquired through non-formal education by learners _____

(full name)

The following documents were submitted for the consideration of the commission:

- student's statement _____

(full name)

on the recognition of learning outcomes acquired through non-formal education as the final control of the educational component of the educational program

“ _____ ”
- documents confirming the obtaining of learning outcomes:

(Indicate: name, number and date of issue of the document, name of the organization that issued the document, link to the organization's website, course name, course volume, learning outcomes achieved, etc.).

Commission decision:

1. Based on the results of consideration of documents provided to students

_____ (full name)
confirming the receipt of learning outcomes through non-formal education, to establish their **FULL COMPLIANCE** with the competencies that are formed by the educational component of the educational program

“ _____ ”

2. **RECOGNIZE** the results obtained as a result of non-formal education as the final control of the educational component of the educational program

“ _____ ”

3. **SUBSTITUTE THE ASSESSMENT** " _____ " and _____ points.

Commission chairman: _____ (full name)

Secretary of the commission: _____ (full name)

I am familiar with the decision of the commission _____

_____ (full name, signature, date)

Appendix 4
Protocol "Assign final control in the form of an exam"

NPJSC "NARXOZ UNIVERSITY"

PROTOCOL No. _____

dated " ____ " _____ 20__y.

of the meeting of the Quality Assurance Commission
on the recognition of the results of non-formal education

The composition of the commission:

Chairman: _____

Members: _____

Considered: Recognition of learning outcomes acquired through non-formal education by learners _____

(full name)

The following documents were submitted for the consideration of the commission:

- student's statement _____

(full name)

on the recognition of learning outcomes acquired through non-formal education as the final control of the educational component of the educational program

“ _____ ”

- documents confirming the obtaining of learning outcomes:

(Indicate: name, number and date of issue of the document, name of the organization that issued the document, link to the organization's website, course name, course volume, learning outcomes achieved, etc.).

Commission decision:

1. Based on the results of consideration of documents provided to students

_____ confirming the receipt of learning outcomes through non-formal education, there is no way to establish **THEIR DEGREE OF COMPLIANCE** with the competencies that are formed by the educational component of the educational program

“ _____ ”

2. **ASSIGN THE FINAL CONTROL (EXAM)** for the educational component of the educational program " _____ "

in the form of " _____ " .

Commission chairman: _____

(full name)

Secretary of the commission: _____

(full name)

I am familiar with the decision of the commission _____

(full name, signature, date)

Appendix 5

Protocol "Recognize the results of the final control as the final grade for the educational component"

NPJSC "NARXOZ UNIVERSITY"

PROTOCOL No. _____

dated " _____ " _____ 20__y.

of the meeting of the Quality Assurance Commission
on the recognition of the results of non-formal education

The composition of the commission:

Chairman: _____

Members: _____

Considered: Results of the final control (exam) for the recognition of learning outcomes acquired through non-formal education by students

(full name)

to transfer the educational component of the educational program / curriculum
EP " _____ " _____

Ticket question and answer score:

1. _____

2. _____

3. _____

(Indicate the question of the ticket and the score of the answers for each question)

Commission decision:

1. Based on the results of the analysis of the student's answers and the performance of the individual assignment (if any), **SUBSTITUTE THE ASSESSMENT** " _____ " and _____ points for the final control.

2. **RECOGNIZE** the results of the final control (exam) as the final grade for the educational component of the educational program

“ _____ ”.

Commission chairman: _____
(full name)

Secretary of the commission: _____
(full name)

I am familiar with the decision of the commission _____

(full name, signature, date)