



«APPROVED»

by the Decision of the Academic
Council of NJSC Narxoz University
Protocol No. 5 by «12» 11 2024

REGULATION
on the implementation of educational programs without assigning an
academic degree (Non-Degree)
in NJSC Narxoz University

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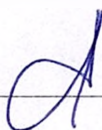
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Passport document

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Responsible for a revision:	The Head of the Provost's Office

Approval sheet

Provost


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Vice President for Administrative and Legal Activities


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1. Scope

- 1.1. This Regulation on the implementation of training programs without assigning an academic degree (Non-Degree) at the NJSC Narxoz University (hereinafter referred to as the "Regulation") defines the organization of the training process without assigning an academic degree, as well as the conditions, procedures and mechanisms for admission to training, the procedure for registering and training persons with Non-Degree status and mechanisms for recognizing training results with the subsequent transfer of credits received outside the framework of assigning an academic degree at the NJSC Narxoz University.
- 1.2. The regulation is being introduced for the first time..
- 1.3. The Regulation is mandatory for all structural divisions of the NJSC Narxoz University (hereinafter referred to as the "University").

2. References to regulatory acts

- 2.1. The Regulation was developed on the basis of the Academic Policy of the NJSC Narxoz University, approved by the decision of the Academic Council of the University dated August 27, 2022, protocol No. 27.

3. General terms

- 3.1. A student with Non-Degree status is any interested person who, on the basis of an agreement for the provision of educational services, studies courses/disciplines, disciplines of the Minor block with the completion of the full volume of assignments and receiving a final grade for them, and upon completion of which receives a transcript, on the basis of which the recognition of learning outcomes and the transfer of credits earned can subsequently be made.
- 3.2. The status of a student without the assignment of an academic degree Non-Degree can be applied at all levels of education implemented by the University: bachelor's degree, master's degree, doctoral degree, business education programs.
- 3.3. A student enrolled in programs without the assignment of a Non-Degree academic degree is not exempt from service in the ranks of the Armed Forces of the Republic of Kazakhstan; compulsory medical insurance is not paid to the student.
- 3.4. The list of courses offered for mastering in Non-Degree programs is determined and approved by the Quality Assurance Commission (hereinafter referred to as the "QAC") of the School, and the courses must be identical to the disciplines of the current educational programs approved by the Academic Council of the University and registered in the information system "Register of Educational Programs of Higher and Postgraduate Education".
- 3.5. The list of courses of the Non-Degree study programs approved by the School's QAC with the mandatory indication of the prerequisites declared in the current approved educational programs is published on the official website of the University.
- 3.6. The maximum number of disciplines and credits that can be mastered in programs without assigning a Non-Degree academic degree is determined by the School's QAC depending on the specifics of the current approved educational programs.
- 3.7. The cost of credit for Non-Degree programs corresponds to the cost of credit for current educational programs for the current academic year and is determined by the rates approved by the University Board for the academic year.

4. Entry requirements and selection procedure for Non-Degree programs

- 4.1. To be admitted to study under Non-Degree programs, the interested person submits a free-form application to the Director of the School implementing the Non-Degree programs, indicating the courses chosen for study, to the Student Service Center.
- 4.2. An interested individual may apply for admission to the Non-Degree program at any time, but no later than 10 days before the start of online registration for courses. However, courses

can only be completed within the academic periods defined by the University Academic Calendar approved for the academic year.

- 4.3. The application is reviewed by the School's QAC for the availability of courses in academic periods, compliance with prerequisites, and other applicable factors, and a decision is made on admission to the program, or recommendations for adjustments to the list of courses and/or academic periods and/or other applicable factors.
- 4.4. If the School's QAC makes a positive decision on admission to a Non-Degree program, the student's application with an extract from the School's QAC decision protocol is forwarded to the Registrar's Office.
- 4.5. To form an order for admission to study in programs without obtaining a Non-Degree academic degree and to draw up an agreement for the provision of paid educational services, the applicant shall submit the following documents to the Registrar's Office:
 - copy of ID/passport for international students;
 - copy of education document;
 - fluorography image (x-ray);
 - certificates from a mental health and drug addiction treatment center.
- 4.6. После выхода приказа о приеме на обучение и заключения договора обучающийся производит оплату образовательных услуг академического периода.

5. Registration procedure for courses and studies in Non-Degree programs

- 5.1. Registration of a student accepted to Non-Degree programs in the University information system is carried out by the Registrar's Office after the issuance of an order on admission to study and payment for educational services for the academic period in accordance with the contract amount.
- 5.2. After registration in the information system, the Department of Information Technology assigns the student an ID, login and password for entering the personal information account and corporate mail of the University.
- 5.3. The Academic Coordinator of the School implementing courses of programs without assigning an academic degree Non-Degree, creates an individual curriculum in the University information system, which is attached to the student and for the disciplines of which registration is subsequently carried out for disciplines held in the applicable academic period in accordance with the approved Academic Calendar of the University.
- 5.4. Students in Non-Degree programs are responsible for meeting the prerequisites of the courses stated in the current approved educational programs. If necessary, consultation with the School official administering the Non-Degree program is possible.
- 5.5. Upon completion of the courses of the program without awarding a Non-Degree academic degree, the student is issued a transcript indicating credits, academic hours, grade in letter and digital equivalents.
- 5.6. Before issuing a transcript confirming the completion of the courses of the program without receiving a Non-Degree academic degree, the student fills out a clearance form, the training contract is terminated, and the student is removed from the University's information systems and corporate mail.

6. Procedure for recognition of learning outcomes in Non-Degree programs and transfer of credits received upon admission to an educational program with a degree

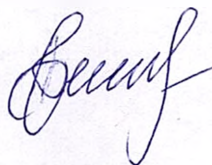
- 6.1. A student who has earned academic credits in Non-Degree programs, subject to further enrollment in the University's degree programs, may apply for recognition of the learning outcomes obtained and transfer (re-credit) of credits.
- 6.2. Recognition of learning outcomes and credit transfer of previously acquired credits under Non-Degree programs is carried out by the QAC of Schools implementing educational programs to which the student is enrolled.
- 6.3. The duration of the period during which learning outcomes and credits earned can be recognized and credits transferred is determined by the QAC of the Schools implementing

- the educational programs to which the student is enrolled, but no more than after 3 (three) years for professional disciplines and no more than 5 (five) years for general education disciplines from the date of issuance of a transcript confirming the completion of the program courses without obtaining a Non-Degree academic degree.
- 6.4. When recognizing learning outcomes and transferring credits from the Schools' QACs, individual restrictions may be imposed, regulated by the requirements of the Schools' educational programs.
- 6.5. Only those disciplines that are applicable for obtaining an academic degree are accepted for recognition of learning outcomes and credit transfer, in this case, they are recorded in the students' transcript. The mastered courses of programs without assigning an academic degree Non-Degree with an indication of the number of credits are transferred to the transcript with the initially received grades in digital and letter equivalents.
- 6.6. Recognition of learning outcomes and credit transfer is carried out at the beginning of the autumn academic period of each academic year, subject to the student's enrollment/reinstatement in an educational program with the assignment of an academic degree, if the program accepts these credits, and a positive decision on the recognition of completed credits under the Non-Degree programs of the QAC of Schools implementing educational programs.

7. Final Provisions

- 7.1. This Regulation is approved by the decision of the Academic Council of the University. Changes and additions to this Regulation are made by the decision of the Academic Council of the University. The validity period of this Regulation is not limited.
- 7.2. Next revision date – when necessary. Responsible for a revision – Head of the Provost's Office.

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